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Focus Setup

The basic function of Setup is to create and maintain the data files. All of the system's user configurations and optional settings are established in Focus Setup. Access to Focus Setup is strictly controlled by Job Rights.

Focus Setup may be run on any Station that is part of the Focus system. Focus runs on one executable (.exe), therefore allowing the user access to Focus Setup from any station running Focus.

Focus Setup contains twelve pull down menus across the top of the workspace. Each menu consists of a window with a different, yet often related series or group of options and components.

The menus are File, Employees, Customers, Inventory, Printers, Order Entry, Locations, Reports, Menu, Miscellaneous, Close Day and Help. Each menu brings up another menu or dialog box.

Figure t-1 (shown below) displays Focus Setup with the nFocus options configured.



Figure t-1 Focus Setup Window

Modules

A module is a component of the Focus System designed to perform a particular task. The Optional Modules which are not part of the basic Focus System are listed below.

Figure t-2 Module Description

Name	Description
EDC	Credit Card Module
PMS	Property Management Module
BOF	Back Office Module

SCH	Scheduling Module
INV	Inventory Module
CUS	Customer Module
GFT	Gift Card Module
NEP	NETePay Module
IPL	IP Log Module
XML	XML Datafeed Module
TAB	Tabbedout
ALRT	Alert Module
	Open Table
SQL	SQL Report Engine
	Hot Schedules
Mercury	Mercury Credit Card Processing is active.

Related Topics

None

End User Configuration

Configuration Techniques

Configuration of the Focus system to meet end-user operational requirements is simple and the processes used are consistent throughout all Modules. The following information is provided to orient the operator in the basic techniques that are recommended.


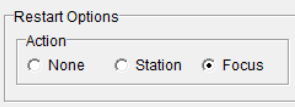

With very few exceptions, when a touch screen is provided, all fields in all Modules may be accessed by touch. When configuring the system areas of Setup, Employee and Canvas, however, it is recommended that both a mouse and a keyboard are available. A pop-out keyboard on screen is provided in all areas of the Point of Sale where alphanumeric input is required.





Most Focus entities are pre-configured to a set number; there is no adding or deleting except for Employees, Menu Items, Inventory Items and Customers.

Figure t-3 Keyboard Commands

Command	Description
Tab	Used to advance from one data field to the next.
Enter	Used to emulate OK on the dialog box.
Delete	Used to indicate that a selection is not required from a drop-down list. To deselect an option from the drop-down list, press the Delete Key and <None> will be displayed.
Alt	Used quickly move between fields. In Menu > Menu Items selecting Alt and 1 moves you directly to the first price field.
Up/Down	Used to move Up and Down the drop-down lists.

Figure t-4 Screen Elements

Command	Description
Drop-Down List	 A pre-configured list from which a selection must be made.
Radio Box	 A choice of options from which only one selection may be made.
Status Box	<input checked="" type="checkbox"/> Selected <input type="checkbox"/> Not Selected <input checked="" type="checkbox"/> Inactive (grayed out)
Text Box	 To delete the contents of a text box, double-click the text box and then press the "Delete" key. To replace the contents of a text box, double-click the text box and then type the updated information directly over the selected area.

Calendar		Skips to the previous year.
		Skips to the previous month.
		Skips to the next month.
		Skips to the next year.

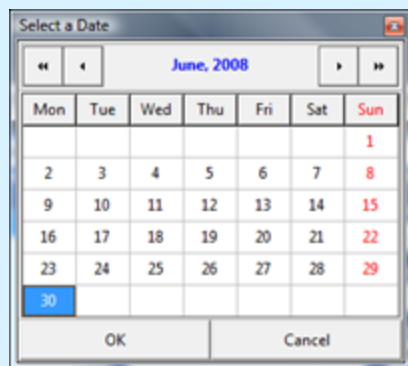


Figure t-4.1 Calendar

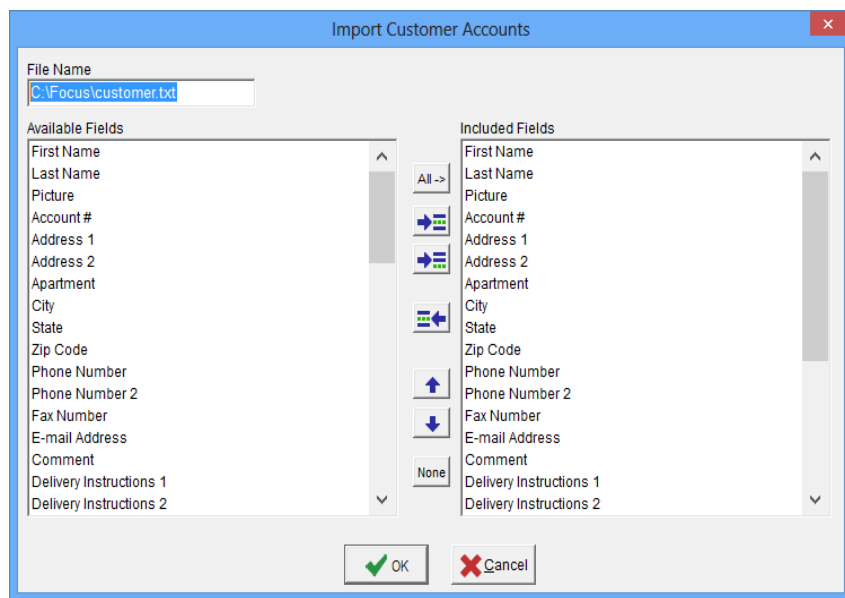






Figure t-5.1 Sample Import/Export Window

Figure t-5 Import/Export Functions

Command	Description
	Moves all available fields over to the Included Fields section.
	Moves the selected item in Available Fields to the position selected in the Included Fields section.
	Moves the selected item in Available Fields to the bottom of the list in the Included Fields section.
	Moves the selected item in Included Fields back to the list in Available Fields.





	Moves the selected item in Included Fields up the list.
	Moves the selected item in Included Fields down the list.
	Moves all items in Included Fields back to the Available Fields section.

Figure t-6 Standard Entry Formats

Time	Times are configured in 24 hour military format and must be expressed as MM:HH.
Date	Dates are configured in North American format: MMDDYYYY.

Figure t-7 Miscellaneous

Italicized Labels	Any label that is italicized may be clicked to drill down to another form.
	Clicking this button will drill down to another form.

On Screen Keyboard Keys

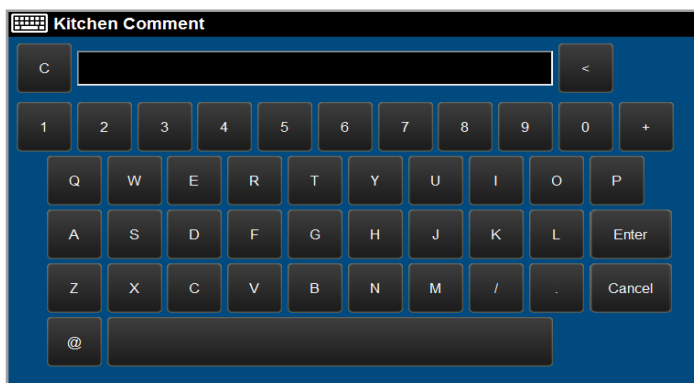


Figure t-8 On Screen Keyboard

To select an image (.bmp or .jpg), audio (.wav) or audio/visual (.avi) file

- Click the Image button .
- The Picture dialog box will be displayed.
- Select the folder required from the drop-down list.
- Click on the file required. The file name will be displayed in the file name field.
- Click Open. The Picture dialog box will be closed and the image selected will be displayed.

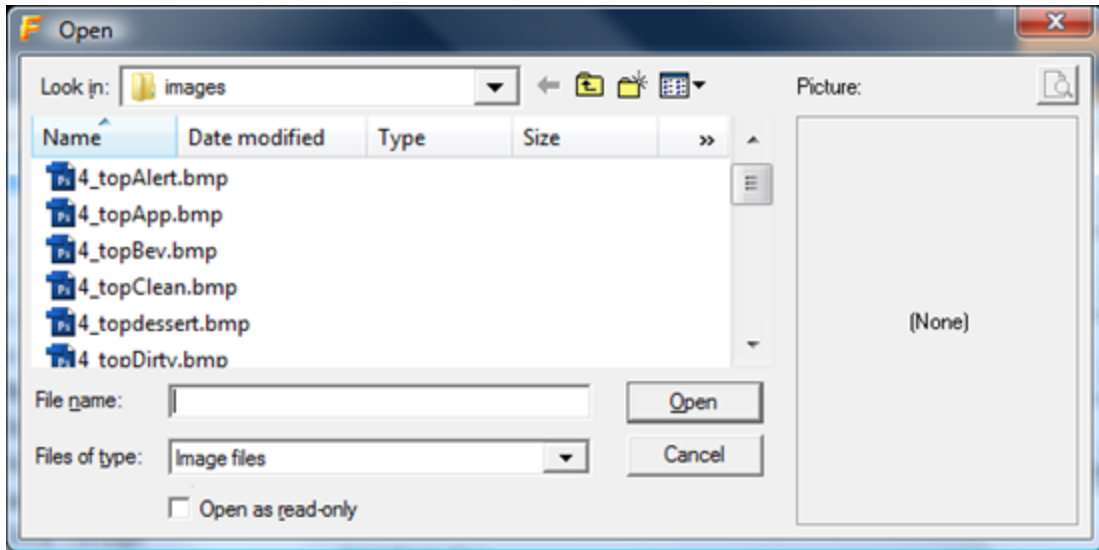


Figure t-9 Dialog Box

To deselect an Image, leave the File Name field empty.



Figure t-10 File Name Field

Related Topics

None

nFocus Dashboard

The nFocus Dashboard provides an overview of the restaurant's operations including sales summaries, check averages, item tracking, labor information and current system status. nFocus consists of shortcut icons on the top of the screen and three main information boxes (nFocus, Miscellaneous and System Alerts).


Accessing nFocus

nFocus is displayed automatically after logging into Focus Setup according to the settings in Miscellaneous > General > nFocus, Locations > Stations > Do No Display nFocus and the Job Right – 'nFocus'.



Figure n1 nFocus Dashboard

Figure n1.1 nFocus Dashboard Fields

Option	Description
Command Ribbon	Used to quickly access various Focus Setup Windows.
nFocus	Displays sales and labor information.
Miscellaneous	Displays overtime warnings and employees on the clock.
System Alerts	Displays the following system status information: Current Date, Current Business Date, Last Batch Date and Batch Amount, Printer Status, Offline Credit Status and active Special Pricing.
 Logout	Use to log out of Focus Setup.

Related Topics

None

Command Ribbon

Purpose

The nFocus Command Ribbon allows for quick access to the various Focus Setup Windows.

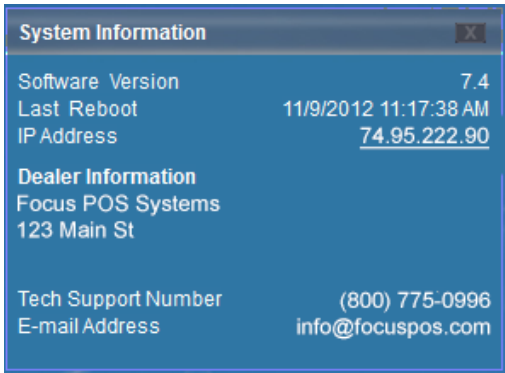
Accessing the nFocus Command Ribbon

Click on the appropriate icon to display the corresponding Focus Setup Window. Right-click on the Employees, Checks, Reports or Canvases icon to display additional options.



Figure n3 nFocus Command Ribbon

Figure n4 nFocus Command Ribbon Options

Option	Description
Employees	Displays the Employees Window. Hint: Right-click the Employees icon to find Employees with the specific Job.
Time Cards	Displays the Time Cards Window.
Schedules	Displays the Schedules Window.
Blackboards	Displays the Blackboards Window.
Checks	Displays the Checks Window. Hint: Right-click the Checks icon to view checks for previously defined Check Filters.
Reports	Displays the Reports Window. Hint: Right-click the Reports icon to select an individual report.
Messages	Displays the Messages Window.
Invoices	Displays the Invoices Window.
Inventories	Displays the Inventories Window.
Canvases	Displays the Canvas Designer Window. Hint: Right-click the Canvases icon to display the Canvas Designer, Canvases or Menu Items Window.
Info	<div>Displays the System Information Window within nFocus.</div> <div><p>Figure n5 nFocus System Information Window</p></div>

	Software Version	Displays the version of the Focus software currently in use.
	Last Reboot	Displays the date and time the computer was rebooted last.
	IP Address	Displays the public IP address. This option shows the same IP address as going to www.i-pchicken.com .
	Dealer Information	Displays the dealer's name and address defined in Miscellaneous > General > nFocus > Dealer Information.
	Tech Support Number	Displays the dealer's phone number defined in Miscellaneous > General > nFocus > Dealer Information.
	E-mail Address	Displays the dealer's e-mail address defined in Miscellaneous > General > nFocus > Dealer Information.

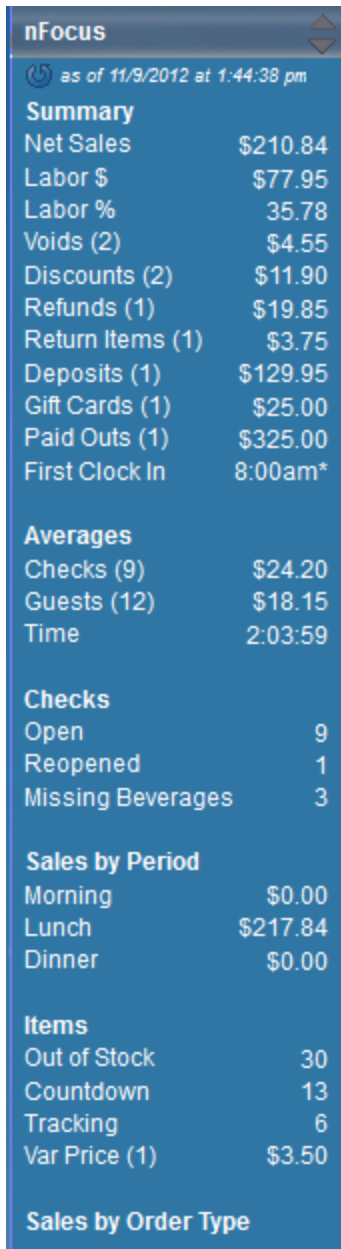
Related Topics

nFocus Window

The nFocus Window contains the following sections: Summary, Averages, Checks, Sales by Period, Items, and Sales by Order Type. Hint: A detailed information window can be displayed by clicking on individual fields within the section.

Accessing the nFocus Window

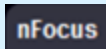
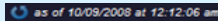



The nFocus Window options are displayed according to the settings in Miscellaneous > General > nFocus /Online Ordering/Tabbedout/nFocus



nFocus	
as of 11/9/2012 at 1:44:38 pm	
Summary	
Net Sales	\$210.84
Labor \$	\$77.95
Labor %	35.78
Voids (2)	\$4.55
Discounts (2)	\$11.90
Refunds (1)	\$19.85
Return Items (1)	\$3.75
Deposits (1)	\$129.95
Gift Cards (1)	\$25.00
Paid Outs (1)	\$325.00
First Clock In	8:00am*
Averages	
Checks (9)	\$24.20
Guests (12)	\$18.15
Time	2:03:59
Checks	
Open	9
Reopened	1
Missing Beverages	3
Sales by Period	
Morning	\$0.00
Lunch	\$217.84
Dinner	\$0.00
Items	
Out of Stock	30
Countdown	13
Tracking	6
Var Price (1)	\$3.50
Sales by Order Type	

Figure n6 nFocus Dashboard

Figure n7 nFocus Dashboard Fields

Section	Description																						
	Clicking the nFocus label allows the user to select a date.																						
 as of 10/09/2008 at 12:12:06 am	Clicking  updates nFocus with the most up to date sales and status information.																						
	Clicking this image will allow you to scroll through the information on your nFocus window.																						
	Clicking this image will close the expanded window that displays for certain fields.																						
Summary	<table><tr><td>Net Sales</td><td>The Net Sales amount for the selected business day. Hint: Click on this field to display the Report Group Sales Window.</td></tr><tr><td>Labor \$</td><td>Labor cost for the selected business day.</td></tr><tr><td>Labor %</td><td>Labor percentage for the selected business day. Hint: Click on this field to display the Labor Percentage Window.</td></tr><tr><td>Voids (x)</td><td>The number and dollar amount of Voids. Hint: Click on this field to displays the Voids Window.</td></tr><tr><td>Discounts (x)</td><td>The number and dollar amount of Discounts. Hint: Click on this field to display the Discounts Window.</td></tr><tr><td>Refunds (x)</td><td>The number and dollar amount of Refunds. Hint: Click on this field to display the Refunds Window.</td></tr><tr><td>Return Items (x)</td><td>The number and dollar amount of Return Items.</td></tr><tr><td>Deposits (x)</td><td>The number and dollar amount of the Deposits. Hint: Click on this field to display the Deposits Deposit Window.</td></tr><tr><td>Gift Cards (x)</td><td>The number and dollar amount of Gift Cards sold. Hint: Click on this field to display the Gift Cards Window.</td></tr><tr><td>Paid Outs (x)</td><td>The number and dollar amount of Paid Outs. Hint: Click on this field to display the Paid Outs Window.</td></tr><tr><td>First Clock In</td><td>The time the first employee clocked in. Hint: Click on this field to display the First Clock In Window. Note: An * denotes the Time Card has been edited.</td></tr></table>	Net Sales	The Net Sales amount for the selected business day. Hint: Click on this field to display the Report Group Sales Window.	Labor \$	Labor cost for the selected business day.	Labor %	Labor percentage for the selected business day. Hint: Click on this field to display the Labor Percentage Window.	Voids (x)	The number and dollar amount of Voids. Hint: Click on this field to displays the Voids Window.	Discounts (x)	The number and dollar amount of Discounts. Hint: Click on this field to display the Discounts Window.	Refunds (x)	The number and dollar amount of Refunds. Hint: Click on this field to display the Refunds Window.	Return Items (x)	The number and dollar amount of Return Items.	Deposits (x)	The number and dollar amount of the Deposits. Hint: Click on this field to display the Deposits Deposit Window.	Gift Cards (x)	The number and dollar amount of Gift Cards sold. Hint: Click on this field to display the Gift Cards Window.	Paid Outs (x)	The number and dollar amount of Paid Outs. Hint: Click on this field to display the Paid Outs Window.	First Clock In	The time the first employee clocked in. Hint: Click on this field to display the First Clock In Window. Note: An * denotes the Time Card has been edited.
	Net Sales	The Net Sales amount for the selected business day. Hint: Click on this field to display the Report Group Sales Window.																					
	Labor \$	Labor cost for the selected business day.																					
	Labor %	Labor percentage for the selected business day. Hint: Click on this field to display the Labor Percentage Window.																					
	Voids (x)	The number and dollar amount of Voids. Hint: Click on this field to displays the Voids Window.																					
	Discounts (x)	The number and dollar amount of Discounts. Hint: Click on this field to display the Discounts Window.																					
	Refunds (x)	The number and dollar amount of Refunds. Hint: Click on this field to display the Refunds Window.																					
	Return Items (x)	The number and dollar amount of Return Items.																					
	Deposits (x)	The number and dollar amount of the Deposits. Hint: Click on this field to display the Deposits Deposit Window.																					
	Gift Cards (x)	The number and dollar amount of Gift Cards sold. Hint: Click on this field to display the Gift Cards Window.																					
	Paid Outs (x)	The number and dollar amount of Paid Outs. Hint: Click on this field to display the Paid Outs Window.																					
First Clock In	The time the first employee clocked in. Hint: Click on this field to display the First Clock In Window. Note: An * denotes the Time Card has been edited.																						
Averages	<table><tr><td>Net Sales</td><td>The Net Sales amount for the selected business day. Hint: Click on this field to display the Report Group Sales Window.</td></tr><tr><td>Labor \$</td><td>Labor cost for the selected business day.</td></tr><tr><td>Labor %</td><td>Labor percentage for the selected business day. Hint: Click on this field to display the Labor Percentage Window.</td></tr></table>	Net Sales	The Net Sales amount for the selected business day. Hint: Click on this field to display the Report Group Sales Window.	Labor \$	Labor cost for the selected business day.	Labor %	Labor percentage for the selected business day. Hint: Click on this field to display the Labor Percentage Window.																
	Net Sales	The Net Sales amount for the selected business day. Hint: Click on this field to display the Report Group Sales Window.																					
	Labor \$	Labor cost for the selected business day.																					
Labor %	Labor percentage for the selected business day. Hint: Click on this field to display the Labor Percentage Window.																						
Checks	<table><tr><td>Open</td><td>The number of open checks. Hint: Click on this field to display the Open Checks Window.</td></tr><tr><td>Reopened</td><td>The number of reopened checks. Hint: Click on this field to display the Reopened Checks</td></tr></table>	Open	The number of open checks. Hint: Click on this field to display the Open Checks Window.	Reopened	The number of reopened checks. Hint: Click on this field to display the Reopened Checks																		
	Open	The number of open checks. Hint: Click on this field to display the Open Checks Window.																					
Reopened	The number of reopened checks. Hint: Click on this field to display the Reopened Checks																						

		Window.
	Missing Beverages	The number of checks with missing beverages.
Sales by Period	Period 1-4	The sales amount for each period established in Miscellaneous > General > nFocus > Meal Periods.
Items	Out of Stock	The number of Menu Items currently out of stock. Hint: Click on this field to display the Out of Stock Items Window.
	Countdown	The number of Menu Items with the Countdown option. Hint: Click on this field to display the Countdown Items Window.
	Tracking	The number of Tracking Items sold. Hint: Click on this field to display the Tracking Items Window.
	Var Price (x)	The number and amount of Variable Price Items sold. Hint: Click on this field to display the Variable Price Items Window.
Sales by Order Type	Order Type (x)	The number of checks and sales amount for each Order Type.

Related Topics

None

Report Group Window

The Report Groups Window displays the number of units sold, sales amount and percentage of sales for each Report Group.



Accessing the nFocus Report Groups Window

While in the nFocus Dashboard, click on Net Sales field within the nFocus Window.

Report Groups			
Report Group	Units	Sales	%
Appetizers	6	\$99.94	46.69
Liquor	18	\$74.45	34.78
Entrees	2	\$39.90	18.64
Beverages	2	\$0.00	0.00
Salads	-1	(\$3.75)	-1.75
Miscellaneous	1	\$3.50	1.64

Figure n8 Report Groups Window

Figure n9 Report Groups Window Fields

Field	Description						
	<div></div> <p>Click this icon to display the Report Group Sales % Window which provides the information in graph form.</p>						
Report Group	<p>The following information is displayed for each Report Group that has sales. Hint: Click on the Report Group name to display the Menu Item Sales Window.</p>						
	<table><tr><td>Units</td><td>The number of Menu Items sold for the Report Group.</td></tr><tr><td>Sales</td><td>The sales amount for all Menu Items sold for the Report Group.</td></tr><tr><td>%</td><td>Report Group sales to total sales.</td></tr></table>	Units	The number of Menu Items sold for the Report Group.	Sales	The sales amount for all Menu Items sold for the Report Group.	%	Report Group sales to total sales.
	Units	The number of Menu Items sold for the Report Group.					
	Sales	The sales amount for all Menu Items sold for the Report Group.					
%	Report Group sales to total sales.						


Related Topics

None

Report Group Sales Percentage Window

The Report Group Sales % Window displays a pie chart comparing Report Group sales to total sales.

Accessing the Report Group Sales % Window

While in the Report Group Sales Window, click the graph icon  .

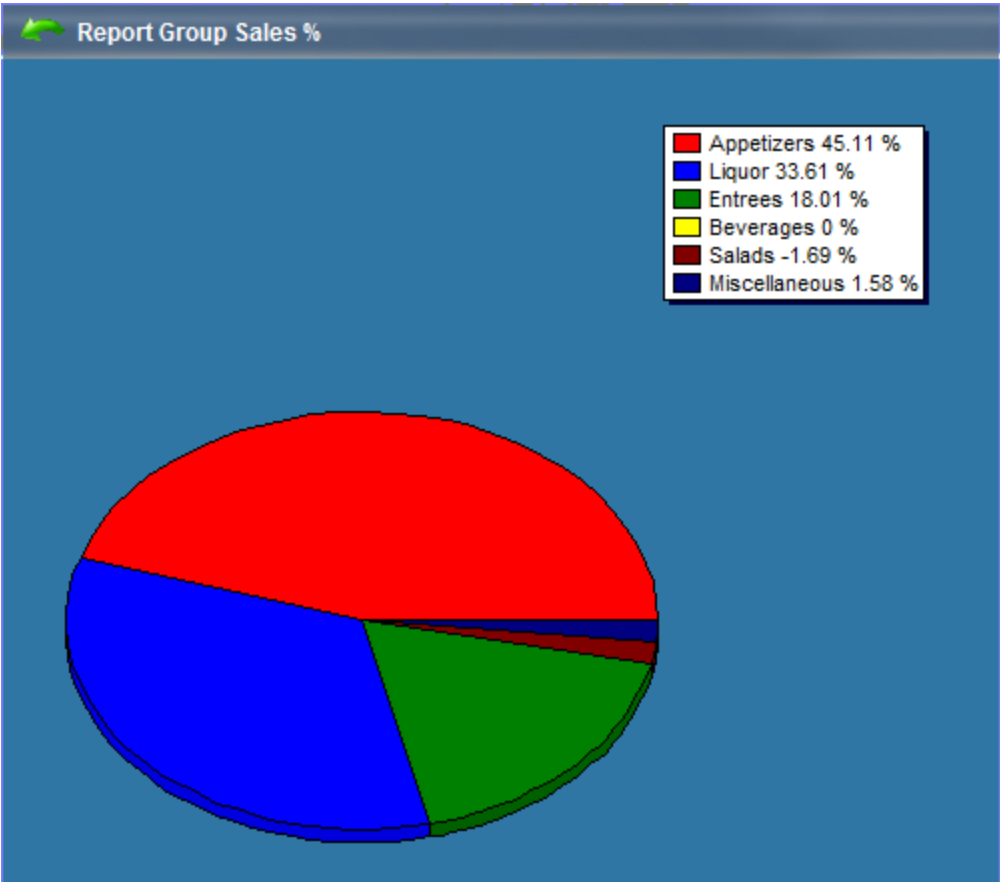



Figure n10 Report Group Sales % Window

Figure n10.1 Report Group Sales % Window Fields

Field	Description
	Used to quickly access various Focus Setup Windows.
Pie Chart	A pie chart and legend is displayed.

Related Topics

None

Menu Item Sales Window

The Menu Item Sales Window displays the number of units sold and sales amount for each Menu Item in the selected Report Group.




Accessing the Menu Item Sales Window

While in the Report Group Sales Window, click on the Report Group name.

Liquor		
Item	Units	Sales
Cape Cod	1	\$3.95
Crown Royal	2	\$9.00
Dewar's	7	\$31.50
Jack Daniels	2	\$9.00
Long Island Ice Tea	2	\$7.00
Martini	1	\$3.50
Screwdriver	2	\$7.00
Well Gin	1	\$3.50

Figure n12 Menu Item Sales Window

Figure n13 Menu Item Sales Window

Option	Description						
	Click this icon to display the Menu Items Sales % Window in graph form. 						
	Used to scroll through the list items.						
Items	The Menu Items for the current Report Group that have sales are displayed with the information below. Hint: Click any field below to view checks that contain the selected Menu Item.						
	<table><tr><td>Item</td><td>The Menu Item Name. Hint: Click on the Item heading to sort the list alphabetically.</td></tr><tr><td>Units</td><td>The number of Menu Items sold. Hint: Click on the Units heading to sort the list by Units sold.</td></tr><tr><td>Sales</td><td>The Menu Item sales amount. Hint: Click on the Sales heading to sort the list by sales amount.</td></tr></table>	Item	The Menu Item Name. Hint: Click on the Item heading to sort the list alphabetically.	Units	The number of Menu Items sold. Hint: Click on the Units heading to sort the list by Units sold.	Sales	The Menu Item sales amount. Hint: Click on the Sales heading to sort the list by sales amount.
	Item	The Menu Item Name. Hint: Click on the Item heading to sort the list alphabetically.					
	Units	The number of Menu Items sold. Hint: Click on the Units heading to sort the list by Units sold.					
Sales	The Menu Item sales amount. Hint: Click on the Sales heading to sort the list by sales amount.						

Related Topics

None

Menu Item Sales Percentage Window

The Menu Item Sales % Window displays a pie chart comparing Menu Item sales to Report Group sales.

Accessing the Menu Item Sales % Window

While in the Menu Item Sales Window, click the graph icon .

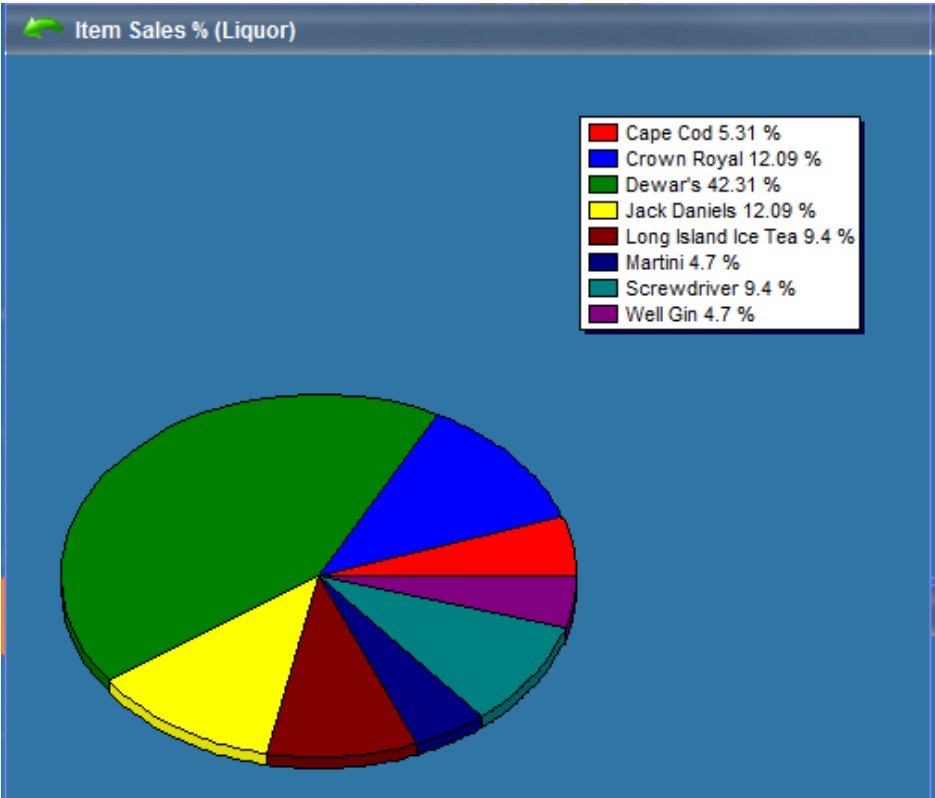



Figure n14 Menu Item Sales % Window

Figure n15 Menu Item Sales % Window Fields

Field	Description
	Returns to the Menu Item Sales Window.
Pie Chart	A pie chart and legend is displayed.

Related Topics

None

Labor Percentage Window

The Labor Percentage Window displays the labor cost, sales, labor percentage and cumulative labor percentage in hourly intervals established in Miscellaneous > General > nFocus > Labor Tracking > Start Hour.


Accessing the Labor Percentage Window

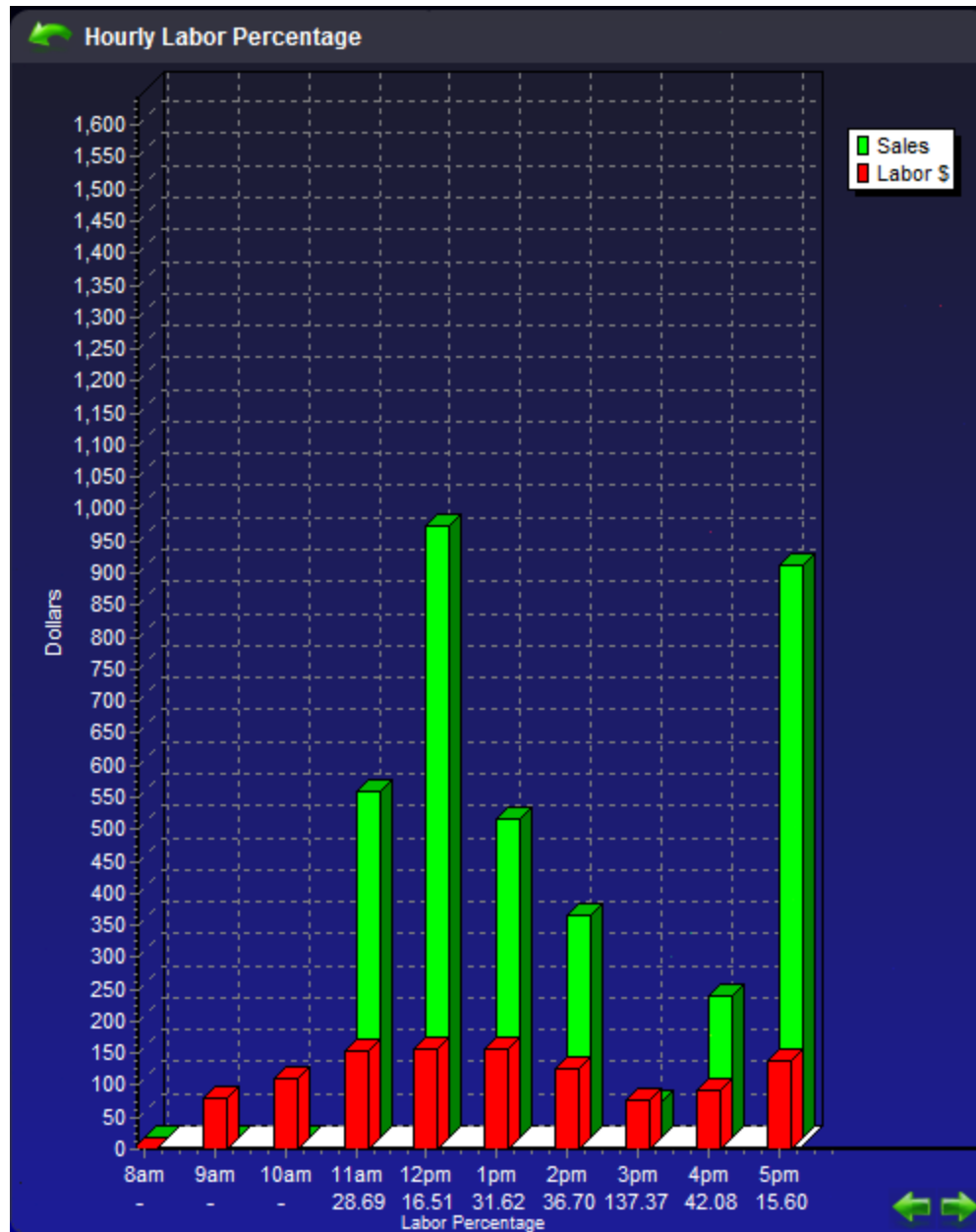
Click the Labor % field within the nFocus Window.

 Labor Percentage				
Interval	Labor \$	Sales	Labor %	Cum %
08:00am-09:00am	\$10.88	\$0.00	-	0.00
09:00am-10:00am	\$10.88	\$0.00	-	0.00
10:00am-11:00am	\$10.88	\$0.00	-	0.00
11:00am-12:00pm	\$14.38	\$214.04	6.72	21.97
12:00pm-01:00pm	\$17.88	\$0.00	-	30.32
01:00pm-02:00pm	\$8.05	\$0.00	-	34.08
Totals	\$72.95	\$214.04	34.08	34.08
Job	Labor \$	% of Labor	% of Sales	
Bartender	\$72.95	100.00	34.08	
Totals	\$72.95	100.00	34.08	

Figure n16 Labor Percentage Window

Figure n17 Labor Percentage Window Fields

Section	Description
	Click this icon to display the Hourly Labor Percentage Window in graph form (See Figure n18).



Labor and sales information are displayed in hourly intervals.

Intervals

Interval	The hour that labor and sales information is calculated.
Labor \$	The labor cost.
Sales	The sales amount.
Labor %	Labor \$ to Sales percentage.
Cum %	The cumulative Labor \$ to Sales percentage.

Job

Job	The Job name.
------------	---------------

	Labor \$	The labor cost.
	% of Labor	The Job percentage of total labor.
	% of Sales	The Job percentage of total sales.

Related Topics

None

Hourly Labor Percentage Window

The Hourly Labor Percentage Window displays a bar graph comparing sales, labor cost and labor percentage in hourly intervals.

Accessing the Hourly Labor Percentage Graph

While in the Labor Percentage Window, click the graph icon  .

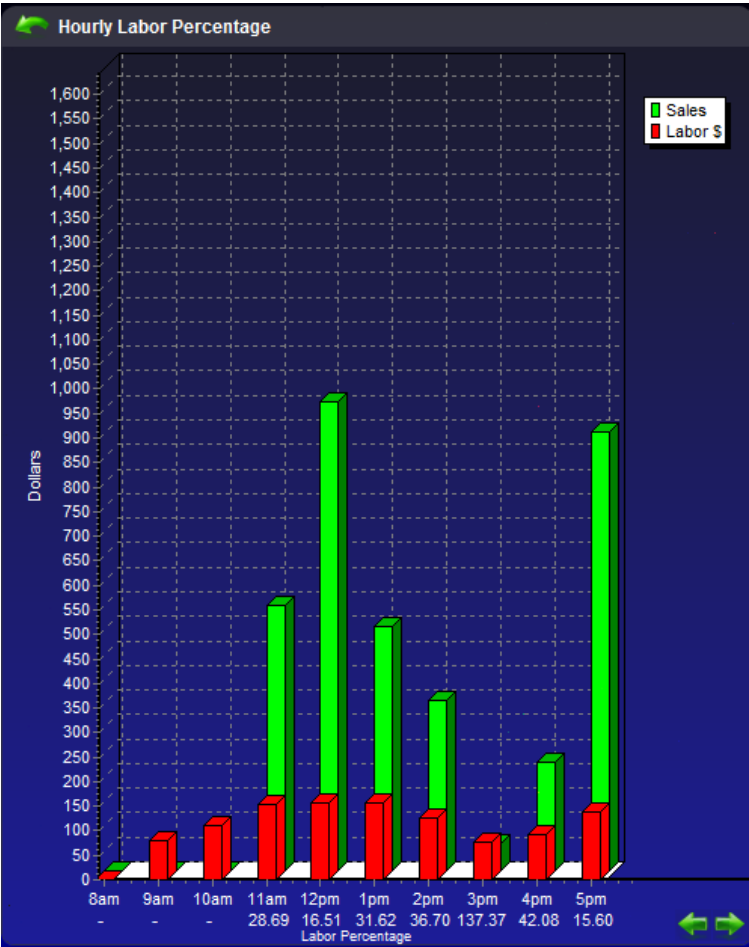




Figure n18 Hourly Labor Percentage Graph

Figure n19 Hourly Labor Percentage Graph Fields

Section	Description	
	Returns to the Labor Percentage Window.	
Graph	A pie chart and legend is displayed.	
	x-axis	Displays the time of day and the labor percentage.

	y-axis	Displays the dollar amount.
	Legend	Sales are represented with green bars and labor cost with red bars.
 Scrolls the graph to display the hours of the day.		

Related Topics

None

Voids Window

The Voids Window displays the quantity and dollar amount of Menu Items that each employee voided. Note: Only employees that voided an item are displayed.


Accessing the Voids Window

Click Voids within the nFocus Window.

Voids						
Mike M. (2 - \$4.55)						
Chk	Item	Time	Employee	Qty	Amount	Type
1	House Salad	11:38am	Mike M.	1	\$0.80	Incorrect Order
1	Chef Salad	11:38am	Mike M.	1	\$3.75	Incorrect Order

Figure n20 Voids Window

Figure n21 Voids Window Fields

Field	Description	
	Used to scroll through the list items.	
Employees	Hint: Click any field below to view checks that contain a void.	
	Chk	The check number associated with the Void.
	Item	The Menu Item that was Voided.
	Time	The time the Menu Item was Voided.
	Employee	The employee that ordered the Voided Menu Item.
	Qty	The number of Menu Items Voided.
	Amount	The Void amount.
	Type	The Void reason.

Related Topics

None

Discounts Window

The Discounts Window displays the quantity and dollar amount of Menu Items that each employee discounted. Note: Only employees that discounted an item are displayed.


Accessing the Discounts Window

Click on Discounts within the nFocus Window.

Discounts					
Mike M. (2 - \$11.90)					
Chk	Item	Time	Employee	Qty	Amount
4	Variable %	11:40am			\$10.00
	Party Platter		Mike M.	1	\$0.00
5	100% Off Item	11:41am			\$1.90
	Small Fanta		Mike M.	1	\$0.95
	Small Sprite		Mike M.	1	\$0.95

Figure n22 Discounts Window

Figure n23 Discounts Window Fields

Field	Description		
	Used to scroll through the list items.		
Employees	Hint: Click any field below to view checks that contain a void.		
	<table><tr><td>Employee</td><td>The employee name followed by the number and amount of Discounts.</td></tr></table>	Employee	The employee name followed by the number and amount of Discounts.
	Employee	The employee name followed by the number and amount of Discounts.	
	<table><tr><td>Chk</td><td>The check number associated with the Discount.</td></tr></table>	Chk	The check number associated with the Discount.
	Chk	The check number associated with the Discount.	
	<table><tr><td>Item</td><td>The Menu Item that was Discounted.</td></tr></table>	Item	The Menu Item that was Discounted.
	Item	The Menu Item that was Discounted.	
	<table><tr><td>Time</td><td>The time the Menu Item was Discounted.</td></tr></table>	Time	The time the Menu Item was Discounted.
Time	The time the Menu Item was Discounted.		
<table><tr><td>Employee</td><td>The employee that ordered the Discounted Menu Item.</td></tr></table>	Employee	The employee that ordered the Discounted Menu Item.	
Employee	The employee that ordered the Discounted Menu Item.		
<table><tr><td>Qty</td><td>The number of Menu Items Discounted.</td></tr></table>	Qty	The number of Menu Items Discounted.	
Qty	The number of Menu Items Discounted.		
<table><tr><td>Amount</td><td>The Discount amount.</td></tr></table>	Amount	The Discount amount.	
Amount	The Discount amount.		

Related Topics

Refunds Window

The Refunds Window displays the credit card type, account number, time, employee that performed the Refund and the amount of the Refund.


Accessing the Refunds Window

Click Refunds within the nFocus Window.

Refunds				
Payment	Account	Time	Employee	Amount
Cash		11:45am	Mike M.	\$19.85

Figure n24 Refunds Window

Figure n25 Refunds Window Fields

Field	Description
	Used to scroll through the list items.
Payment	The Refund Payment Type.
Account	The credit card number for the Refund.
Time	The time the Refund was processed.
Employee	The employee that processed the Refund.
Amount	The Refund amount.

Related Topics

None

Deposits Window

The Deposits Window displays the description, time, amount and the employee that entered the deposit.


Accessing the Deposits Window

Click Deposits within the nFocus Window.

Deposits			
Description	Employee	Time	Amount
Nightly Deposit	Mike M.	11:46am	\$129.95

Figure n25.1 Deposits Window

Figure n25.2 Deposits Window Fields

Field	Description
	Used to scroll through the Deposits.
Description	The Deposit Description.
Employee	The employee that entered the Deposit.
Time	The time the Deposit was entered.
Amount	The Deposit amount.

Related Topics

None

Gift Cards Window

The Gift Cards Window displays the quantity and dollar amount of Gift Cards that each employee sold. Note: Only employees that sold a Gift Card are displayed.


Accessing the Gift Cards Window

Click Gift Cards within the nFocus Window.

Gift Cards				
Mike M. (1 - \$25.00)				
Chk	Type	Account	Time	Amount
7	Increment	1000	11:46am	\$25.00

Figure n26 Gift Cards Window

Figure n27 Gift Cards Window Fields

Field	Description	
	Used to scroll through the list items.	
Employees	Hint: Click on any field below to view checks that contain a Gift Card.	
	Employee	The employee name followed by the number and amount of Gift Cards.
	Chk	The check number associated with the Gift Card.
	Type	The transaction type: Activation or Increment.
	Account	The Gift Card account number.
	Time	The time the Gift Card was sold.
	Amount	The Gift Card transaction amount.

Related Topics

None

Paid Outs Window

The Paid Outs Window displays the quantity and dollar amount of Paid Outs that each employee entered. Note: Only employees that entered a Paid Out are displayed.


Accessing the Paid Outs Window

Click Paid Outs within the nFocus Window.

Paid Outs				
Mike M. (1 - \$325.00)				
Paid Out	Time	Employee	Vendor	Amount
Beer Delivery	11:48am	Mike M.	Specs	\$325.00

Figure n28 Paid Outs Window

Figure n29 Paid Outs Window Fields

Field	Description	
	Used to scroll through the list items.	
Employees	Employee	The employee name followed by the number and amount of Paid Outs.
	Paid Out	The Paid Out name.
	Time	The time the Paid Out was entered.
	Employee	The employee that entered the Paid Out.
	Vendor	The Vendor associated with the Paid Out.
	Amount	The Paid Out amount.

Related Topics

None

First Clock In Window

The First Clock In Window displays the name and time of the first employee to clock in.

Accessing the First Clock In Window

Click on First Clock In within the nFocus Window.

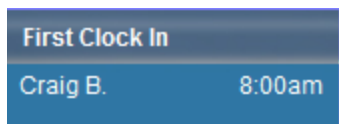


Figure n30 First Clock In Window

Figure n31 First Clock In Window Fields

Field	Description	
First Clock In	Employee	The employee's nickname. Hint: Click on the name to display the Time Card for the employee.
	Time	The clock in time.

Related Topics

None

Open Checks Window

The Open Checks Window displays the number of open checks for each employee. Note: Only employees with open checks are displayed.


Accessing the Open Checks Window

Click Open Checks within the nFocus Window.

Open Checks		
Mike M. (6)		
Chk	Open Time	Amount
1	11:29am	\$32.44
4	11:39am	\$10.99
5	11:41am	\$0.00
7	11:46am	\$25.00
8	11:48am	\$75.71
9	11:52am	\$3.75
Order T. (1)		
Chk	Open Time	Amount
3	11:32am	\$24.70
Tony B. (1)		
Chk	Open Time	Amount
2	11:30am	\$74.45

Figure n32 Open Checks Window

Figure n33 Open Checks Window Fields

Field	Description	
	Used to scroll through the list items.	
Employees	Hint: Click on any field below to view the open checks.	
	Employee	The employee name followed by the number of open checks.
	Chk	The check number associated with the open check.
	Open Time	The time the check was opened.
	Amount	The open check amount.

Related Topics

None

Reopened Checks Window

The Reopened Checks Window displays following fields for each reopened check: check number, employee, open time and amount. Hint: Click on any field to view checks that have been reopened.


Accessing the Reopened Checks Window

Click on Reopened while viewing the nFocus Window.

Reopened Checks			
Chk	Employee	Open Time	Amount
6	Mike M.	11:45am	\$0.05

Figure n34 Reopened Checks Window

Figure n35 Reopened Checks Window Fields

Field	Description
	Used to scroll through the list items.
Chk	The check number of the reopened check.
Employee	The employee that has the reopened check.
Open Time	The time the check was reopened.
Amount	The amount of the reopened check.

Related Topics

None

Missing Beverage Checks Window

The Missing Beverage Checks Window displays the number of checks with missing beverages for each employee. Note: Only employees with missing beverages are displayed.


Accessing the Missing Beverage Checks Window

Click Missing Beverages within the nFocus Window.

Missing Beverage Checks			
Mike M. (2)			
Chk	Open Time	Amount	Missing Bevs
1	11:29am	\$32.44	1
9	11:52am	\$3.75	1
Order T. (1)			
Chk	Open Time	Amount	Missing Bevs
3	11:32am	\$24.70	1

Figure n36 Missing Beverage Checks Window

Figure n37 Missing Beverage Checks Window Fields

Field	Description	
	Used to scroll through the list items.	
Employees	Hint: Click any field below to view checks that have missing beverages.	
	Employee	The employee name followed by the number of checks with missing beverages.
	Chk	The check number that contains a missing beverage.
	Open Time	The time the check was opened.
	Amount	The check amount.
	Missing Bevs	The number of missing beverages on the check.

Related Topics

None

Meal Period Window

The Meal Period Window displays the number of checks, number of guests, sales, average check amount and PPA (Per Person Average) for each Meal Period established in Miscellaneous > General > nFocus > Labor Tracking > Meal Periods.


Accessing the Meal Period Window

Click the Meal Period within the nFocus Window.

Meal Period (Lunch)					
Interval	Checks	Guests	Sales	Avg Check	PPA
11:00am-12:00pm	9	12	\$214.04	\$23.78	\$17.84
12:00pm-01:00pm	0	0	\$0.00	\$0.00	\$0.00
01:00pm-02:00pm	0	0	\$3.80	\$0.00	\$0.00
02:00pm-03:00pm	0	0	\$0.00	\$0.00	\$0.00
Totals	9	12	\$217.84	\$24.20	\$18.15

Figure n38 Meal Period Window

Figure n39 Meal Period Window Fields

Field	Description	
	Click this icon to display the Meal Period Bar Graph (See Figure n40).	
Employees	The following fields are displayed in hourly intervals.	
	Interval	The hour the Meal Period information is calculated.
	Checks	The number of checks.
	Guests	The number of guests.
	Sales	The sales amount.
	Avg Check	The average check amount.
	PPA	The average guest amount (PPA).
Totals	Checks	The total number of checks for the Meal Period.
	Guests	The total number of guests for the Meal Period.
	Sales	The sales amount for the Meal Period.
	Avg Check	The average check amount for the Meal Period.
	PPA	The average guest amount (PPA) for the Meal Period.


Related Topics

None

Meal Period Graph Window

The Meal Period Graph Window displays a bar graph that compares sales in hourly intervals.

Accessing the Meal Period Graph Window

While in the Meal Period Window, click the graph icon  .

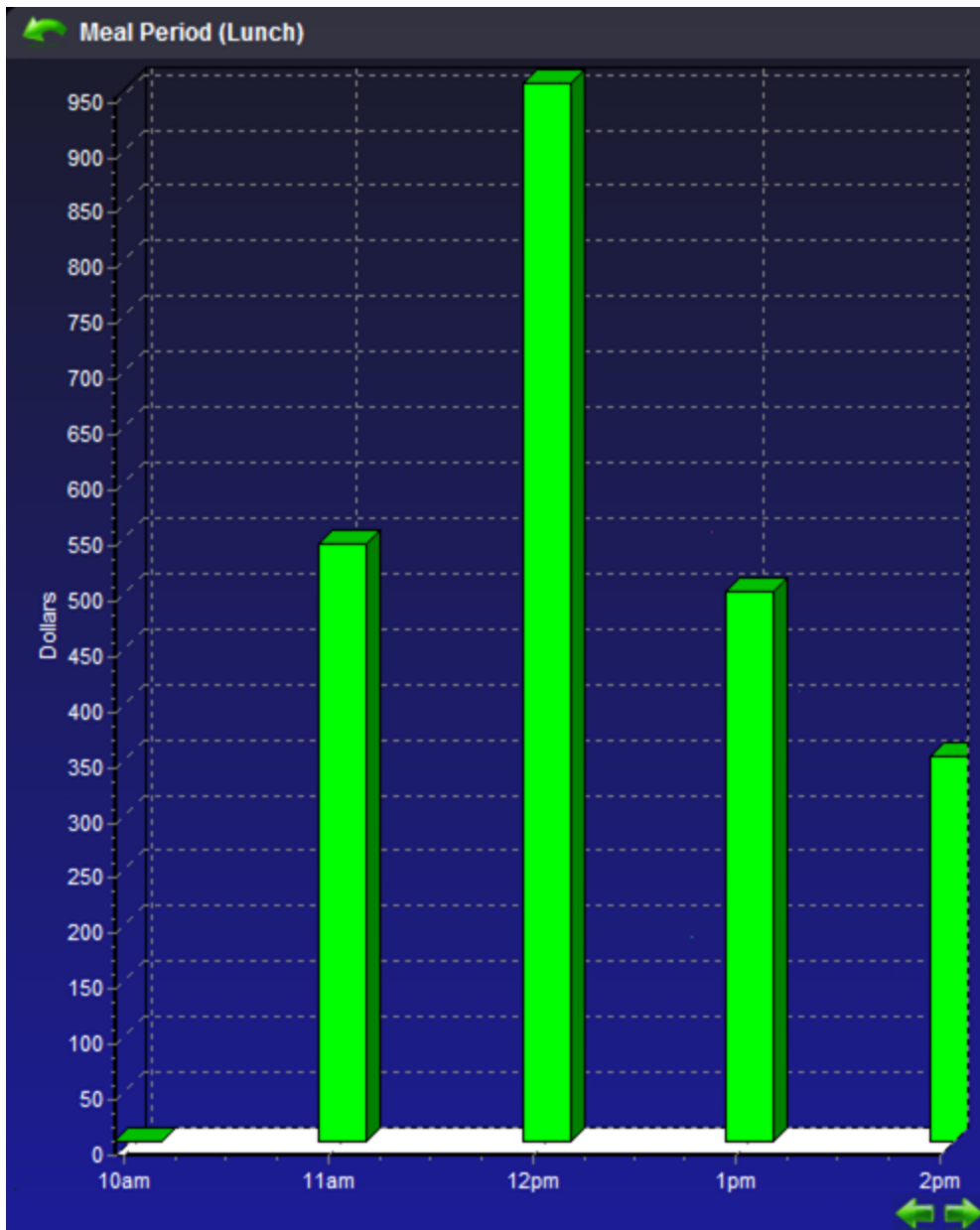




Figure n40 Meal Period Graph Window

Figure n41 Meal Period Graph Window Fields

Field	Description	
	Returns to the Meal Period Window.	
Employees	A bar graph is displayed.	
	x-axis	Displays the time of day.
	y-axis	Displays the dollar amount.
	Scrolls the graph to display the hours of the Meal Period.	

Related Topics

None

Out of Stock Items Window

The Out of Stock Items Window displays Menu Items currently out of stock.

Accessing the Out of Stock Items Window

Click on Out of Stock within the nFocus Window.

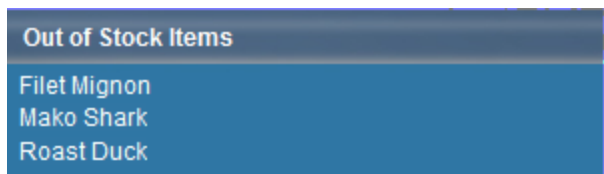



Figure n42 Out of Stock Items Window

Figure n43 Out of Stock Items Window Fields

Field	Description
	Used to scroll through the list items.
Menu Item	The name of the Menu Item that is out of stock. Hint: Click the out of stock item to display out of stock Menu Items in the Menu Items Window.

Related Topics

None

Countdown Items Window

The Countdown Items Window displays the number of Menu Items currently in stock.


Accessing the Countdown Window

Click Countdown within the nFocus Window.

Countdown Items	
Item	Count
B.L.T.	11
Bin 100	6
Bin 101	2
Bin 102	1
Bud Light	14
Grilled Tuna	0
Miller Lite	0
Minestrone Soup	0
Special # 1	8
Special # 2	67
Special # 3	63
Special # 4	87
Special # 5	68
Special #6	7
VIP Cover	15

Figure n44 Countdown Items Window

Figure n45 Countdown Items Window Fields

Field	Description
	Used to scroll through the list items.
Item	The name of the Countdown Item. Hint: Click the countdown item to display all countdown items in the Menu Items Window.
Count	The number of Countdown Items currently in stock. Hint: Click the countdown item to display all countdown items in the Menu Items Window.

Related Topics

None

Tracking Items Window

The Tracking Items Window displays the quantity sold for each Tracking Item established in Miscellaneous > General > nFocus > Tracking Items.

Accessing the Tracking Items Window

Click Tracking within the nFocus Window.



Tracking Items	
Item	Qty
Humps Sampler	2
Party Platter	4

Figure n46 Tracking Items Window

Figure n47 Tracking Items Window Fields

Field	Description
Item	The name of the Tracking Item.
Qty	The number of Tracking Items sold.

Related Topics

None

Variable Price Items Window

The Variable Price Items Window displays the following fields: check number, variable price item, time ordered, employee that ordered the item and amount. Hint: Click on any field to view checks that contain a variable price item.


Accessing the Variable Price Items Window

Click Var Price within the nFocus Window.

Variable Price Items				
Chk	Item	Time Ordered	Employee	Amount
9	EXTRA SHRIMP	11:52am	Mike M.	\$3.50

Figure n48 Variable Price Items Window

Figure n49 Variable Price Items Window Fields

Field	Description
	Used to scroll through the item list.
Chk	The check that contains the variable price item.
Item	The name of the variable price item. Note: The description the employee entered for the item will display if the Kitchen Comment option is on.
Time Ordered	The time the variable price item was ordered.
Employee	The employee that ordered the variable price item.
Amount	The amount of the variable price item.

Related Topics

None

Miscellaneous Window

The Miscellaneous Window displays overtime warnings and employees currently on the clock.

Accessing the Miscellaneous Window

The Miscellaneous Window is displayed according to the settings in Miscellaneous > General > nFocus > Display Options.



Figure n50 Miscellaneous Window

Figure n51 Miscellaneous Window Fields

Section	Description	
Overtime Warn-ings	The number of employees with overtime warnings. Hint: Click the Overtime Warning heading to display the Overtime Warnings Window.	
	Job	The number of employees with overtime warnings by Job. Hint: Click the Job heading to display employees with overtime warnings by Job in the Overtime Warnings Window.
On the Clock	The number of employees currently on the clock. Hint: Click the On the Clock heading to display the On the Clock Window.	
	Job	The number of employees currently on the clock by Job. Hint: Click the Job heading to display employees on the clock in the On the Clocks Window.

Related Topics

None

Overtime Warning Window

The Overtime Warnings Window displays the number of hours worked for employees projected to exceed the Overtime Limit warning. An employee is projected to have weekly overtime if the hours they have currently worked plus the remaining scheduled hours exceeds the Overtime Limit.

Accessing the Overtime Warnings Window

Click Overtime Warnings within the Miscellaneous Window.



Figure n52 Overtime Warnings Window

Figure n53 Overtime Warnings Window Fields

Section	Description	
Jobs	Hint: Click any field below to display Time Cards for employees with overtime warnings.	
	Job	The number of employees that have exceeded the overtime limit warning.
	Employee	The name of the employee.
	Time	The number of hours the employee worked.

Related Topics

None

On the Clock Window

The On the Clock Window displays employees currently on the clock.

Accessing the On the Clock Window

Click On the Clock within the Miscellaneous Window.

On the Clock	
Bartender (2)	
Tony B.	11:30am
Craig B.	8:00am
Manager (2)	
Mike M.	11:29am
Matt K.	11:25am
Take Out (1)	
Order T.	11:32am

Figure n54 On the Clock Window

Figure n55 On the Clock Window Fields

Section	Description	
Jobs	Hint: Click any field below to display Time Cards for employees currently on the clock.	
	Job	The Job Name and current number of employees working the Job.
	Employee	The employee's name.
	Time	The time the employee clocked in.

Related Topics

None

System Alerts Window

The System Alerts Window displays the current date, business date, last batch information, offline status, printer errors and special pricing status.

Accessing the System Alerts Window

The System Alerts Window is displayed according to the settings in Miscellaneous > General > nFocus > Display Options.

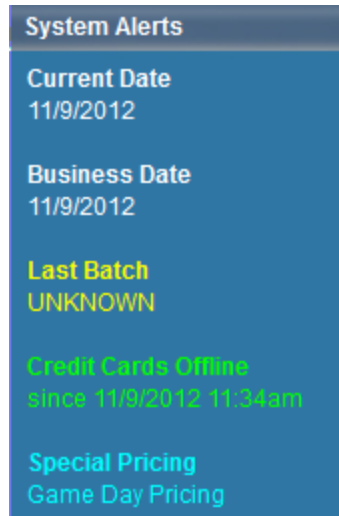


Figure n56 System Alerts Window

Figure n57 System Alerts Window Fields

Field	Description
Current Date	The current date is displayed.
Business Date	The current business date is displayed.
Last Batch	The date and amount of the last credit card batch is displayed.
Credit Cards Off-line	The date and time the credit cards were turned offline. Note: This field is only displayed if credit cards are offline. Clicking on this field displays the Credit Card Status Window.
Printer Errors	The name of the remote printer(s) that is currently offline. Note: This field is only displayed if a remote printer is offline.
Special Pricing	The name of the special pricing that is currently active. Note: This field is only displayed if special pricing is enabled. Clicking on this field displays the Special Pricing Window.

Related Topics

None

System Information Window

The System Information Window displays the software version, last reboot time, IP address and the information established in Miscellaneous > General > nFocus > Dealer Information.

Accessing the System Information Window

Click the information icon  .

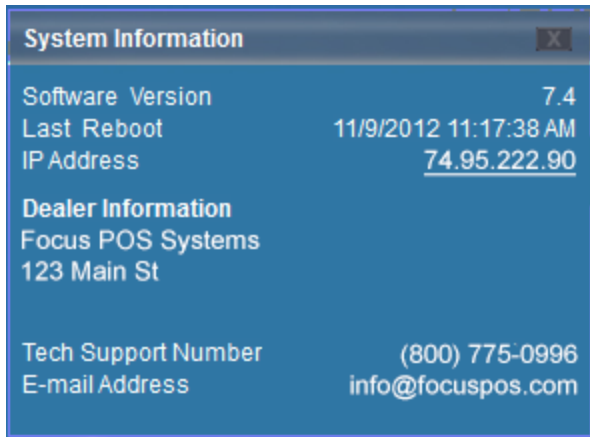


Figure n56 System Information Window

Figure n57 System Information Window Fields

Section	Description
Software Version	The Focus version currently installed.
Last Reboot	The date and time the computer was rebooted.
Dealer Information	The information established in Miscellaneous > General > nFocus > Dealer Information > Name/Address.
Tech Support Number	The information established in Miscellaneous > General > nFocus > Dealer Information > Tech Support Phone #.
E-mail Address	The e-mail address established in Miscellaneous > General > nFocus > Dealer Information > E-mail Address.

Related Topics

None

File Menu

The File Menu allows you to Logout of Setup, change passwords, reset passwords or exit Setup.

Accessing the Employee Window

While in Focus Setup, select File

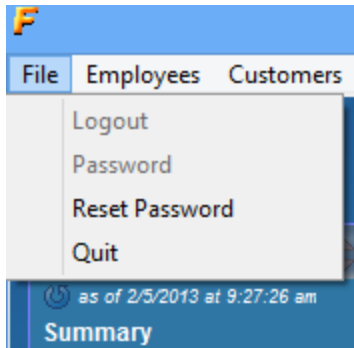


Figure f.0 File Menu List

Figure f.1 File Menu List Options

Option	Description
Logout	Logs the user out of Focus Setup when using the /setup switch.
Password	Allows the user to change their password.
Reset Password	Allows the user to reset other employees passwords.
Quit	Quits Focus Setup.

Related Topics

None

Change Password Window

The Change Password Window allows the current user to change their password.

 The user must have the Job Right '[Office > Password Required](#)'.

Accessing the Change Password Window

While in Focus Setup, select File > Password.

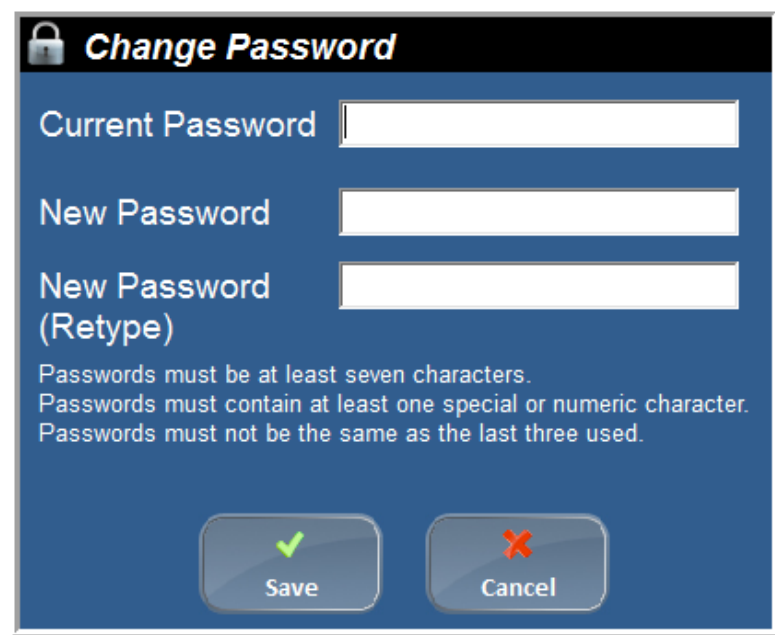
A screenshot of the 'Change Password' window. The window has a dark blue header with a lock icon and the title 'Change Password'. Below the header, there are three text input fields: 'Current Password', 'New Password', and 'New Password (Retype)'. Below the fields, there is a block of text providing password requirements: 'Passwords must be at least seven characters.', 'Passwords must contain at least one special or numeric character.', and 'Passwords must not be the same as the last three used.' At the bottom of the window, there are two buttons: 'Save' with a green checkmark icon and 'Cancel' with a red X icon.

Figure f.2 Change Password Window

Figure f.3 Change Password Window Fields

Option	Description
Current Password	The users current password.
New Password	The desired new password. Note: The new password must be at least seven characters, contain at least one special or numeric character, and must not be the same as one of the last three used.
New Password (Retype)	Confirmation of the previously typed New Password.

Figure f.4 Change Password Window Commands

Command	Description
Save	Saves the New Password.
Cancel	Cancels the New Password process.

Related Topics

[Job Rights](#)

How to Change Passwords

Purpose

The steps to change a password are listed below.

 The user must have the Job Right 'Office > Password Required'.

- Enter the existing Password.
- Enter the New Password.
 - Must be at least seven characters
 - Must contain at least one special or numeric characters
 - Must not be the same as the last three used.
- Re-enter the New Password.
- Click Save.

Related Topics

[Job Rights](#)

Reset Password Option

The Reset Password Option allows the user to reset the selected employee's password. Employees will be prompted for a new password next time they login.

Accessing the Reset Password Option

While in Focus Setup, select File > Reset Password.

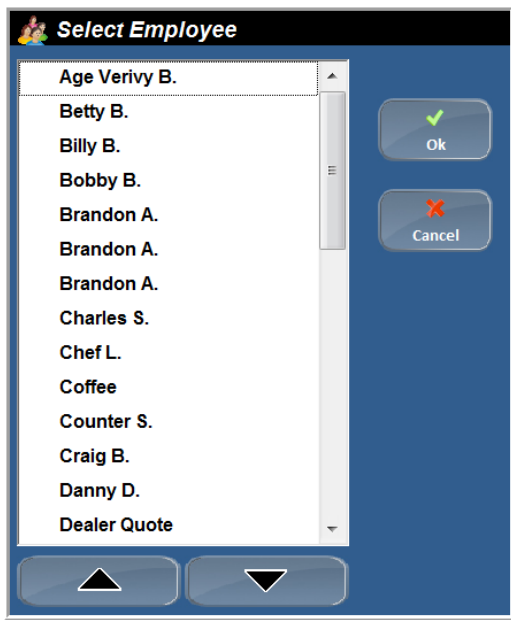


Figure f.6 File Menu List

Figure f.7 File Menu List Options

Option	Description
Employee List	Displays a list of employees.

Procedure to Reset Passwords

- Select an Employee.
- Click OK.

Related Topics

None

Employees Menu

The Employees Menu contains a variety of options for managing employees and maintaining detailed employment records. The Employee Menu is used by authorized personnel to enter and maintain Employee Name, Address, Contact Information, Employment Status Information, Job Rights and Labor Groups. An unlimited number of employees may be entered. The ability to enter or view employee information is carefully controlled by Job Rights. Only those users who have the designated employee Job Rights will be able to access the Employee Module.

Accessing the Employee Window

While in Focus Setup, select Employees.

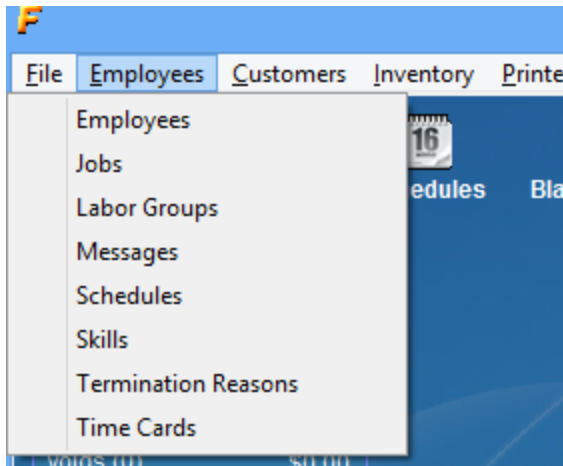


Figure 2.0 Employee Menu List

Figure 2.1 Employee Menu List Options

Option	Description
Employees	Add, remove and maintain Employees.
Jobs	Add, remove and maintain Jobs.
Labor Groups	Add, remove and maintain Labor Groups.
Messages	Send Messages to Employees.
Scheduling	Create, edit and print Employee Schedules.
Skills	User-defined levels of employee competency.
Termination Reasons	List of possible Termination Reasons.
Time Cards	Edit employee Time Cards.

Related Topics (none)

Employees Window

The Employees Window is used to add, edit and delete employees. In addition, an employee list may be generated and printed from this window. Access to the Employee Window is controlled by Job Rights.

Restrictions

If the user does not have the 'Edit Employees' or 'View Employees' Job Right the employee menu option appears grayed. If the user is restricted to specific Jobs then only employees that have one of those Jobs appear in the list. If the user has the 'View Employees' Job Right but does not have the 'Edit Employees' Job Right then the user is not allowed to edit employee values or delete employees. The Add button is disabled if the user does not have the 'Add Employees' Job Right.

The following fields may only be viewed if the user has the associated Job Right: Access Code, Jobs, Pay Rates, Employment Status and Skills. **Note:** These fields are accessible and all validations are performed while adding employees. If the user has the 'View Employees' Job Right but not the 'Edit Employees' Job Right then any values entered into these fields are not saved.

Accessing the Employees Window

While in Focus Setup, select Employees > Employees.

The screenshot shows the 'Employees' window with a list of 35 employees on the left. 'Kovo, Matt' is selected. The right pane displays the following fields:

- Personal Info:** First Name (Matt), Last Name (Kovo), Nickname (Matt K.), Access Code (7979), ID1, ID2, Address.
- Contact:** City, State, Zip Code, Emergency Contact, Emer. Phone #, Phone # 1, Phone # 2, Language (<None>).
- Employment:** Employment Status (Active), Birth Date, Hire Date, Last Raise, Termination, Termination Reason (<None>).
- W4 Information:** Status (Single), Amount (\$0.00), Allowances (1).
- E-Mail Address:** (Empty field).
- Salary/Day:** \$0.00, **Cert Date 1:** //, **Cert Date 2:** //.
- Options:**
 - ☐ Require Card
 - ☐ Enforce Scheduling
 - ☐ Extend Rights
 - ☐ Clock In/Out Only
 - ☐ Fingerprint at Clock In
 - ☐ Fingerprint Required
- Jobs:**

Job	Pay Rate
1. Manager	\$0.00
2. <None>	\$0.00
3. <None>	\$0.00
4. <None>	\$0.00
5. <None>	\$0.00
6. <None>	\$0.00
- Skills:**

Skill	Level
Bartender	1
Cook	1
Cashier	1
Busser	1
5	1

Buttons at the bottom: Close, Save, Add, Delete, Find, Tools, Cancel.

Figure 2.2 Employees Window

Figure 2.3 Employees Window Fields

Field	Description
Employees	A list of existing employees automatically sorted alphabetically by last name. Select an employee name to display all associated data for the selected employee. The list of active employees is shown by default. Terminated and Inactive employees do not appear in the list. If the user is restricted to specific Jobs then only employees that have one of those Jobs appear in the Employee List. The number of employees listed is displayed in parentheses.
First Name	Required - The employee's First Name, up to 20 alphanumeric characters. The first letter is automatically capitalized.

Last Name	Required - The employee's Last Name, up to 20 alphanumeric characters. The first letter is automatically capitalized.
Nickname	Required - The employee's preferred Nickname, up to 15 alphanumeric characters. The Nickname will be printed on the Guest Check, Activity, Attendance and Transaction Reports. If a Nickname is not entered the field defaults to the employee's First Name followed by the first letter of the Last Name. Example: The Nickname for Sam Brown would be "Sam B."
Access Code	Required - A unique 1 to 4-digit numeric code used by the employee to gain access to the system. If the Access Code entered is not unique, an error message that contains the name of the employee that has the access number is displayed. Via the Access Code label, the next available sequential code may be generated automatically. A magnetic or bar code card can be used to input the code in this field.
Picture	Display an employee picture selected from a graphic file. Click on the employee picture to select a picture. Tab to the employee picture and press the Delete key to remove the picture.
ID1	An up to 20 alphanumeric character employee identifier. This field may be masked to enforce a specific format. The meaning of this field will vary by restaurant. In most cases ID1 is the employees's social security number. The ID1 mask specified in time-keeping setup restricts the input that may be entered into this field. The length of the input must match the length of the mask otherwise the message "Length of the ID field must match the mask" is displayed. For example, if the mask "999-99-9999" is specified then the value 123- would be invalid input.
ID2	An up to 20 alphanumeric character employee identifier. This field may be masked to enforce a specific format. ID2 is used by the ADP interface. The meaning of this field will vary by restaurant. In most cases ID2 is the employee number assigned by the restaurant. The ID2 mask specified in time-keeping setup restricts the input that may be entered into this field. The length of the input must match the length of the mask otherwise the message "Length of the ID field must match the mask" is displayed. For example, if the mask "999-99-9999" is specified then the value 123- would be invalid input. If the payroll data is imported into ADP then valid values for ID2 are between 51 and 999999.
Address	The employee's street Address, up to 30 alphanumeric characters.
City	The employee's City, up to 20 alphanumeric characters.
State	The employee's State abbreviation, up to 2 characters.
Zip Code	The employee's Zip Code.
Emergency Contact	The name of the person, up to 20 alphanumeric characters, to be contacted for this employee in case of an emergency.
Emergency Phone #	Emergency telephone numbers use this format: (999) 999-9999.
Phone #1	The employee's telephone numbers use this format: (999) 999-9999.
Phone #2	Alternate telephone numbers use this format: (999) 999-9999.
Language	Select the Language to be used to display various prompts and messages for the employee.
Birth Date	The employee's date of birth. Use the mm/dd/yyyy format.
Hire Date	The employee's date of hire. Use the mm/dd/yyyy format.
Last Raise	The date the employee last received a raise. Use the mm/dd/yyyy format.
Termination	The employee's termination date, if applicable. Use the mm/dd/yyyy format.
Termination Reason	Select the reason the employee was terminated from the list of available reasons.
E-Mail Address	Employee's E-Mail address, up to 75 characters.

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W4 Status	Single	Selected if the employee is single.
	Married	Selected if the employee is married.
	Married/Single Rate	Selected if the employee is married, but chooses the single rate for the purpose of withholding.
W4 Amount	The amount of any additional withholding for this employee, up to 999.99.	
W4 Allowances	The number of allowances requested by this employee, up to 99.	
Employment Status	Active	Select this option if the employee is currently active.
	Inactive	Select this option if the employee is inactive and cannot clock in.
	Terminated	Select this option if the employee is no longer employed. Terminated status prevents employee access.
Salary/Day	The amount an employee is paid per day. Note: This amount is included in all labor percentage calculations, but not payroll reports.	
Cert Date 1	The date the employees certification expires. The certifications are setup in Miscellaneous> General> General> Time-keeping . Watch the video on how Certification Dates work and how to set them up .	
Cert Date 2	The date the employees certification expires. The certifications are setup in Miscellaneous> General> General> Time-keeping . Watch the video on how Certification Dates work and how to set them up .	
Options	Require Card	The employee must use a magnetic card, keyboard, scanner or fingerprint to enter the Access Code and to gain access to the system.
	Enforce Scheduling	Selected if the employee is only allowed on the clock if there is a valid schedule time, otherwise a manager's approval is required.
	Extend Rights	Selected if the employee will have a superset of Job Rights comprised of the rights associated with all of the employee's Jobs.
	Clock In/Out Only	Selected if the Time Clock Module is the only Module available to this employee.
	Fingerprint at Clock In	Requires the employee to use their fingerprint to clock in/out.
	Fingerprint Required	Selected if the employee is required to use their fingerprint to log in at all times.
Jobs 1-6	Select from the list of Available Jobs that this employee will be assigned. The first Job is required and must be assigned. All other Job assignments are optional. Jobs 1 through 6 must be assigned sequentially. Note: The current Job should never be changed while the employee is clocked in.	
Pay Rate 1-6	The hourly pay rate, up to \$999.99, for each Job assignment.	
Skill	The Skill level of the employee for each listed Skill. Each Skill Level must be between 0 and 10, with 10 being the highest.	

Figure 2.4 Employees Window Commands

Command	Description
Close	Closes the Employee Window.
Save	Saves current changes.
Add	Adds a new employee.
Delete	Deletes the selected employee.
Find	Finds employees based on Job Code or Employment Status.
Tools	Allows access to the additional commands: Print the Current Employee, Print All Employees, and Import and Export Employees.
Cancel	Cancels changes made prior to saving.

Related Topics

See also 'Add a New Employee'

See also 'Modify Existing Employee Information'

See also 'Deleting an Employee'

See also 'Printing a List of Employees'

See also 'Finding Employees'

See also 'Import Employees'

Job Right 'Employees - Edit Employees'

Job Right 'Employees - Add Employees'

Job Right 'Employees - View Employees'

Job Right 'Employees - View Access Code'

Job Right 'Employees - View Jobs'

Job Right 'Employees - View Pay Rates'

Job Right 'Employees - View Employment Status'

Job Right 'Employees - View Skills'

How to Add a New Employee

The steps to add a new Employee are listed below.

Procedure to Add a New Employee: See Video: [How To: Adding Employees](#)

- Access the Setup > Employees > Employees Window.
- Click Add.
- The Job, Rates, Require Card, Extend Rights, Clock In/Out Only, Enforce Scheduling, Fingerprint at Clock In, Fingerprint Required, Language, W4 Status, # of Allowances, W4 Additional Amount, and Employment Status fields are automatically initialized to the fields of the current employee selected (highlighted in blue) on the left hand side.
- Select an employee that closely resembles the employee you are going to add. If you are going to add a new bartender, it is easiest if a bartender is selected in the left hand column.
- Click Add.
- Enter the employee's information (see [Employee](#) for information on individual fields). Note: Employee Nickname, Access Code and Job are required fields.
- Click Save to save the employee and exit add mode.
- Click Cancel or press the Escape key to exit add mode without saving the current employee.
- Click Close to close the window.

Related Videos

[How To: Adding Employees](#)

Related Topics

Job Right 'Employees - [Edit Employees](#)'

Job Right 'Employees - Add Employees'

Job Right 'Employees - View Employees'

Job Right 'Employees - View Access Code'

Job Right 'Employees - View Jobs'

Job Right 'Employees - View Pay Rates'

Job Right 'Employees - View Employment Status'

Job Right 'Employees - View Skills'

Creating an Employee with Multiple Jobs

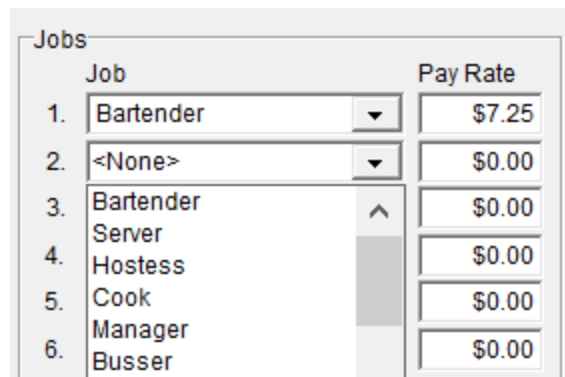
The steps to creating an employee with multiple jobs are listed below.

Restrictions

If the user does not have the 'Edit Employees' Job Right then the user will not be able to Add, Edit or Delete employees.

Procedure to Modify Existing Employee Information

- Access the Setup > Employees > Employees Window.
- Select the employee name in the Employee List to display information for the selected employee. Verify that the employee to change is highlighted. Note: If this is a new employee refer to: [Add A New Employee](#).
- In the Jobs Window click on the drop down arrow to select the appropriate job in job 1. Note: The employees primary job should always be job one. This will be the default job selected at clock in.



The screenshot shows a window titled "Jobs" with a table containing two columns: "Job" and "Pay Rate". The table has six rows, numbered 1 through 6. Row 1 has "Bartender" selected in the Job dropdown and a pay rate of \$7.25. Row 2 has "<None>" selected and a pay rate of \$0.00. Rows 3 through 6 show a list of jobs: Bartender, Server, Hostess, Cook, Manager, and Busser, all with a pay rate of \$0.00. A vertical scrollbar is visible on the right side of the job list.

	Job	Pay Rate
1.	Bartender	\$7.25
2.	<None>	\$0.00
3.	Bartender	\$0.00
4.	Server	\$0.00
5.	Hostess	\$0.00
6.	Cook	\$0.00
	Manager	\$0.00
	Busser	\$0.00

- In the second field, select an additional job for the employee.
- Enter the appropriate pay rate for both jobs.
- Click Save.

Related Topics

Job Right 'Employees - Edit Employees'

Job Right 'Employees - Add Employees'

Job Right 'Employees - View Employees'

Job Right 'Employees - View Access Code'

Job Right 'Employees - View Jobs'

Job Right 'Employees - View Pay Rates'

Modifying Employees

The steps to modify existing employee information are listed below.

Restrictions

If termination is the reason for modifying the information, Employee Termination Reasons must be established prior to completing this procedure. If the user does not have the 'Edit Employees' Job Right then the user will not be able to Add, Edit or Delete employees.

Procedure to Modify Existing Employee Information

- Access the Setup > Employees > Employees Window.
- Select the employee name in the Employee List to display information for the selected employee. Verify that the employee to change is highlighted.
- Make any necessary modifications to the employee information. **Note:** The employee's pay rates should not be changed while the employee is clocked in. Past payroll records are not changed by pay rate changes.
- Click Save.

Related Topics

Job Right 'Employees - Edit Employees'

Job Right 'Employees - Add Employees'

Job Right 'Employees - View Employees'

Job Right 'Employees - View Access Code'

Job Right 'Employees - View Jobs'

Job Right 'Employees - View Pay Rates'

Job Right 'Employees - View Employment Status'

Job Right 'Employees - View Skills'

How to Delete an Employee

The steps to delete an employee are listed below.

Restrictions

If the user does not have the 'Edit Employees' Job Right then the user will not be able to delete an employee. If the employee is currently clocked in, the error message "An employee may not be deleted while clocked in." is displayed. You will need to clock the employee out or manually clock them out through the Time Cards Module.

Procedure to Delete an Employee

- Access the Setup > Employees > [Employees Window](#).
- In the Employee List, select the employee's name to display the employee information. Verify that the employee to delete is highlighted.
- Click Delete.
- Click Yes to confirm the deletion.

Related Topics


Job Right 'Employees - Edit Employees'

Job Right 'Employees - View Employees'

Time Cards

Sample Employee List

A sample Employee List Report and description of the fields are listed below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Focus Cafe	
Employee List (5/25/2012 11:24:23 AM) Page 1	
=====	
Baker, Sarah	Sarah B.
Bartender, Billy	Billy B.
Boat, Tony	Tony B.
Boop, Betty	Betty B.
Busser, Bobby	Bobby B.
Cashier, Kathy	Kathy C.
Cook, Charles	Charles S.
Driver, Danny	Danny D.
Focus, Installer	Installer F.
Louie, Chef	Chef L.
Man, Sales	Salesman
Manager, Barbara	Barbara M.
Manager, Mike	Mike M.
Manager, Steve	Steve M.
Mummart, Sharon	Manager S.
Server, Bill	Wild Bill
Smith, Frank	Frank S.
Smothers, Sally	Silly Sall
Taker, Order	Order T.

Figure 2.7 Employee List Report

Figure 2.8 Employee List Report Fields

Field	Description
First Name, Last Name	Prints the employee's First and Last Name.
Nickname	Prints the employee's Nickname.
ID1	Prints the employee's ID1 field.
ID2	Prints the employee's ID2 field.
Access Code	Prints the employee's Access Code.
Address, City, State, Zip	Prints the employee's Address, City, State and Zip Code.
Phone Number 1	Prints the employee's Phone Number 1.
Phone Number 2	Prints the employee's Phone Number 2.
Emergency Information	Prints the employee's Emergency Phone Number and Contact.
Birth Date	Prints the employee's Birth Date.

Hire Date	Prints the employee's Hire Date.
Last Raise Date	Prints the employee's Last Raise Date.
Termination Date	Prints the employee's Termination Date.
W4 Information	Prints the employee's W4 Information.
Employment Status	Prints the employee's Employment Status.
Jobs	Prints the Jobs assigned to the employee.
Pay Rates	Prints the employee's Pay Rates according to Job.
Require Card	An "X" will print if the employee has the Require Card option.
Extend Rights	An "X" will print if the employee has the Extend Rights option.
Clock In/Out Only	An "X" will print if the employee has the Clock In/Out Only option.
Enforce Scheduling	An "X" will print if the employee has the Enforce Scheduling option.
Fingerprint at Clock/In	An "X" will print if the employee has the Fingerprint at Clock In option.
Fingerprint Required	An "X" will print if the employee has the Fingerprint Required option.
Skill Levels	Prints the employee's Skill Levels.
All Information	Prints all employee information.

Related Topics (none)

Finding Employees

The steps to find a list of employees with a particular Employment Status or Job are listed below.

Restrictions

The Employee List can be restricted to those employees with specific Jobs or a particular Employment Status.

Procedure to Find Employees

- Access the Setup > Employees > Employees Window.
- Click Find.

Find Employees

Status
Active

Certification 1 Date
02/08/2013 to 02/28/2013

Certification 2 Date
/ / to / /

Jobs

- Bartender
- Server
- Hostess
- Cook
- Manager
- Busser
- Cashier
- Chef
- Asst. Manager
- Dishwasher

Ok Cancel

Figure 2.9 Find Employee Window

- To find employees with a specific Employment Status, select the Status from the drop-down List: Active, Inactive or Terminated.
- To find employees that are assigned specific Jobs select the Jobs in the Jobs List. Note: Multiple Jobs may be selected.
- Click Ok.

Related Topics

Job Right 'Employees - View Employees'

Accessible Jobs

Importing Employees

Import may be used to add employees from external human resource or payroll processing sources.

Restrictions

The format of the file to be imported should be as follows. The first line should contain the field names to be imported in quotes followed by commas but no spaces. The example below will import the employee's First Name, Last Name, Nickname, City and State.

```
"First Name","Last Name","Nickname","City","State"  
"Matt","Kovo","Matt K","Spring","TX"  
"Becky","Baker","Becky B","The Woodlands","TX"
```

Figure 2.10 Sample Import File

Figure 2.11 Employee Import Fields

Field	Description
First Name	The employee's First Name.
Last Name	The employee's Last Name.
Nickname	The employee's Nickname.
ID 1	The employee's ID1.
ID 2	The employee's ID2.
Address	The employee's Address.
City	The employee's City.
State	The employee's 2 digit State abbreviation.
Zip	The employee's Zip.
PhoneNumber1	The employee's Phone Number 1.
PhoneNumber2	The employee's Phone Number 2.
EmergencyPhoneNumber	The employee's Emergency Phone Number.
EmergencyContact	The employee's Emergency Contact.
BirthDate	The employee's Birth Date. Specified as mm/dd/yyyy.
HireDate	The employee's Hire Date. Specified as mm/dd/yyyy.
LastRaiseDate	The employee's Last Raise Date. Specified as mm/dd/yyyy.
TerminationDate	The employee's Termination Date. Specified as mm/dd/yyyy.
TerminationReason	Specify the name of the Termination Reason.
EmploymentStatus	"Y" signifies the employee is terminated. "I" signifies the employee is inactive.
Job Code1	The name of the employee's first Job.

Job Code2	The name of the employee's second Job.
Job Code3	The name of the employee's third Job.
Job Code4	The name of the employee's forth Job.
Job Code5	The name of the employee's fifth Job.
Job Code6	The name of the employee's sixth Job.
Pay Rate1	Job1 Pay Rate.
Pay Rate2	Job2 Pay Rate.
Pay Rate3	Job3 Pay Rate.
Pay Rate4	Job4 Pay Rate.
Pay Rate5	Job5 Pay Rate.
Pay Rate6	Job6 Pay Rate.
Access Code	The 4 digit Access Code for the employee.
External IJob1	This field is compared with the "ADP External ID" defined for each Job to determine the Job for the employee.
External Job2	This field is compared with the "ADP External ID" defined for each Job to determine the Job for the employee.
External Job3	This field is compared with the "ADP External ID" defined for each Job to determine the Job for the employee.
External Job4	This field is compared with the "ADP External ID" defined for each Job to determine the Job for the employee.
External Job5	This field is compared with the "ADP External ID" defined for each Job to determine the Job for the employee.
External Job6	This field is compared with the "ADP External ID" defined for each Job to determine the Job for the employee.
Require Card	Specify "Y" or "N".
Extend Rights	Specify "Y" or "N".
Clock In Out Only	Specify "Y" or "N".
Enforce Scheduling	Specify "Y" or "N".
Fingerprint At Clock In	Specify "Y" or "N".
Fingerprint Required	Specify "Y" or "N".

Procedure for Importing Employees

- Access the Setup > Employees > Employees Window.
- Click Tools and then click Import.

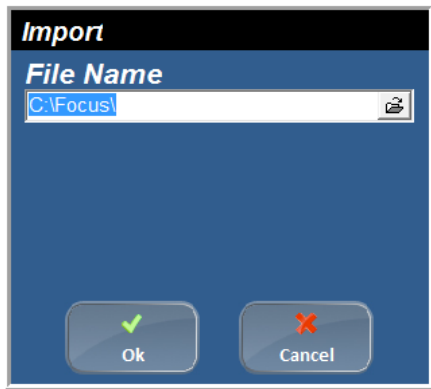


Figure 2.12 Import Window

- Select the file containing the import information and click OK. The imported employee records will now appear in the Employee List.

Related Topics

Job Right 'Employees - Edit Employees'

Job Right 'Employees - Add Employees'

Exporting Employee Data

The Print Employee Window is used to Export Employee information. Items that are checked will be exported in the order they are listed.

[See Video](#)

Fields Available to Export



The screenshot shows a window titled "Print Employee Report" with a printer icon. Below the title is a section labeled "Options" containing two columns of checkboxes. The first column lists fields to export, and the second column lists additional options. At the bottom are "Print" and "Cancel" buttons.

Options	
<input checked="" type="checkbox"/> First Name, Last Name	<input checked="" type="checkbox"/> W4 Information
<input checked="" type="checkbox"/> Nickname	<input checked="" type="checkbox"/> Employment Status
<input checked="" type="checkbox"/> ID1	<input checked="" type="checkbox"/> Jobs
<input checked="" type="checkbox"/> ID2	<input checked="" type="checkbox"/> Pay Rates
<input checked="" type="checkbox"/> Access Code	<input checked="" type="checkbox"/> Require Card
<input checked="" type="checkbox"/> Address, City, State, Zip	<input checked="" type="checkbox"/> Enforce Scheduling
<input checked="" type="checkbox"/> Phone Number 1	<input checked="" type="checkbox"/> Extend Rights
<input checked="" type="checkbox"/> Phone Number 2	<input checked="" type="checkbox"/> Clock In/Out Only
<input checked="" type="checkbox"/> Emergency Information	<input checked="" type="checkbox"/> Fingerprint at Clock In
<input checked="" type="checkbox"/> Birth Date	<input checked="" type="checkbox"/> Fingerprint Required
<input checked="" type="checkbox"/> Hire Date	<input checked="" type="checkbox"/> Skill Levels
<input checked="" type="checkbox"/> Last Raise Date	<input checked="" type="checkbox"/> Certification Date 1
<input checked="" type="checkbox"/> Termination Date	<input checked="" type="checkbox"/> Certification Date 2
<input checked="" type="checkbox"/> Termination Reason	<input checked="" type="checkbox"/> All Information
	<input checked="" type="checkbox"/> Comma Delimited

Print Cancel

Figure 3.5.1 Print / Export Employee Window

Figure 9.19 Print / Export Employee Window Fields

Field	Description
First Name, Last Name	The employee's First Name and Last Name.
Nickname	The employee's Nickname.
ID 1	The employee's ID1.
ID 2	The employee's ID2.
Access Code	The employee's Access Code.
Address, City,, State, Zip	The employee's Address information.
Phone Number 1	The employee's Phone Number 1.
Phone Number 2	The employee's Phone Number 2.
Emergency Infor- mation	The employee's Emergency Phone Number and Contact.

Birth Date	The employee's Birth Date. Specified as mm/dd/yyyy.
Hire Date	The employee's Hire Date. Specified as mm/dd/yyyy.
Last Raise Date	The employee's Last Raise Date. Specified as mm/dd/yyyy.
Termination Date	The employee's Termination Date. Specified as mm/dd/yyyy.
Termination Reason	Specify the name of the Termination Reason.
W4 Information	The employee's W4 Information.
Employment Status	"Y" signifies the employee is terminated. "I" signifies the employee is inactive.
Jobs	The employee's jobs.
Pay Rates	The employee's pay rate for each available job code.
Require Card	Specify "Y" or "N".
Enforce Scheduling	Specify "Y" or "N".
Extend Rights	Specify "Y" or "N".
Clock In Out Only	Specify "Y" or "N".
Fingerprint At Clock In	Specify "Y" or "N".
Fingerprint Required	Specify "Y" or "N".
Skill Levels	Skill Levels for employees.
Certification Date 1	The date the employees certification expires. The certifications are setup in Miscellaneous> General> General> Time-keeping .
Certification Date 2	The date the employees certification expires. The certifications are setup in Miscellaneous> General> General> Time-keeping .
All Information	If selected, all employee information will be printed.
Comma Delimited	If selected, information will be exported in a comma delimited file to selected location.

Procedure to Export Employee Information

- Access the Employee > Employee Window
- Click Tools.
- Click Print Current (to export highlighted employees information) or Print All (to export all employees information).
- Select the fields to export.
- Ensure that 'Comma Delimited' is selected.
- Click Print

- Enter the desired file name and path.
- Select OK

Related Topics

None

Printing Employee Data

The Print Employee Window is used to print Employee information. Items that are checked will be printed in the order they are listed.

Fields Available to Print

Print Employee Report

Options

<input checked="" type="checkbox"/> First Name, Last Name	<input checked="" type="checkbox"/> W4 Information
<input checked="" type="checkbox"/> Nickname	<input checked="" type="checkbox"/> Employment Status
<input checked="" type="checkbox"/> ID1	<input checked="" type="checkbox"/> Jobs
<input checked="" type="checkbox"/> ID2	<input checked="" type="checkbox"/> Pay Rates
<input checked="" type="checkbox"/> Access Code	<input checked="" type="checkbox"/> Require Card
<input checked="" type="checkbox"/> Address, City, State, Zip	<input checked="" type="checkbox"/> Enforce Scheduling
<input checked="" type="checkbox"/> Phone Number 1	<input checked="" type="checkbox"/> Extend Rights
<input checked="" type="checkbox"/> Phone Number 2	<input checked="" type="checkbox"/> Clock In/Out Only
<input checked="" type="checkbox"/> Emergency Information	<input checked="" type="checkbox"/> Fingerprint at Clock In
<input checked="" type="checkbox"/> Birth Date	<input checked="" type="checkbox"/> Fingerprint Required
<input checked="" type="checkbox"/> Hire Date	<input checked="" type="checkbox"/> Skill Levels
<input checked="" type="checkbox"/> Last Raise Date	<input checked="" type="checkbox"/> Certification Date 1
<input checked="" type="checkbox"/> Termination Date	<input checked="" type="checkbox"/> Certification Date 2
<input checked="" type="checkbox"/> Termination Reason	<input checked="" type="checkbox"/> All Information
	<input checked="" type="checkbox"/> Comma Delimited

Print **Cancel**

Figure 3.5.1 Print Employee Window

Figure 9.19 Print Employee Window Fields

Field	Description
First Name, Last Name	The employee's First Name and Last Name.
Nickname	The employee's Nickname.
ID 1	The employee's ID1.
ID 2	The employee's ID2.
Access Code	The employee's Access Code.
Address, City,, State, Zip	The employee's Address information.
Phone Number 1	The employee's Phone Number 1.
Phone Number 2	The employee's Phone Number 2.
Emergency Information	The employee's Emergency Phone Number and Contact.

Birth Date	The employee's Birth Date. Specified as mm/dd/yyyy.
Hire Date	The employee's Hire Date. Specified as mm/dd/yyyy.
Last Raise Date	The employee's Last Raise Date. Specified as mm/dd/yyyy.
Termination Date	The employee's Termination Date. Specified as mm/dd/yyyy.
Termination Reason	Specify the name of the Termination Reason.
W4 Information	The employee's W4 Information.
Employment Status	"Y" signifies the employee is terminated. "I" signifies the employee is inactive.
Jobs	The employee's jobs.
Pay Rates	The employee's pay rate for each available job code.
Require Card	Specify "Y" or "N".
Enforce Scheduling	Specify "Y" or "N".
Extend Rights	Specify "Y" or "N".
Clock In Out Only	Specify "Y" or "N".
Fingerprint At Clock In	Specify "Y" or "N".
Fingerprint Required	Specify "Y" or "N".
Skill Levels	Skill Levels for employees.
Certification Date 1	The date the employees certification expires. The certifications are setup in Miscellaneous> General> General> Time-keeping .
Certification Date 2	The date the employees certification expires. The certifications are setup in Miscellaneous> General> General> Time-keeping .
All Information	If selected, all employee information will be printed.
Comma Delimited	If selected, information will be exported in a comma delimited file to selected location.

Procedure to Print Employee Information

- Access the Employee > Employee Window
- Click Tools.
- Click Print Current (to print highlighted employees information) or Print All (to print all employees information).
- Select the fields to print.
- Click Print.

Related Topics

None

Printing a List of Employees

The steps to print employee information are listed below. You can print the information for the current employee or a list of all employees.

Procedure to Print a List of Employees

- Access the Setup > Employees > Employees Window.
- Click Tools.

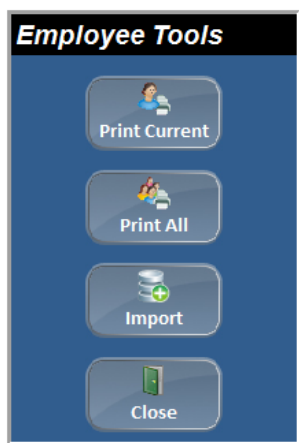


Figure 2.5 Employee Tools

- Click the appropriate Print Current or Print All option.



Figure 2.6 Print Employee Report Window

- Choose the fields to print on the report.
- Choosing All Information will select or deselect all options.
- Click Print.

Related Topics

Job Right 'Employees - View Employees'

Jobs Tabs

The Jobs Window is used to establish and maintain 64 Jobs. Jobs represent categories of employees that have the same set of system capabilities.

Accessing the Jobs Window

While in Focus Setup, select Employees > Jobs.

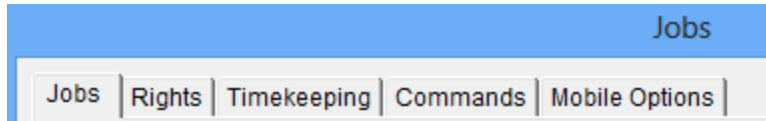


Figure 2.13 Jobs Tabs

Figure 2.14 Jobs Tabs Descriptions

Tab	Description
Jobs	The Jobs Tab is used to name and assign the appropriate options for Jobs.
Rights	The Rights Tab is used to configure access levels for Jobs.
Timekeeping	The Timekeeping Tab is used to establish and maintain different Timekeeping options for Jobs.
Commands	The Commands Tab is Used to configure the Command Ribbon used in Focus Order Entry.
Mobile Options	The Mobile Options Tab is used to configure the Command Ribbon used in Focus Mobile Order Entry. See Configuring Mobile Commands .

Related Topics

[Configuring Mobile Commands](#)

Job Right 'Office – Jobs'

Jobs Window

The Jobs Window is used to name and assign the appropriate options for each Job.

Accessing the Jobs window

While in Focus Setup, select Employees > Jobs.

Figure 2.15 Jobs Window

Figure 2.16 Jobs Window Fields

Field	Description	
Name	Required - Choose a name for each Job. The name may be up to 15 alphanumeric characters.	
Image	An image that represents the Job.	
ID	A unique identifier for the Job, up to 10 alphanumeric characters.	
Labor Group	Required - A Labor Group selected from the list of available Labor Groups.	
Location	A Location selected from the list of available Locations. If a Location is selected it overrides the Location defined for the Station.	
Beverage Requirement	None	There is no Beverage Requirement.
	Warning	The user is warned that the Beverage Requirement has not been met but may still print

		the check.
	Compulsory	The Beverage Requirement must be satisfied before the check can be printed.
After Print Options	Display Current Check	The current check will remain on the screen after it has been printed.
	Remove Check	The current check will be removed from the screen. The Total and Balance Due will remain on the screen after it has been printed.
	Quit	The user will be returned to the Entry screen after the check has been printed.
Close Check Options	Display Current Check	The check will remain on the screen after it has been closed.
	Display Balance	The check is removed from the screen but continues to display the balance of the check after it has been closed.
	Quit	Returns to the Entry screen. This option overrides the Job Right 'Return to Order Access After Close' after it has been closed.
Time Out	Floor in Seconds	The number of seconds (up to 9999) of inactivity before the user will be logged out of Focus Order Entry.
	Office in Minutes	The number of minutes (up to 9999) of inactivity before the user will be logged out of Focus Setup.
	Change Due in Seconds	The number of seconds (up to 9999) of inactivity before the 'Change Due' screen will be removed and the screen will display the default Order Access Option. If no Order Access option is configured, the default Menu Canvas will be displayed. See Video V7.4 Build 13.9.17
Checkout Report Options	Number of Reports	The number of copies of the Checkout Report, 0 to 9 that will print when the user clocks out.
	Checkout Report	Select the report (normally an Activity Report) that will print when the user clocks out.

Figure 2.17 Jobs Window Commands

Commands	Description
Close	Closes the Jobs Window.
Save	Saves the current changes.
Copy	Copies the selected Job.
Paste	Pastes the copied Job information into the selected Job position.
Cancel	Cancels the changes made prior to saving.

Related Topics

See also 'Employees > Jobs > Rights'

See also 'Employees > Jobs > Timekeeping'

See also 'Employees > Jobs > Commands'

Job Right 'Office – Jobs'

Job Rights

The Rights Window is used to establish Job Rights (access levels) for different Jobs. Job Rights also determines the functions that are available in Focus Order Entry.

👉 Turning on all Job Rights for a particular Job will more than likely create an undesirable result.

Accessing the Job Rights Window

While in Focus Setup, select Employees > Jobs > Rights.

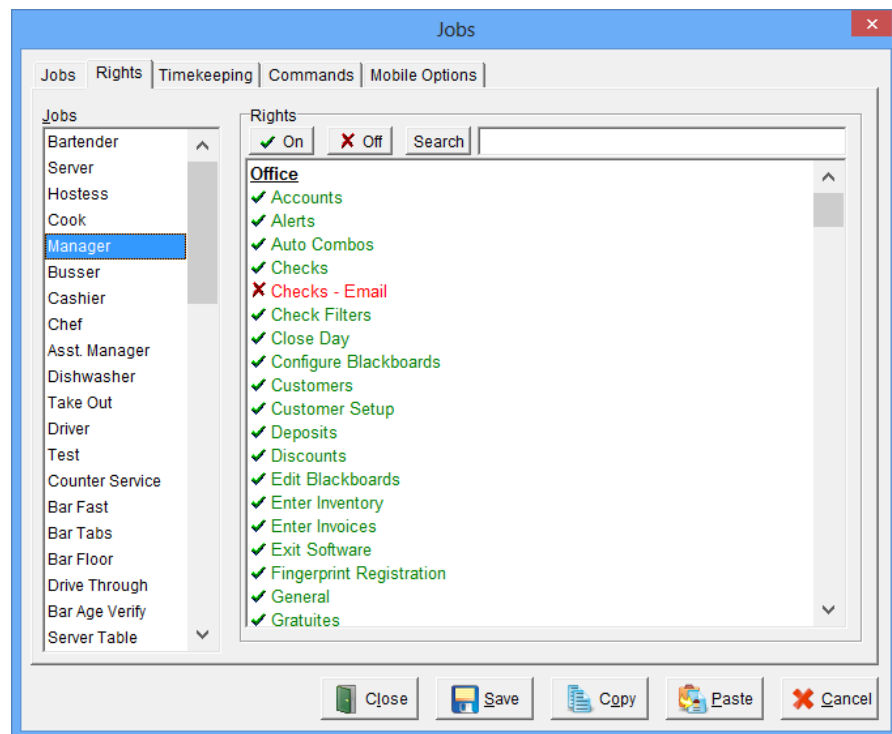


Figure 2.18 Rights Window

- On: A ✓ plus green text indicates a Job Right is turned on.
- Off: A ✗ plus red text indicates a Job Right is turned off.
- Search: Search allows multiple words to be entered. Any Job Right with one or more of those words is displayed in a list.
- Section Header: Clicking on the section header does not turn on or off any Job Rights. No specific Job Right is related to the heading itself. Note: Section headers are underlined (Office in the above picture).
- **Note:** All Job Rights are extendable unless they have an **(NE)** beside them. An extendable Job Right allows all of the employee's Jobs to determine if the user is allowed access to a specific function. A non-extendable **(NE)** Job Right only considers the Job associated with the employee's clock in to determine whether an employee is allowed access to the related function.

Figure 2.19 Job Rights - Office

Job Right	Description
Accounts	Allows the user to add, edit, and delete customer Accounts.
Account Balance Adjust	Allows the user to adjust house account balances.
Alerts	Allows the user to configure Alerts.

Auto Combos	Allows the user to configure Auto Combos.
Checks	Allows the user to view Checks in Focus Setup.
Checks - Email	Allows the user to Email the guest check to the customer. See Video: Email Guest Checks . Note: If turned on, user will be able to email guest checks from the 'Check Viewer' and 'Change Due's' screen. V 7.4 Build 13.6.14 Added functionality in Build 14.5.12 - Users can now email Future Order Guest Checks.
Check Filters	Allows the user to configure Check Filters.
Close Day	Allows the user to close day.
Configure Blackboards	Allows the user to configure Blackboards in Focus Setup as well as from the Manager Wrench in Focus Order Entry.
Customers	Allows the user to add, edit and delete Customers.
Customer Setup	Allows the user to edit customer Cities, Coupons, Plans, Phone Prefixes, Streets and Zones.
Deposits	Allows the user to enter Deposits.
Discounts	Allows the user to configure Discounts.
Edit Blackboards	Allows the user to edit Blackboards from the Manager Functions Screen (Manager Wrench).
Enter Inventory	Allows the user to enter Inventory.
Enter Invoices	Allows the user to enter Invoices.
Exit Software	Allows the user to terminate the Software.
Fingerprint Registration	Allows the user to register a fingerprint for an employee.
General	Allows the user to configure options in the General Window.
General - Credit/Gift/Loyalty/Customer	Allows the user to configure the Credit/Gift/Loyalty/Customer Window. (V7.4 Build 13.7.1)
Gratuities	Allows the user to configure Gratuities.
Inventory Setup	Allows the user to edit Inventory Groups, Ingredients, Recipes, Subgroups, Units, and Vendors.
Jobs	Allows the user to configure Jobs.
Labor Groups	Allows the user to configure Labor Groups.
Locations	Allows the user to configure Locations.
Loyalty	Allows the user to add, edit, and delete Loyalty Customers.
Menu	Allows the user access to the Canvas Designer and Menu Item configuration.
Menu Items - Add Restriction	Prevents users from adding new Menu Items. See Video: Menu Items - Add Restriction
Menu Items – Quick Set	Allows the user to access the Quick Set Window.
Mobile Station Assign-	Allows the user to assign Mobile Devices to Stations.

ment	(V 7.4 Build 13.1.24)
nFocus	Allows the user to view the nFocus Dashboard.
Office Software	Allows the user access to Focus Setup.
Order Types	Allows the user to configure Order Types.
Packages	Allows the user to configure Packages.
Paid Ins	Allows the user to configure Paid Ins.
Paid Outs	Allows the user to configure Paid Outs.
Payments	Allows the user to configure Payments.
Password Required	Requires the user to enter an additional password to access Focus Setup and to exit the Focus software.
Password Reset	Allows the user to reset the password required to access Focus Setup or to exit the Focus software.
Price Levels	Allows the user to configure Price Levels.
Printer Drivers	Allows the user to configure Printer Drivers.
Printer Formats	Allows the user to configure Printer Formats.
Printer Groups	Allows the user to configure Printer Groups.
Rear Display Formats	Allows the user to configure Rear Display Formats.
Remote Check Formats	Allows the user to configure Remote Check Formats.
Remote Printers	Allows the user to configure Remote Printers.
Report Groups	Allows the user to configure Report Groups.
Report Setup	Allows the user to configure Reports.
Restore From Backup	Allows the user to restore the system to the primary server.
Revenue Centers	Allows the user to configure Revenue Centers.
Screen Formats	Allows the user to configure Screen Formats.
Skills	Allows the user to configure Skills.
Stations	Allows the user to configure Stations.
Table Types	Allows the user to configure Table Types.
Tare Weights	Allows the user to configure Tare Weights.
Taxes	Allows the user to configure Taxes.
Termination Reasons	Allows the user to configure Termination Reasons.
Time Ranges	Allows the user to configure Time Ranges.
Voids	Allows the user to configure Void Reasons.

Figure 2.20 Job Rights Employees

Job Right	Description
Edit Employees	Allows a user to edit and delete employees.
Add Employees	Allows the user to add employees. Note: If the user does not have this Job Right the Add button is disabled.
View Employees	Allows the user to view employees.
View Access Code	Allows the user to view employee Access Codes.
View Jobs	Allows the user to view employee Jobs.
View Pay Rates	Allows the user to view employee Pay Rates.
View Employment Status	Allows the user to view the Employee Status and Termination Reason.
View Skills	Allows the user to view employee Skills.

Figure 2.21 Job Rights Time Manager

Job Right	Description
Approve Clocks	Allows the user to clock in/out any employee. The user can approve unscheduled clock ins and clock outs.
Edit Time Cards	Allows the user to edit Time Cards.
Edit Schedules	Allows the user to edit employee Schedules.
Restrict Time Card Edit to Current Date	The user may only edit the Time Cards for the current date.

Figure 2.22 Job Rights Time Clock

Job Right	Description
Bump Up Early Clock In	(NE) Sets the employee's clock in time to the scheduled clock in time if they clock in early.
Bump Back Late Clock In	(NE) Sets the employee's clock in time to the scheduled clock in time if they clock in late.
Print Clock In Chit	(NE) Prints a clock in chit when the user clocks in.
Bump Up Early Clock Out	(NE) Sets the employee's clock out time to the scheduled clock out time if they clock out early.
Bump Back Late Clock Out	(NE) Sets the employee's clock out time to the scheduled clock out time if they clock out late.
Print Clock Out Chit	(NE) Prints a clock out chit when the user clocks out.
Clock Out with Open Checks	(NE) The user may clock with open checks.

Clock Out with Missing Tips	(NE) The user may clock out if they have not added tips to payments that have the Tip Required option on.
Clock In/Out Must be Approved	The user must receive approval to clock in and clock out.
Clock In Must be Approved	The user must receive approval to clock in.
Clock Out Must be Approved	The user must receive approval to clock out.
Must Read Messages Before Clock In/Out	The user must read Messages before they are allowed to clock in or clock out.
Print On Break Chit	(NE) Prints a break chit when the user goes on break.
Declare Tips	The user will be prompted to declare tips before clocking out.
Declare Negative Tips	The user may declare a negative tip amount before clocking out.
Take Breaks	(NE) Allows the user to take Breaks.
View Time Card	Allows the user to view their Time Card.
Print Time Card	Allows the user to print their Time Card. Note: The user must have the 'View Time Card' Job Right and the 'Print Time Card' Job Right to print a Time Card.
View Schedule	Allows the user to view their Schedule.
Print Schedule	Allows the user to print their Schedule. The user must have the 'View Schedule' Job Right and the 'Print Schedule' Job Right to print a Schedule.
Enter Availability	Allows the user to define their availability schedule.
Overtime Must be Approved	Requires clock in approval for employees that have exceeded the Overtime Options > Warning Hours.
Messages	Allows the user to receive Messages at clock in and clock out.
Write Messages	Allows the user to send Messages.
Check Messages at Login	Allows the user to receive Messages each time they log into Focus. See Video: Instant Messages . See Video (V 7.4 Build 13.4.29)
Reply Messages	Allows the user to reply to Messages. Note: User can reply to Messages even if they do not have the Job Right: Write Messages. (V 7.4 Build 13.6.14)
Minimum Wage Tip Comparison	Requires approval if declared tips do not equal or exceed the Minimum Wage (See also: Miscellaneous > General > Timekeeping > Minimum Wage).

Figure 2.23 Job Rights Order Entry

Job Right	Description
Cashier - (Tray) Open/Close	(NE) Allows the employee to Open or Close a Cash Tray.

Cashier - (Tray) Declare Cash	(NE) Allows the employee to declare the cash that is in the Cash Tray.
Cashier - (Tray) Required	(NE) The user must be assigned to an open Cash Tray to perform tender related operations on a Cash Tray (see Locations > Locations > Cash Trays > Require Open Before Use).
Cashier - (Tray) Select at Clock In	(NE) Allows the user to select a Cash Tray at clock in.
Cashier - Accountable for Sales	The Checkout Report will assign the sales to the employee that closed the check. Note: This option only affects the Checkout Report, not the Sales Accountability Report, thus the sales figures on the Checkout Report for employees with this Job Right will not balance to the sales figures on the Sales Accountability Report.
Cashier - Approve Functions	Allows the user to perform the following cashier functions: Declare Cash, Assign Employees, Edit the Starting Bank, Enter Counts and Close.
Cashier - Assign Drawer	Allows employees to assign themselves to a drawer.
Cashier - Declare Cash at Clock Out	(NE) Prompts the user to enter the amount of cash they counted in their drawer.
Cashier - Declare Starting Bank	(NE) Prompts the user to enter the starting bank when they clock in.
Cashier - Drops	Allows the user to enter Drops.
Cashier - Drop Warning	Enables drop warnings, preventing users from ringing additional sales when a predefined dollar amount is in their cash drawer. The dollar amount is established in Miscellaneous > General > General > General . See Video V7.4 Build 13.11.5
Cashier - Enter Paid Outs	Allows the user to enter Paid Outs.
Cashier - Enter Paid Ins	Allows the user to enter Paid Ins.
Cashier - One User Per Drawer	Only one employee may be assigned to a drawer.
Cashier - Open Drawer	Allows an employee to open the cash drawer with the Open command.
Cashier - Open Any Drawer	(NE) Allows the user access to all cash drawers (including cash drawers that they have not been assigned).
Cashier - Prevent Login if No Drawer is Assigned	Prevents the employee from logging in until a cash drawer is assigned.
Cashier - Prevent Use if Drawer Open	Prevents the user from using Focus Order Entry while the drawer is open. Note: This feature only works with a direct connect serial drawer.
Cashier - Select Drawer at Clock In	(NE) Prompts the user for a cash drawer when clocking in.
Cashier - Select One Drawer Only	Allows the user to assign one cash drawer only when assigning drawers.

Check Items - Hold	Allows the user to place items on Hold.
Check Items - Tax Exempt	Allows the user to exempt tax.
Check Items - Void	Allows the user to Void Menu Items. The user may also remove a Void from a Menu Item.
Checks – Age Verification (Approve)	Allows the user to override the age requirements defined in Locations > Location > Age Verification > Menu Item Filter.
Checks - Clear After Subtotal	(NE) The check will be removed from the screen after the Subtotal Command is executed.
Checks - Delete Last Item (Approve)	The user can approve the Delete of previously ordered items if the option 'Delete Last Item Restriction' is on in Locations > Locations > Delete Last Item Only.
Checks – Delete/Modify Items on Hold	The user may modify and delete items placed on hold.
Checks - Display Total Before Service	(NE) The user can view the total of the check before Subtotal or Quitting. Note: This Job Right is used for bars or counter service where the user rings up the items, tells the customer the total then Deletes the items from the check.
Checks - Edit Guests	Allows the user to edit the number of guests on the check.
Checks - Edit Header/Footer	Allows the user to edit the Guest Check Header and Footer from the FOH. V7.4 Build 14.2.28
Checks - Print Check When Closed (Tip Required)	(NE) Prints a guest check after editing the tip on the Edit Tips screen.
Checks - Print Check When Closed (Always)	A check will always print when it is closed.
Checks - Prompt for Guests	(NE) Prompts the user to enter the number of guests.
Checks - Reprint	Allows the user to Reprint a guest check.
Checks - Select Location	Allow the user to change the current Location. Note: Changing the Location of a check also changes the Revenue Center to that of the selected Location.
Checks - Split	Allows the user to Split checks.
Checks - Split After Print	Allows the user to split a check after it has been printed.
Checks - Split Display Payments	Displays Payments on the Split Screen Window.
Checks - Split First Seat After Print	Allows the user to split a check after it has been printed if there is only one seat on the check. This Job Right allows the server to Split a check after presentation of a printed check to the customer without requiring manager approval. If the user does not have this Job Right they will be prompted for the 'Checks - Split After Print' Job Right.

Checks - Split Payments	Allows the user to move Payments between seats.
Checks – Team (Allowed on Team)	Allows employees to be placed on Team Service Teams.
Customer - Approve	Allows the user to place a Customer on a check.
Customer - Dispatch	Allows the user to dispatch checks to drivers. All checks that are Delivery Pending appear on the Dispatch Screen if this option is on, otherwise just the checks that the user owns appear.
Customer - Dispatch to Any Driver	Allows the user to assign a check to any driver.
Customer - Driver	(NE) Allows the user to be the delivery driver. Drivers may be assigned checks with the 'Driver' command as well as the 'Assign' command on the Dispatch screen. Drivers are automatically prompted to close their open orders to cash when returning from route when logging in.
Customer - Print Check When Assigned	A guest check will print when it is assigned to a driver. This option applies to both the 'Driver' command and the 'Assign' command on the Dispatch screen.
Customer - Prompt for Order Type	Prompts the user to choose an Order Type before looking up a customer. This is used if the order taker asks the customer up front whether the order is delivery or pickup. Since the Order Type is known, the proper search criteria and fields are displayed for the customer.
Discounts - Approve	Allows the user to approve Discounts that have the 'Require Approval' option.
Gratuity – Remove	Allows the user to remove a Gratuity.
Gratuity – Select	Allows the user to apply a Gratuity.
Loyalty – Points Adjust	Allows the user to manually adjust a loyalty customer's points when using myFocus Loyalty.
Menu - Change Item Count	Allows the user to change the item count from Focus Order Entry.
Menu - Change Item Price	Allows the user to change the price of a Menu Item from Focus Order Entry.
Menu - Display Ordered Count	Allows the user to view the number of times each item has been ordered (but not sent).
Menu - Mark Items Out of Stock	Allows the user to place items out of stock from Focus Order Entry.
Menu - Select	Allows the user to select a Menu.
Name - Enter	Allows the user to enter the customer name on the check.
Name - Prompt	(NE) The user will be prompted to name the check when starting a new order.
Name - Require	(NE) The user will be required to enter a name before the check is serviced. Note: The user will be prompted for the name if not already entered.
Order Access -	Allows the user to access closed checks in Focus Order Entry. Note: This option has no impact on the user viewing the

Access After Closed	check on the Checks Window.
Order Access - Display After Close	(NE) The default Order Access Method will be displayed after a check is closed (see Locations > Locations > Order Access Options).
Order Access - Display After Login	(NE) The default Order Access Method will be displayed after the user logs in (see Locations > Locations > Order Access Options).
Order Access - Filter Checks	Allows the user to filter checks.
Order Access - Display Sales Total	(NE) Allows the user to view the total sales amount on the Checks Window. Note: This option should be off for employees that do a blind check out.
Order Access - Checks by Location	(NE) Allows the user to view only checks from the current Location on the Checks Window.
Order Access - Login Multiple Stations	Allows the user to log in to multiple Stations simultaneously.
Order Access – Login User	Allows the user to log in another user with the Login User Command.
Order Access - Other's Checks	Allows the user to view other user's checks.
Order Access - Quit With Open Check	Allows the user to Quit or access another check while there is an open check on the screen.
Order Access - Require Table Number	(NE) Requires the user to enter a table number before placing an order.
Order Access – Table Screen Restrict to Open Checks	Only open tables are displayed.
Order Type - Prompt	(NE) Prompts the user for an Order Type before placing the order.
Order Type - Require	(NE) Requires the user to select an Order Type.
Order Type - Select	Allows the user to change the Order Type of a check.
Payments - Adjust	Allows the user to adjust the amount of a previously verified credit card payment.
Payments - Advances	Allows the user to enter or Delete an Advance.
Payments - Approve	Allows the user to approve Payments that have the 'Require Approval' option (See Order Entry > Payments) . <u>Note:</u> <u>This Job Right also allows users the right to put system "Offline".</u>
Payments -	Allows the user to approve credit card transactions that exceed the 'Max. Amount' or 'Max. Tip %' (see Miscellaneous

Approve Credit Limits	> General > Credit Card Options > Max. Amount).
Payments - Batch Credit Cards	Allows the user to batch credit cards.
Payments - Close All Open Checks	Allows the user to close all their open checks to cash using the 'Pay All' command.
Payments - Display Change in Large Print	(NE) The Change Due Window will be displayed prominently when the check is closed.
Payments - Edit Tips	Allows the user to edit the tip on a payment.
Payments - Edit Tips Immediately	(NE) Allows the user to enter the tips from the Verification screen after approval is received.
Payments - Enter Gift Cards	Allows the user to perform the following gift card functions: Accept Payment, Activate, Increment, and Balance.
Payments - Enter Own Tips	Allows the user to enter tips on payments that they entered.
Payments - Enter Other's Tips	Allows the user to enter tips on other user's Payments.
Payments - Force	Allows the user to force authorization on credit card Payments.
Payments - Manual Credit Cards	Allows the user to manually enter the credit card number.
Payments - Preauthorize	Allows the user to preauthorize a credit card.
Payments – Print on Change Due Screen	Allows the user to print the check from the Change Due Window.
Payments - Reap- ply	Allows the user to apply a payment entered on another check to the existing check.
Payments - Refunds	Allows the user to refund a payment.
Payments – Reprint Voucher Restriction	Prevents the user from reprinting a credit card voucher.
Payments - Tender Other's Checks	(NE) Allows the user to place payments on other user's checks.
Payments - Tender Own Checks	Allows the user to place payments on checks they own.
Payments - Void	Allows the user to Void payments.
Payments – Zero Price Tender Even	Restricts the user from tendering checks with a zero balance.

Restrictions	
Printing - Delay	Allows the user to specify when to send an order to the Remote Printer.
Printing - Edit Assignments	Allows the user to edit the Printer Assignments for the current Location from the Manager Function Screen (Manager Wrench) in Focus Order Entry.
Ring - Other's Checks	(NE) Allows the user to order Menu Items on other user's checks.
Ring - Own Checks	(NE) Allows the user to ring orders.
Ring – Special Pricing	Allows the user to place Special Pricing on a check.
Ring - Variable Price	Allows the user to enter the price for Variable Price Items.
Ring - Require Approval	
Training Mode	Allows the user to place the Station in Training Mode. Note: Training Mode does not print guest checks or remote checks and the cash drawer will not open.
Transfer - Automatic Pending	The next user to access the check will automatically become the owner, no matter who opened the check.
Transfer - Combine	Allows the user to combine checks.
Transfer - Employee	(NE) Allows the user to transfer a check to another employee.
Transfer - Employee Pending	(NE) The check is marked as pending (displayed in green) when a check is transferred to an employee. The originating employee owns the check until the pending employee accepts the check.
Transfer - Items	Allows the user to transfer individual items currently on a check.
Transfer - Table	(NE) Allows the user to edit the table number.
Transfer - Table Pending	(NE) The check is marked as pending (displayed in green) when a check is transferred to a table. The originating employee owns the check until the check is accepted by another employee.
Transfer - All Open Checks	Allows the user to transfer all open checks to the selected employee.

Figure 2.24 Job Rights Report

Job Right	Description
Checkout Report - View	(NE) Allows the user to view their Checkout Report (see Employees > Jobs > Checkout Report Options).
Checkout Report - Print	(NE) Allows the user to print their Checkout Report while they are still on the clock.
Checkout Report - Print if No Open Checks/Tips	Allows the user to print their Checkout Report if there are no open checks or missing tips.

Checkout Report – Access Other’s Reports	Allows the user to view the Checkout Report for other users.
Drawer Report - View	Allows the user to view the Drawer Report (see Locations > Locations > Cash Trays).
Drawer Report - Print	Allows the user to print the Drawer Report.
Drawer Report - Access Other’s Reports	Allows the user to view/print Drawer Reports for Cash Trays that they are not assigned.
Report Security Code (1-9)	Allows the user to view/print reports that have the same Security Code.

Procedure to set Job Rights

- Select a Job.
- Select a Job Right.
- Click On or Off to assign/unassign the Job Right.

Related Videos

[Email Guest Checks](#)

[Menu Items - Add Restriction](#)

[Instant Messages](#)

Related Topics

See also 'Employees > Jobs > Jobs'

See also 'Employees > Jobs > Timekeeping'

See also 'Employees > Jobs > Commands'

Timekeeping

The Timekeeping Window is used to establish and maintain different timekeeping options including the Scheduling Color, Payroll Overtime Options, Grace Periods and Break Options. The Overtime Options that are configured in the Timekeeping Window are Job specific and only apply to the selected Job.

Accessing the Timekeeping Window

While in Focus Setup, select Employees > Jobs > Timekeeping.

Figure 2.25 Timekeeping Window

Figure 2.26 Timekeeping Fields

Field	Description	
Jobs	The list of available Jobs defined in Employees > Jobs.	
Scheduling	Color	The Color is used to distinguish Jobs in the Scheduling Window.
	Printer Format	The format is used to print the scheduled times for the Job on the 80 column Schedule Report.
Overtime Options	Daily	The daily overtime multiplier rate, up to 999.99, for each Job. Example, if the daily overtime rate is time plus one half, 1.50 should be entered.
	Double	The double overtime multiplier rate, up to 999.99, for each Job. Example, if the double over-time rate is time plus one, 2.00 should be entered.
	Weekly	The weekly overtime multiplier rate, up to 999.99, for each Job. Example, if the weekly over-

		time rate is double that of the standard hourly rate, 2.00 should be entered.	
	Warning Hours	The user must receive approval to clock in if the 'Overtime Must be Approved' Job Right is turned on and the number of hours the employee has worked during the current pay period week exceeds Overtime Warning Hours.	
	Consec Day OT	Turn this option on if the employee's hours are eligible for Consecutive Day Overtime.	
Shortcuts	The eight most commonly worked shifts to be entered in the Schedule. Default clock in and clock out times should be configured for each Job.		
ADP External ID	The external ID must match the name of the Job in ADP or CrunchTime if the ADP Job costing option is used or if the interface is to CrunchTime.		
Grace Periods	Clock In	Early	The number of minutes, up to 999, that the employee may clock in early without requiring manager approval. If this value is zero, then the early clock in grace period is not enforced. The user can clock in as early as they want without requiring manager approval.
		Late	The number of minutes, up to 999, that the employee may clock in late without requiring manager approval. If this value is zero then the late clock in grace period is not enforced. The user can clock in as late as they want without requiring manager approval
	Clock Out	Early	The number of minutes, up to 999, that the employee may clock out early without requiring manager approval. If this value is zero, then the early clock out grace period is not enforced. The user can clock out as early as they want without requiring manager approval.
		Late	The number of minutes, up to 999, that the employee may clock out late without requiring manager approval. If this value is zero then the late clock out grace period is not enforced. The user can clock out as late as they want without requiring manager approval.
Break Options	Break 1 Minutes	Dock Pay After	The number of minutes, up to 999, after which the employee's pay is docked. Example, if an employee is on break for 30 minutes and the Dock Pay option is set to 15 minutes, then only the first 15 minutes of the break is paid.
		Required Break	The number of minutes, up to 999, that the employee must remain on break if they have been on break longer than the minimum limit.
		After	The number of minutes, up to 999, after which the employee must remain on the "Required Break".
	Break 2 Minutes	Dock Pay After	The number of minutes, up to 999, after which the employee's pay is docked. Example, if an employee is on break for 30 minutes and the dock pay option is set to 15 minutes, then only the first 15 minutes of the break is paid.
		Required Break	The number of minutes, up to 999, that the employee must remain on break if they have been on break longer than the minimum limit.

		After	The number of minutes, up to 999, after which the employee must remain on the "Required Break".
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Related Videos

None

Related Topics

- See also 'Employees > Jobs > Jobs'
- See also 'Employees > Jobs > Rights'
- See also 'Employees > Jobs > Commands'
- Job Right 'Office – Jobs'

Commands Window

The Commands Window is used to configure the [Command Ribbon](#) used in Focus Order Entry. Each Job may have a different Command Ribbon. Only select the Commands that are required by the selected Job. Some Commands require a [Job Right](#) to use them (i.e., the Job Right 'Check Items - Void' is necessary to execute the 'Void' Command).

 **Note:** Commands available with Focus Mobile are denoted by the  icon.

Accessing the Commands Window

While in Focus Setup, select Employees > Jobs > Commands.

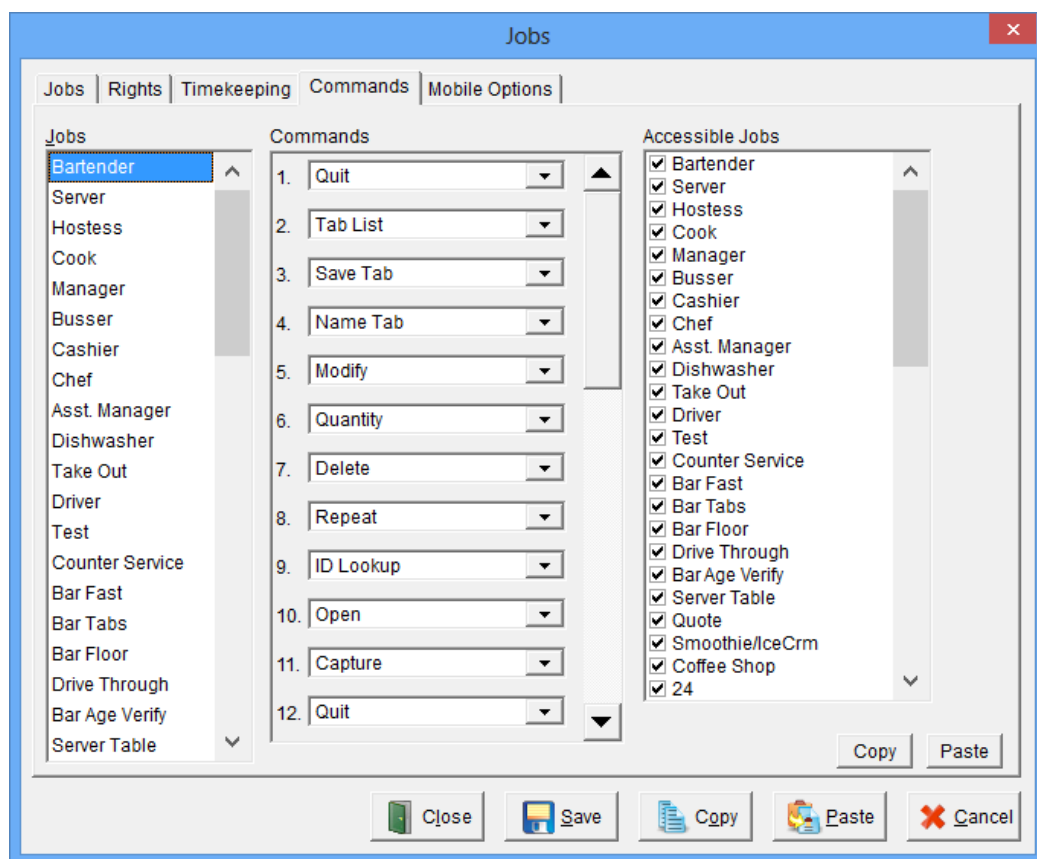










Figure 2.28 Command Descriptions

Command	Description
Account	Allows the employee access to the Customer Account Window.
Advance	Allows the employee to place a cash Advance on a check.
Assign	Allows a cash drawer to be assigned to an employee.
Batch	Allows the employee to batch authorized credit cards.
Capture 	Allows the employee to capture a credit card without authorizing that card.

Cash Tray	Open	Allows the employee to open a Cash Tray.
	Close	Allows the employee to close the Cash Tray.
	Assign	Allows the employee to assign employees to the Cash Tray.
	Declare Bank	Allows the employee to declare a starting bank.
	Declare Cash	Allows the employee to enter the ending cash amount.
	Inventory Counts	Allows the employee to enter the Inventory Counts for the Cash Tray.
Close Day	Allows the employee access to the Close Day Window.	
Current Pos	Allows the employee to select the current position if position seating is used.	
Customer	Allows the employee access to the Customer Search Window.	
Delay Print	Allows an employee to delay the order from printing to the remote printer.	
Delete 	Allows the employee to delete Menu Items that have not been saved or sent.	
Delete (Mod)	Allows the employee to delete modifiers that have not been saved or sent.	
Dispatch	Allows the employee access to the Dispatch Window.	
Done	Allows the user to exit Modifier Canvases.	
Driver	Allows an employee to assign a check to a delivery driver.	
Drops	Allows the employee to record the transfer of cash from one employee to another.	
Edit Pos	Allows the employee to change the position of the Menu Item selected.	
Edit Tips	Provides access to the Edit Tip function to add (or change) a tip of a preauthorized credit card Payment. An employee may be required to enter tips on all authorized credit card payments before Clock Out.	
Extra	Allows to user to use the Extra command on Modifier Canvases.	
Finalize 	Allows the employee to close a check that has been preauthorized or captured.	
Fire 	Allows an employee to send a Menu Item that has been on Hold.	
Gift Card	Allows the employee access to the Gift Card Window. The Job Right 'Payments – Enter Gift Cards' is required. Note: This Command has been deprecated and is no longer supported as of Version 7.4. Please use the Gift Card Command within Packages (Gift Card Activate, Gift Card Increment and Gift Card Balance).	
Gratuity	Allows the employee to optionally select, remove or change a Gratuity based on the subtotal value of the check. The Job Right 'Gratuity - Select' is required. Gratuities are configured in Order Entry > Gratuities.	
Hold	Allows the employee to place an item that has not been sent on Hold. The guest check cannot be closed while an item is on Hold. The Job Right 'Check Items - Hold' is required.	
ID Lookup	Provides access to an ID Lookup Window so that a Menu Item can be ordered by entering an ID name or code. This command is not required when an item code (UPC) is scanned.	
ID Lookup Discount	The user may apply a Discount by entering the ID (See Order Entry> Discounts> ID).	

Inquire	Allows an inquire to the PMS Interface.												
Item Edit	<table> <tr> <td>Out of Stock</td><td>Allows the user to place Menu Items out of stock. The Job Right 'Menu – Mark Items Out of Stock' is required.</td></tr> <tr> <td>Prices</td><td>Allows the user to change the price of a Menu Item. The Job Right 'Menu – Change Item Price' is required.</td></tr> <tr> <td>Nutrition</td><td>Allows the user to view the Nutrition information of the Menu Item.</td></tr> <tr> <td>Recipe</td><td>Allows the user to view the Recipe information of the Menu Item.</td></tr> <tr> <td>Training</td><td>Allows the user to view the Training video of the Menu Item.</td></tr> <tr> <td>Count</td><td>Allows the user to adjust the Count of the Menu Item. The Job Right 'Menu – Change Item Count' is required.</td></tr> </table>	Out of Stock	Allows the user to place Menu Items out of stock. The Job Right 'Menu – Mark Items Out of Stock' is required.	Prices	Allows the user to change the price of a Menu Item. The Job Right 'Menu – Change Item Price' is required.	Nutrition	Allows the user to view the Nutrition information of the Menu Item.	Recipe	Allows the user to view the Recipe information of the Menu Item.	Training	Allows the user to view the Training video of the Menu Item.	Count	Allows the user to adjust the Count of the Menu Item. The Job Right 'Menu – Change Item Count' is required.
Out of Stock	Allows the user to place Menu Items out of stock. The Job Right 'Menu – Mark Items Out of Stock' is required.												
Prices	Allows the user to change the price of a Menu Item. The Job Right 'Menu – Change Item Price' is required.												
Nutrition	Allows the user to view the Nutrition information of the Menu Item.												
Recipe	Allows the user to view the Recipe information of the Menu Item.												
Training	Allows the user to view the Training video of the Menu Item.												
Count	Allows the user to adjust the Count of the Menu Item. The Job Right 'Menu – Change Item Count' is required.												
Location	Allows the employee to select an alternative Location. The selected Location remains in effect until the employee logs out.												
Loyalty	Allows the employee access to the Customer Loyalty Window.												
Menu	Allows the employee to select a Menu other than the default Menu of the current Location. The Menu may only be changed temporarily for the Station but a change for the Location will stay in effect until it is changed again. The Job Right 'Menu - Select' is required.												
Modify 	Allows the employee to add optional modifiers to a Menu Item. Note: In Version 7.4 Build 14.5.18 the 'Modify' Command can be placed on a Modifier Canvas and be used to modify a modifier.												
Name 	Allows the employee to enter/edit the Name or ID associated with an open guest check. The Job Right 'Name - Enter' is required.												
New Seat 	Allows the employee to add another seat to the check.												
Next	Allows the user to display the next Modifier Canvas while modifying a Menu Item.												
Next Pos	Allows the employee to advance the position if position seating is used.												
No	Allows the user to use the No Modifier Command on Modifier Canvases.												
Offline	Allows the employee to place credit cards Online or Offline.												
Open	Allows the employee to open the cash drawer. The Job Right 'Cashier – Open Drawer' is required.												
Paid Ins	Allows the employee to access the Paid Ins Window.												
Paid Outs	Allows the employee access to the Paid Outs Window.												
Pay All	Allows the employee to close all their checks to tender even.												
Pmt Adjust	Allows the employee to adjust a credit card amount.												
Pmt Reapply	Allows the employee to reauthorize a credit card after if it has been Voided.												
Pos Split	Allows the employee to convert the positions to split checks if position seating is used.												
Preauth	Allows the employee to preauthorize checks and or tabs by verifying credit card funds.												

Prep Mod 1	Allows the user to place the associated Prep Mod Command on a Modifier Canvas.						
Prep Mod 2	Allows the user to place the associated Prep Mod Command on a Modifier Canvas.						
Prep Mod 3	Allows the user to place the associated Prep Mod Command on a Modifier Canvas.						
Print 	Allows the employee to optionally print or reprint a guest check. If more than one seat on the check is present, the user will be prompted to print the current, selected, or all seats.						
Quantity 	Allows the employee to enter the number of Menu Items to order.						
Quit	Returns the employee to Focus Order Entry.						
Refunds	Allows the employee to issue a refund. Note: To refund a previous check closed with a credit card, the user must have the job rights: ' Order Access - Other's Checks ' and ' Payments - Reapply '.						
Repeat 	Allows the employee to reorder highlighted Menu Items and their associated modifiers. Can be used in conjunction with the 'Repeat Round' option in Menu Item Setup.						
Reports	Allows the employee access to the Reports Window.						
Review	Allows the employee to review the check on the full screen.						
Share	Allows the employee to split the check by the number of splits selected.						
Split	Allows the employee to create multiple seats on a check and move Menu Items between those seats. Also allows the employee to move the item portions from one seat to another.						
Split Item	Allows the employee to split a Menu Item.						
Stop Timer	Allows the employee to stop the timer on an item that has the Timed Rate option set in Menu Items > Options > Timed Rate.						
Sub	Allows the user to place the Sub Modifier Command on Modifier Canvases.						
Subtotal	Allows the items on a check to be saved and sent. If the Job Right 'Checks – Clear After Subtotal' is "ON" the check is subsequently removed from the screen.						
Tab	Allows the employee to associate a Name or ID with an open guest check.						
Tab List	Allows the employee access to the Tab List Window. See Video: Tab List Features .						
Table Status	Allows the employee to view the Status of a table.						
Tax Exempt	Allows the employee to cancel or restore the taxability of items on a guest check.						
Transfer	<table><tr><td>Table, Server</td><td>Allows the employee to transfer a check from a Tab to a Table, from one Table to another or to another Server.</td></tr><tr><td>Items</td><td>Allows the employee to transfer selected Menu Items from one check to another.</td></tr><tr><td>Combine</td><td>Allows the employee to combine two checks. Menu Items on all seats can be combined onto one check for payment using the Split Command.</td></tr></table>	Table, Server	Allows the employee to transfer a check from a Tab to a Table, from one Table to another or to another Server.	Items	Allows the employee to transfer selected Menu Items from one check to another.	Combine	Allows the employee to combine two checks. Menu Items on all seats can be combined onto one check for payment using the Split Command.
	Table, Server	Allows the employee to transfer a check from a Tab to a Table, from one Table to another or to another Server.					
	Items	Allows the employee to transfer selected Menu Items from one check to another.					
Combine	Allows the employee to combine two checks. Menu Items on all seats can be combined onto one check for payment using the Split Command.						
Void	Allows an employee to Void an item on a saved check or to Void a Payment on a check. A reason code for the Void must be selected. The Job Right 'Check Items - Void' is required. Void Reasons are setup in Order Entry > Voids.						
(Packages)	Predefined Packages may also be placed on the Command Ribbon.						

Copy	Copies commands on selected Job. Note: be sure to use the Copy and Paste buttons in the 'Command Window' and not the 'Jobs Window'. Using Copy and Paste in the Jobs Window will copy and paste all Job assignments including Rights, Timekeeping and Commands. (V 7.4 Build 13.4.01)
Paste	Pastes commands copied to selected Job. Note: be sure to use the Copy and Paste buttons in the 'Command Window' and not the 'Jobs Window'. Using Copy and Paste in the Jobs Window will copy and paste all Job assignments including Rights, Timekeeping and Commands. (V 7.4 Build 13.4.01)

Accessible Jobs

The employees that appear on the Employee, Time Card, Time Clock, Fingerprint Registration and Checkout Report (Open Clock Ins) Windows are restricted to those employees with one or more of the selected Accessible Jobs. For example, a Kitchen Manager would need the Dishwasher Job selected to view the Time Cards for Dishwashers. Accessible Jobs also determine the Jobs that a user with the 'Edit Employees' Job Right may assign to employees on the Employee Window.

Procedure to Select Commands

- Select the Job.
- Select the Commands or Packages that will be available to the selected Job from each of the Commands drop down list boxes. The selected Commands are displayed sequentially with no spaces left between them on the Command Ribbon. A maximum of 30 can be displayed.
- Click Save.



[Packages](#) may be placed on the [Command Ribbon](#).

Related Videos

[Tab List Features](#)

[Pool Tables](#)

Related Topics

See also 'Employees > Jobs > Jobs'

See also 'Employees > Jobs > Rights'

See also 'Employees > Jobs > Timekeeping'

Job Right 'Office - Jobs'

How to Establish and Maintain Jobs

The procedure to establish and maintain Jobs is listed below.

Procedure to Create Jobs

- Prepare a list of Job names.
- Access the Setup > Employees > Jobs Window.
- Enter the name of each Job in a separate Name text box. Begin with the first text box and enter the Job names consecutively.
- Select an image to be associated with the Job if appropriate.
- Click Save.

To Assign Job Options

- Select a Job name in the Name text box to highlight it.
- Set the appropriate options for [Jobs](#).
- Set the appropriate options for [Rights](#).
- Set the appropriate options for [Timekeeping](#).
- Set the appropriate options for [Commands](#).
- Click Save.

Related Topics

Job Right 'Office - Jobs'

Setup > Jobs > Jobs

Setup > Jobs > Rights

Setup > Jobs > Timekeeping

Setup > Jobs > Commands

Command Ribbon Example

The Command Ribbon is the top line in the Point of Sale where many of the functions are available.

 The Command Ribbon varies by job type and is accessed in [Focus Setup, select Employees > Jobs > Commands.](#)

Command Ribbon



Labor Groups Window

The Labor Groups Window is used to establish Employee Labor Groups. Up to 20 Labor Groups may be defined for labor percentage reporting.

Accessing the Labor Groups Window

While in Focus Setup, select Employees > Labor Groups.

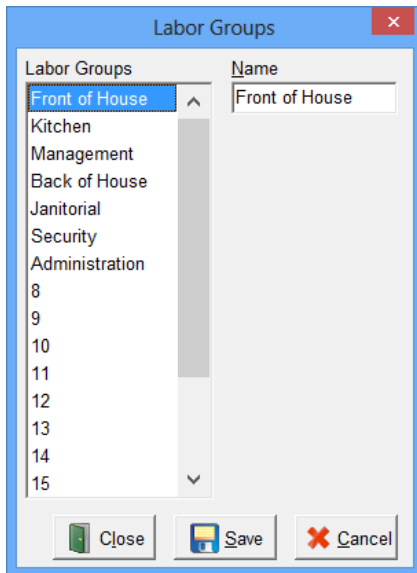


Figure 2.29 Labor Groups Window

Figure 2.30 Labor Groups Window Fields

Field	Description
Name	The name of each Labor Group up to 15 alphanumeric characters.

Figure 2.31 Labor Groups Window Commands

Command	Description
Close	Closes the Labor Group Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Name Labor Groups

- Prepare a list of Labor Groups.
- Enter the name of each Labor Group in a separate Name text box.
- Click Save.

Related Topics

Job Right 'Office - Labor Groups'

Messages Window

The Messages Window is used to send Messages to an individual employee, selected employees, or employees with a specific Job. The employee is alerted if they have an unread Message when they access the Time Clock Window or the Setup Window. If the employee has the [Job Right](#) 'Must Read Message Before Clock In/Out' then they are required to read the Message before they are allowed to clock in or out.

Restrictions

The user must have the [Job Right](#) 'Messages' to access Messages. To write a Message they must have the [Job Right](#) 'Write Messages'.

Accessing the Messages Window

While in Focus Setup, select Employees > Messages.

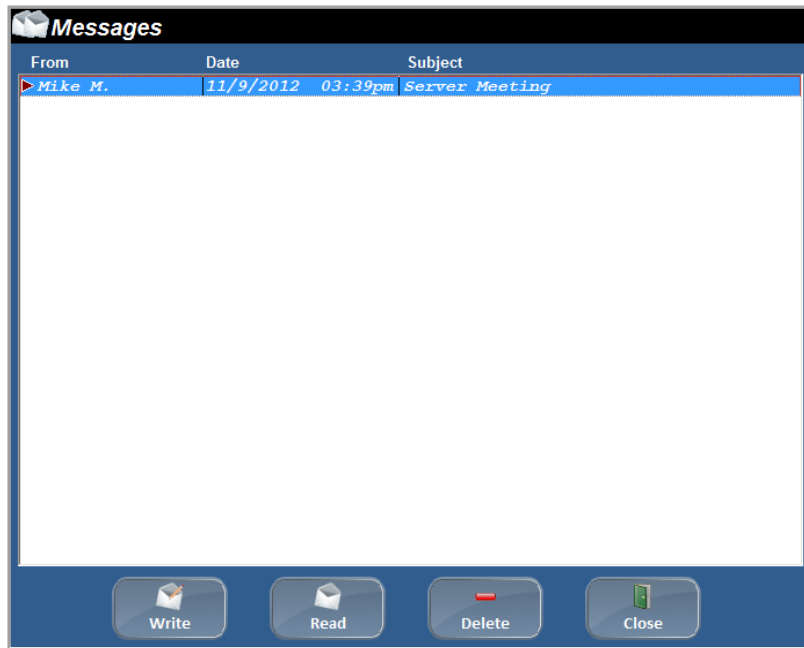


Figure 2.32 Messages Window

Description

A list of Messages will appear that show the sender, date and time the Message was sent as well as the Subject. If the Message is unread an arrow appears next to the Message.

Figure 2.33 Messages Window Commands

Command	Description
Write	Allows the user to create a Message.
Reply	Allows the user to Reply to a Message.
Read	Opens the selected Message for on-screen viewing. To read a Message, select it and click Read. The Message can be printed to the local guest check printer.
Delete	Deletes the selected Message. Select the Message and press Delete. Note: If the user has the Job Right 'Must Read Message Before Clock In/Out' then they must read the message before it can be deleted.
Print	Allows the user to Print the Message.
Close	Closes the Messages Window.

Related Topics

See also 'How to Write Messages'

Job Right 'Time Clock - Messages'

Job Right 'Time Clock - Write Messages'

How to Write Messages

The procedure to write a Message is listed below.

Procedure to Write a Message

- Access the Setup > Employees > Messages Window.

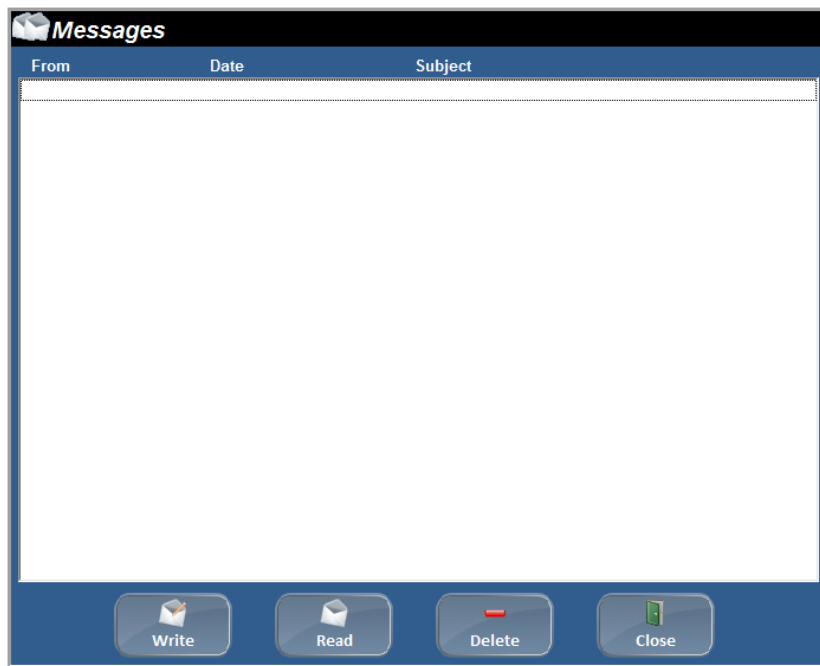


Figure 2.34 Messages Window

- Click Write.

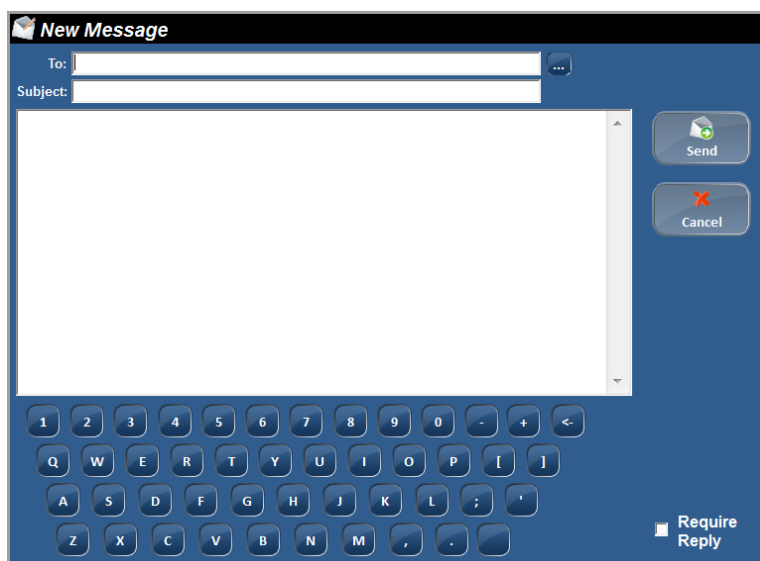



Figure 2.35 New Message Window

- Click on the  button at the end of the To: field.

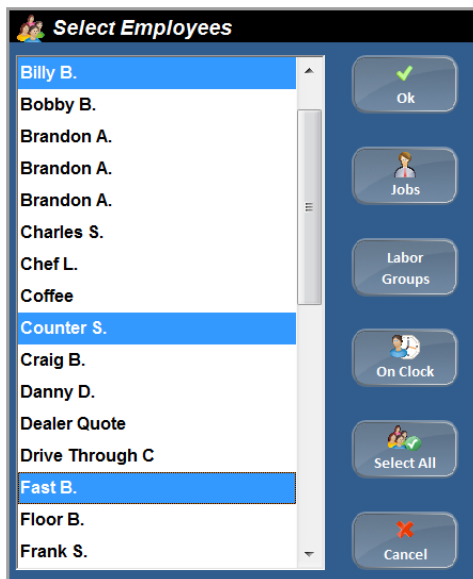


Figure 2.36 Select Employees Window

- Select the employees you wish to write a Message. If you wish to write a Message to all the employees of a particular Job, click Job. A Message may be sent to all employees that are currently on the clock by clicking On Clock.

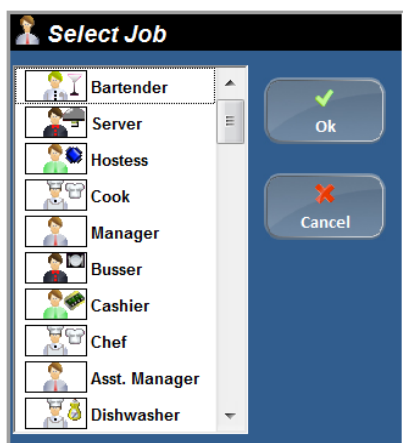


Figure 2.37 Select Jobs Window

- Select the Jobs for all employees you wish to send a Message. You can select multiple Jobs on this window.

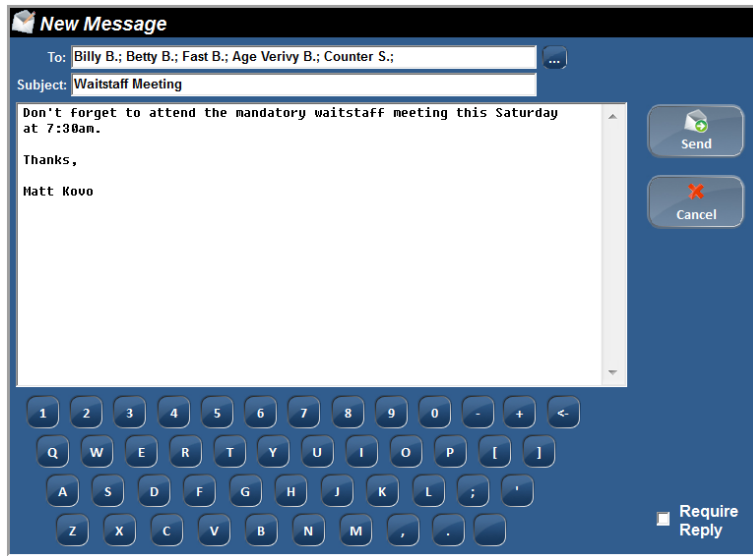


Figure 2.38 New Message Window

- Enter the subject of the Message.
- Enter the body of the Message.
- Mark 'Require Reply' if you want the employees to reply to your message (V7.4 Build 14.9.28).
- Click Send. The selected employees will receive the Message when they access the Time Clock.
- When finished, you can click "Write" to begin sending a new message, or click Close to exit the messages screen.

Related Topics

Job Right 'Time Clock - Write Messages'

Schedules Menu

The Schedules Menu extends the standard Timekeeping capabilities into a highly sophisticated management tool used to control and manage labor cost in the restaurant. Significant savings in labor costs can be achieved through the ability to efficiently schedule employees by Job and Skill Level to effectively staff the restaurant at any level of sales volume. Using forecasted or historical Projected Sales, actual labor cost and labor percentages may be modeled with ease. Additional cost savings may be achieved by the strict enforcement of Clock In and Clock Out times within acceptable Grace Periods together with the option to Bump Up Early Clock Ins or Bump Back Late Clock Outs (See [Job Rights](#)).

Reusable Schedules can be created for the standard work week with assigned employees. Templates can be created with detailed Jobs and Shifts specified according to predefined labor goals. Prior year sales automatically roll forward to assist in the development of the current Schedule. Special event and seasonal Schedules such as "Administrative Professionals Week" or "Winter Hours" can also be named and saved so that they can be reused each year.

Employees with the appropriate Job Rights may view or print their schedules for the current week or for the following week. When the employee Schedule is enforced, all Clock Ins and Clock Outs that do not meet the Grace Period requirements must be authorized by a supervisor with the 'Approve Clocks' Job Right.

Restrictions

Employees must have the 'Edit Schedules' Job Right to access the Scheduling Module. Additionally, the Scheduling Module is an option rather than a standard component of the Focus system; therefore, the system software key must be specially configured in order to recognize that the Scheduling Module has been purchased. Should any attempt be made to access the Scheduling Module other than in demonstration mode, when the Scheduling Module has not been purchased, the warning message 'No Scheduling Key' will be displayed.

 [Employees must have 'Enforce Scheduling' selected in Employees>Employees for schedules to be enforced.](#)

Accessing the Scheduling Window

While in Focus Setup, select Employees > Schedules.

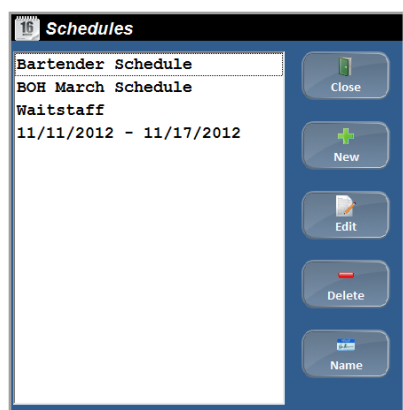


Figure 2.39 Schedules List Window

Description

A list box of all Schedules is displayed. If a Schedule exists for the current week it is highlighted.

Figure 2.40 Schedules List Window Commands

Command	Description
Close	Exits the Schedules Window.
New	Allows the user to Create a Schedule from scratch or based on an existing Schedule.
Edit	Allows the user to view and/or edit an existing Schedule.
Delete	Deletes the selected Schedule.
Name	Allows a Schedule to be named.

- To EDIT a schedule, select the schedule you wish to Edit and select the EDIT button
- To CREATE a new schedule, click the New button on the right hand side. See [Creating A Schedule](#).

Scheduling Bartender Schedule, Bartender

Employee	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
Betty B.	10:30-14:30		16:00-21:00	16:00-21:00	16:00-21:00	16:00-21:00		24.00
Tony B.		16:00-22:00			10:00-15:00	10:00-15:00	16:00-22:00	22.00
Billy B.	16:00-21:00	11:00-16:00	10:00-15:00	10:00-15:00			10:30-14:30	24.00
Hours	9.00	11.00	10.00	10.00	10.00	10.00	10.00	70.00
Cost \$	64.86	84.24	71.32	71.32	69.97	69.97	76.43	508.11
Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Labor %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Hours: 10:00-15:00, 10:30-14:30, 11:00-16:00, 16:00-21:00, 16:00-22:00

Close Save Add Delete Jobs Copy Paste Tools Cancel

Figure 2.41 Scheduling Window

Figure 2.42 Scheduling Window Fields

Field	Description	
Schedule Title	Schedule Name	If the Schedule has been Named it appears on the Schedule Title, otherwise the Schedule starting and ending dates are displayed.
	Job	If Job(s) have been selected they appear on the Schedule Title, otherwise the caption (All Jobs) is displayed.
Schedule Row	Employee	The drop-down list of employees that are eligible to be scheduled. If Job(s) have been selected then only employees belonging to one of the selected Jobs appear in the list, otherwise all employees are available.
	Shift	Each row in the Schedule may contain a Shift for each day of the week. Each Shift consists of the following attributes: Job, Time In, Time Out, Skill Level, Comment and the Don't Enforce Time Out option. The color of each Shift is displayed in the color selected for the Job so that adequate staffing may be verified at a glance.
	Totals	Each row also has a Totals column that accumulates the hours worked for all the Shifts on the row.
Days of the Week	The time periods that the employee works for each day of the week.	
Statistics	Hours	The total hours are displayed on the Schedule.

	Cost \$	The total hourly rate paid for all the hours on the displayed Schedule.
	Sales	The total gross sales revenue forecast on the Projected Sales Tab.
	Labor %	The percentage of Labor Cost to Projected Sales.
Shortcuts	Up to eight Shortcut Times are displayed just below the labor statistics if Job(s) have been selected. Shortcuts are commonly worked Shifts defined for each Job (see Employees > Jobs > Timekeeping > Shortcuts).	

Figure 2.43 Scheduling Window Commands

Command	Description
Close	Closes the Scheduling Window.
Save	Saves current changes.
Add	Adds a new schedule row below the currently selected row.
Delete	If the focus is on the Employee Name, the Employee Name and all Shifts on the line will be deleted. A confirmation message will be displayed. If the focus is on a Shift, the specific Shift that is highlighted will be deleted and no confirmation message will be displayed.
Jobs	Displays a list of Jobs so that Schedules by Job can be created.
Copy	If the focus is on a Shift, the Shift will be copied to the clipboard. If the focus is on an Employee Name, all the Shifts on the line will be copied to the clipboard. The name of the employee cannot be copied.
Paste	If the focus is on a Shift, the Shift in the clipboard will be pasted onto the focused Shift. If the focus is on an Employee Name or an empty Employee Name area, all the Shifts from the previously copied row will be pasted into the current Schedule row.
Tools	Allows the user to Print or Import a schedule.
	Print Prints the currently displayed schedule.
	Import Imports a schedule.
Cancel	Cancels changes made prior to saving.

Related Topics

See also 'Creating a Schedule'

See also 'Adding Projected Sales'

See also 'Availability'

See also 'Printing a Schedule'

Job Right 'Time Clock - View Schedule'

Job Right 'Time Clock - Print Schedule'

How to Create a Schedule

The procedure to create a Schedule is listed below.

Procedure to Create a Schedule

While in Focus Setup, select Employees > Schedules.

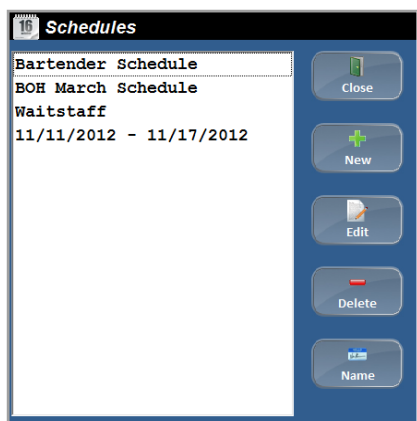


Figure 2.44 Schedules List Window

- Click New. The New Schedule Window will appear.

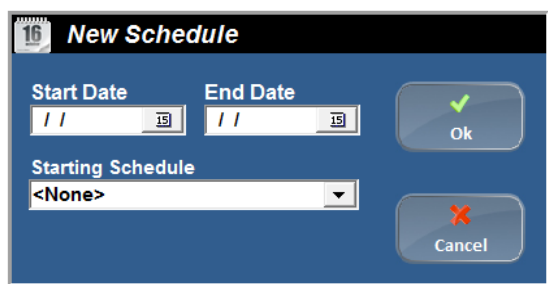


Figure 2.45 New Schedule Window

Figure 2.46 New Schedule Window Fields

Field	Description
Start Date	Required - Select the date that the new Schedule begins. For schedule enforcement to be active it should fall on the same day of the week as specified in the Start Day Scheduling Option.
End Date	Required - Select the date that the new Schedule ends. The End Date defaults to six days after Start Date. Note: If the length of the Schedule is greater than seven days then the day of the week is used for schedule enforcement.
Starting Schedule	In many cases when creating a new Schedule it is often easier to begin with an existing Schedule and simply modify it. If this is the case select a starting Schedule.

- Click OK to create a new Schedule. A list of Jobs will be displayed.
- Select the Jobs that will be used for the Schedule.

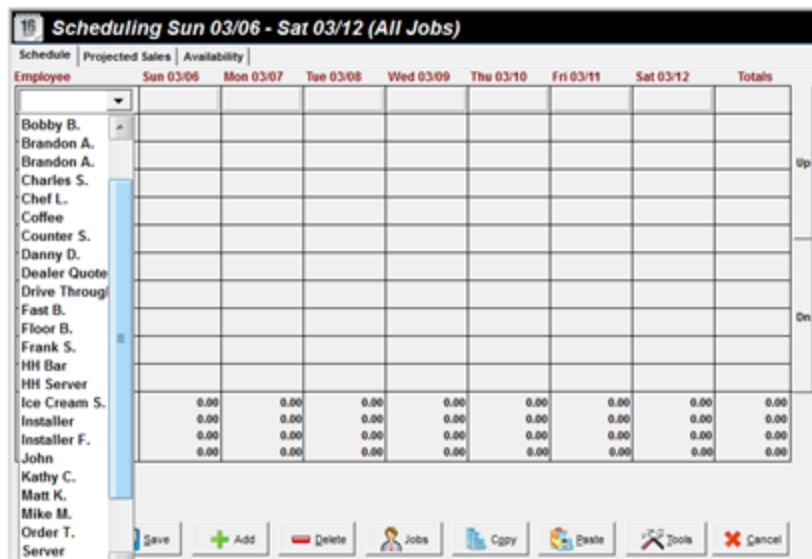


Figure 2.48.1 Employee Focus Field Window

- Click on the employee to be scheduled. The list box will close and the employee name will be displayed.
- Enter Shift Information by using Shift Shortcuts or using the Enter Schedule Window.
- **Using Shift Shortcuts.**
 - Selecting a Shortcut Time is the quickest way to enter a Shift for an employee. **Note:** Shortcut Times are only available if the user has previously selected Job(s) from the Select Jobs Window.
 - Select the day that the Shift will be worked.
 - Click on a Shortcut Time. The Shift Time In and Time Out are set to the Shortcut Time and displayed on the schedule in the Job Schedule Color.
- **Enter Schedule Window.**
 - If a Shortcut Time is not available or a nonstandard shift is required the Enter Schedule Window may be used to enter the Shift.
 - Double click the day the Shift will be worked to display the Enter Schedule Window.

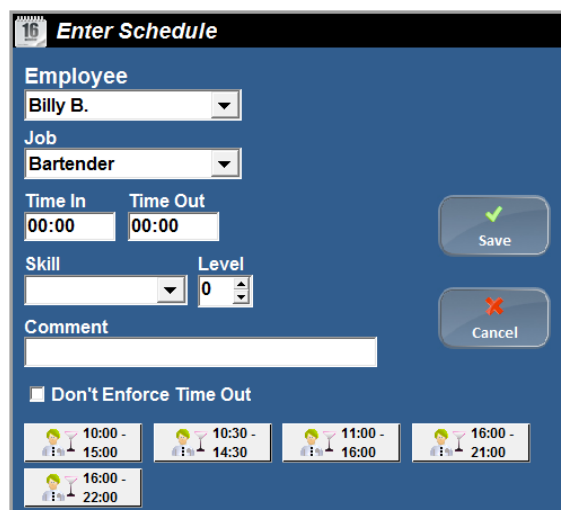


Figure 2.49 Enter Schedule Window

- Select an employee from the drop-down list.
- Select the Job required from the Employee's Job List. The Shortcuts for the selected Job will be displayed.
- Click on the Shortcut time if applicable, otherwise enter the Time In and Time Out.
- Select the required Skill and Level for the Shift if necessary.
- Enter any special information about the shift in the Comment field.
- Select the 'Don't Enforce Time Out' option if the clock out time for the Shift should not be enforced.
- Click Save to validate the Shift information and schedule the Shift. The following validations are performed before the Shift is saved:

Figure 2.49.1 Enter Schedule Window Fields

Field	Description
Employee	Required – The employee to be scheduled. Note: The employee defaults to the employee for the current schedule row.
Job	Required – The Job for the employee's schedule. Note: Only Jobs assigned to the currently selected employee appear in the list. Once a Job is selected the Shortcuts for that Job are displayed.
Time In	The time the Shift will start.
Time Out	The time the Shift will end.
Skill	The Skill represents a specific task that will be required of the employee scheduled to the Shift.
Level	The Skill Level is the level of employee competency required to perform the selected Skill.
Comment	Additional information about the Shift.
Don't Enforce Time Out	This option prevents the clock out time for the Shift from being enforced. The purpose of this option is to eliminate the need for a manager to authorize the unscheduled Clock Out. This option can be used in environments where individual employees may be sent "off the clock" as soon as business volume cannot justify the cost of the scheduled staff.
Shortcuts	Shortcuts are the eight most commonly worked shifts for the selected Job. If a Shortcut is selected it will be displayed in the Time In and Time Out fields.

Figure 2.49.1.1 Shift Validation Table

Field	Description
Job Validation	A Job must be selected.
Skill Level	If a Skill Level has been specified but a Skill has not been selected the message 'A skill has not been selected. Do you want to select a skill?' is displayed. If the manager clicks 'No' the Shift is scheduled and the Skill Level is ignored. If the manager clicks 'Yes' the Enter Schedule Window remains displayed with the focus on the Skill drop-down box.
Employee Job Verification	The employee must be able to work the selected Job otherwise the error message 'Invalid job for selected employee.' is displayed.
Employee Availability	If the Shift does not fall within the employee's Availability the message 'The schedule conflicts with the employee's availability _____. Schedule anyway?' is displayed. The manager may respond 'Yes' to allow the Shift to be scheduled despite the conflict.
Schedule Conflict	If the Shift overlaps a previously scheduled Shift for the employee the message 'The schedule conflicts with the employee's existing schedule. Schedule anyway?' is displayed. The manager may respond 'Yes' to allow the Shift to be scheduled despite the conflict.

Employee Skill Level	If the employee's Skill Level is not greater than or equal to the specified Skill Level the message 'The employee does not have the required skill level. Schedule anyway?' is displayed. The manager may respond 'Yes' to allow the Shift to be scheduled despite the conflict.
Weekly Overtime	If the number of hours the employee has been scheduled exceeds the Weekly Overtime Limit the warning message 'Employee is scheduled for overtime.' is displayed.

Related Topics

See also 'Adding Projected Sales'

See also 'Printing a Schedule'


See also 'Availability'

Job Right 'Time Clock - View Schedule'

Job Right 'Time Clock - Print Schedule'

Projected Sales Window

The Projected Sales Window is used to create and adjust Projected Sales for the Schedule. Projected Sales may use data from previous week's sales or be adjusted by a percentage increase or decrease.

 The procedure listed below uses the Load from File Button. Projected Sales may also be entered manually by selecting the "Edit" check box and then double clicking the time period and entering the sales amount. Sales Projections may be entered in 15 minute intervals. Hourly sales may be entered by editing the first time period for the hour.

Procedure for Adding and Adjusting Projected Sales

- Access the Setup > Employees > Schedules > Projected Sales Window.

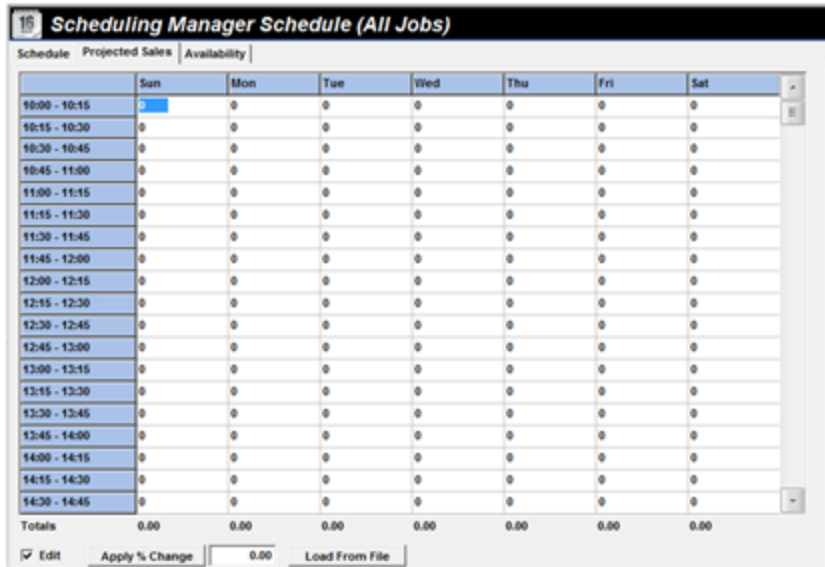


Figure 2.51 Projected Sales Window

- Select the Projected Sales Tab. A blank Projected Sales Window will be displayed.
- Select Load from File.

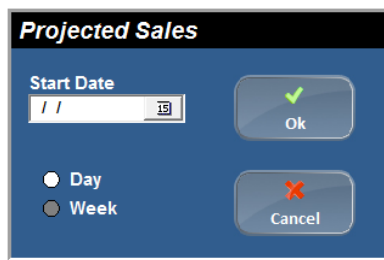



Figure 2.52 Projected Sales Date Window

- Enter the Start Date of the sales information to import or click on the calendar to select the date.
- Select Day to import sales data for the highlighted day. Select Week to import sales data for each day of the Schedule.
- Click OK to import the sales information.

Adjusting Projected Sales

 Note: To edit more than one cell "Uncheck" the Edit Box and hold the Shift key while selecting multiple columns or rows.

- Select the Projected Sales to adjust.
- Enter the percentage to change.

- Click Apply % Change to make the changes.

Related Topics

See also 'Creating a Schedule'

See also 'Printing a Schedule'

See also 'Availability'

Job Right 'Time Clock - View Schedule'

Printing a Schedule

The procedure to print a Schedule is listed below.

Procedure to Print a Schedule

- While in Focus Setup, select Employees > Schedules.
- Select the Schedule to print and click Edit.
- Click Tools.
- Click Print.
- Click Yes to include the cost information on the Schedule, otherwise click No.
- [See Example](#)

Related Topics

See also 'Creating a Schedule'

See also 'Adding Projected Sales'

See also 'Availability'

Job Right 'Edit Schedules'

Printed Schedule Example

 If your schedule does not format properly, your settings can be adjusted in [Employees > Jobs > Timekeeping](#).

Beth's Bistro

Scheduling 3/11/2013 - 3/17/2013 (All Jobs) Page 1

Employee	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Sun 17	Totals
Betty B.			13:30-21:30	13:30-21:30	13:30-21:30	13:30-21:30	13:30-21:30	40.00
Billy B.			10:00-14:00	10:00-14:00	10:00-14:00	10:00-14:00	10:00-14:00	20.00
Bobby B.				17:00-23:00	17:00-23:00	17:00-23:00	17:00-23:00	24.00
Charles S.		09:00-16:00	09:00-16:00	09:00-16:00	09:00-16:00	09:00-16:00	09:00-16:00	42.00
Chef L.			10:00-23:00	10:00-23:00	10:00-23:00	10:00-23:00	10:00-23:00	65.00
Craig B.			16:30-23:00	16:30-23:00	16:30-23:00	16:30-23:00	16:30-23:00	32.50
Frank S.		16:30-22:30	16:30-22:30	16:30-22:30	16:30-22:30	16:30-22:30	16:30-22:30	36.00
Matt K.	15:00-23:00	15:00-23:00	15:00-23:00			15:00-23:00	15:00-23:00	40.00
Mike M.			10:00-23:00	10:00-23:00	10:00-23:00	10:00-23:00	10:00-23:00	65.00
Server			10:30-18:30	10:30-18:30	10:30-18:30	10:30-18:30	10:30-18:30	40.00
Server F	16:30-22:30	17:00-21:30			17:00-21:30	17:00-21:30	17:00-21:30	24.00
Test E.		17:00-23:00	11:30-15:30	11:30-15:30	11:30-15:30	11:30-15:30	11:30-15:30	26.00
Tony B.	16:30-22:30	16:30-22:30						12.00
Hours	20.00	37.50	77.50	75.50	80.00	88.00	88.00	466.50
Cost \$	57.00	127.75	328.62	355.62	366.87	366.87	366.87	1969.60
Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Labor %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

[View as a PDF](#)

Related Topics

[Employees > Jobs > Timekeeping](#)

Availability Window

The Availability Window is used to enter the times an employee is available to work.

Scheduling Sat 12/30 - Fri 01/05, Bartender, Server

Schedule | Projected Sales | Availability

Employees

- Betty B.
- Bill
- Billy B.
- Frank S.
- Server F.
- Tony B.

Start Date: / / End Date: / /

	In	Out	In	Out
Sun	:	:	:	:
Mon	:	:	:	:
Tue	:	:	:	:
Wed	:	:	:	:
Thu	:	:	:	:
Fri	:	:	:	:
Sat	:	:	:	:

Save Cancel

Figure 2.53 Scheduling Availability Window

Figure 2.54 Scheduling Availability Window Fields

Field	Description
Start Date	The date that the employee's availability schedule begins.
End Date	The date that the employee's availability schedule ends.
In	The time the employee is available to start work.
Out	The latest time the employee is available to work.

Procedure to Enter Availability

- Select the Employee.
- Enter the Start Date and End Date.
- Enter the Time In and Time Out that the employee is able to work. The second group of "In" and "Out" is for a second shift during the day.
- Click Save and Close.

Related Topics

See also 'Creating a Schedule'

See also 'Adding Projected Sales'

See also 'Printing a Schedule'

Job Right 'Time Clock - View Schedule'

Job Right 'Time Clock - Enter Availability'

Importing a Schedule

The procedure to import a Schedule is listed below.

Import File Format

The File must be in a comma separated format. Each record in the import file must contain the following fields

Import File Format Example

1,123,14:00 09/01/2009,21:00 09/01/2009,3

Where:

Sequence Number = 1

Employee ID = 123

Time In/Date In = 14:00 09/01/2009

Time Out/Date Out = 21:00 09/01/2009

Job ID = 3

Figure 2.54.1 Import File Format Fields

Field	Description
Sequence Number	A numeric value that is used to maintains the order of the records. Note: This field may be left blank.
Employee ID	This field is compared with the Employee ID1 and ID2 fields within Focus to match the record to an employee in Focus. Note: Formatting characters should not be included in this value.
Time In/Date In	The time and date the employee should clock in. The date must be a date within the date range of the schedule otherwise it is not added. An example of a valid Time In/Date In is 14:00 03/01/2011. Note: The time format must be in a 24 hour format.
Time Out/Date Out	The date and time the employee should clock out. Note: The time format must be in a 24 hour format.
Job ID	The Job ID must be a value from 1 to 64 that represent the 64 Jobs within Focus.

Procedure to Import a Schedule

- While in Focus Setup, select Employees > Schedules.
- Select any Schedule and click Edit.
- Click OK.
- Click Tools.
- Click Import.
- Select the File Name and path for the schedule file.
- Click OK.

Related Topics

See also 'Creating a Schedule'

See also 'Adding Projected Sales'

See also 'Availability'

Job Right 'Edit Schedules'

Skills Window

The Skills Window is used to establish Skill Names and Codes. Skills are used to set levels of competency for assigning employees to specific tasks. They are used in Scheduling to ensure that only qualified employees are assigned to shifts that require a specific Skill. Examples of Skills may include Head Waiter, Carver, Prep, Steam, etc. Up to 19 Skills may be maintained in the system.

Accessing the Skills Window

While in Focus Setup, select Employees > Skills.

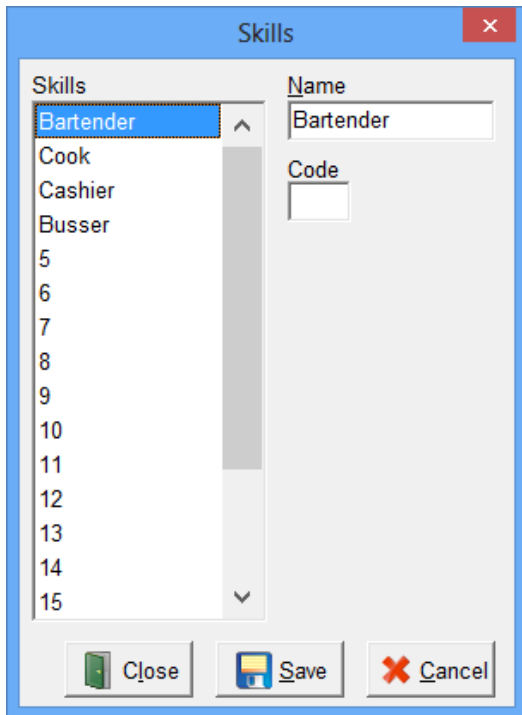


Figure 2.55 Skills Window

Figure 2.56 Skills Window Fields

Field	Description
Name	A unique name of up to 15 characters for each Skill.
Code	A unique one character abbreviation code for the named Skill that will be printed and displayed in the Scheduling Module.

Figure 2.56.1 Skills Window Commands

Command	Description
Close	Closes the Skill Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Skills

- Make a list of the Skill Names that will be used.
- Place the cursor in the first Skill name text box and enter the Skill name and Code.
- Click Save.

Related Topics

Job Right 'Office - Skills'

Termination Reasons Window

The Termination Reasons Window is used to establish a list of reasons for a termination. A maximum of 20 Termination Reasons and corresponding descriptions may be entered and maintained. The name of the Termination Reason can be placed into an employee's record when appropriate.

Accessing the Termination Reasons Window

While in Focus Setup, select Employees > Terminations Reasons.

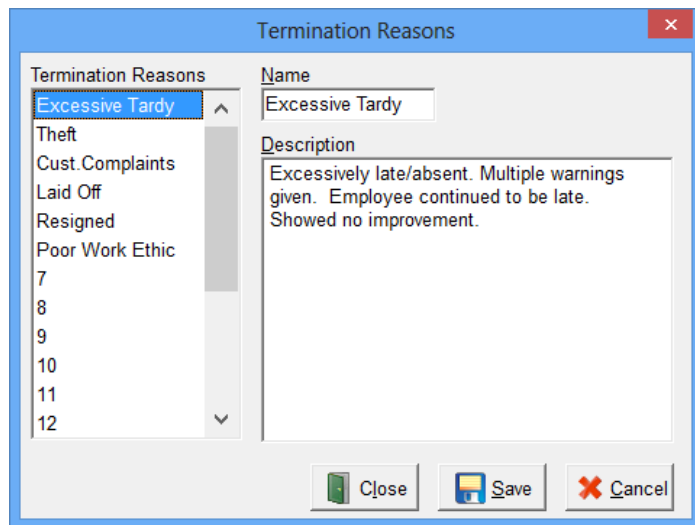


Figure 2.57 Termination Reasons Window

Figure 2.58 Termination Reasons Window Fields

Field	Description
Name	A unique name up to 15 alphanumeric characters for each Termination Reason.
Description	Enter an explanation or reason for the termination up to 250 alphanumeric characters (including spaces).

Figure 2.58.1 Termination Reasons Window Commands

Command	Description
Close	Closes the Termination Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Termination Reasons

- Prepare a list of possible Termination Reasons and descriptions of each.
- Enter the name of the Termination Reason in the Name text box.
- Enter an explanation in the Description text box.
- Click Save.

Related Topics

Job Right 'Office - Termination Reasons'

Time Cards Window

The Time Cards Window is used to add, edit or delete Clock Ins or Outs. Time Cards contain the time and date of the Clock In, time and date of the Clock Out, Job, Revenue Center, Break Times, Sales Adjustment and Charge Tip Adjustment. Time Card data may be edited or added by an employee with the Job Right 'Time Manager - Edit Time Cards'. See Video: [Time Cards](#).

Restrictions

If the employee does not have the 'Edit Time Cards' Job Right the Time Cards Menu option is disabled. If the user is restricted to specific Jobs then only employees that are assigned one of those Jobs appear in the list. Terminated employees do not appear in the list.

Accessing the Time Cards Window

While in Focus Setup, select Employees > Time Cards.

The screenshot shows the 'Time Cards' window. On the left is a list of employees, with 'Asst Mgr, Brandon' selected. The main area contains a form with fields for Time In, Time Out, Date In, Date Out, Job, Revenue Center, Break On, Break Off, Declared Tips, Sales Adjust, Charge Tip Adjust, Advance, and Total Hours. There are also buttons for Close, Save, Add, Delete, Print, and Cancel.

Figure 2.59 Time Cards Window

Figure 2.60 Time Cards Window Filters

Field	Description	
Dates	From	The start date of the Time Cards to be displayed. Clicking on the word "From" will automatically set the start date and end date to the previous pay period.
	To	The end date of the Time Cards to be displayed. Clicking on the word "To" will automatically set the start date and end date to the next pay period. Note: Once the end date is entered the Tab key must be pressed to update the Time Cards List.
Job	Specify a Job to view Time Cards for the employees with the selected Job.	
Status	On Clock	Only employees that are currently on the clock are included in the Employee List.
	Off Clock	Only employees that are not on the clock are included in the Employee List.
	Time Clock	Only employees that worked during the pay period are included in the Employee List.

Figure 2.61 Time Cards Window Fields

Field	Description	
Employees	Only the employees and Jobs allowed by Accessible Jobs appear in the Employee List.	
Time Cards	The Time Cards List displays the clock in/clock out records for the period defined in Dates.	
Time In	The time that the employee clocked in.	
Time Out	The time that the employee clocked out.	
Date In	The date that the employee clocked in.	
Date Out	The date that the employee clocked out.	
Revenue Center	The Location associated with the employee’s Job determines the Revenue Center of the Time Card. If the Job does not have a Location, the Time Card’s Revenue Center is determined by the Location associated with the Station where the user clocked in.	
Break 1	On	The time that the employee started their first break.
	Off	The time that the employee returned from their first break.
Break 2	On	The time that the employee started their second break.
	Off	The time that the employee returned from their second break.
Declared Tips	The amount of tips that the employee declared at Clock Out.	
Sales Adjust	Tipped Sales are adjusted by this amount. This field is often used to allocate banquet sales to employees that worked the banquet.	
Charge Tip Adjust	Charge Tips are adjusted by this amount. This field is often used to allocate banquet tips to employees that worked the banquet.	
Total Hours	The total hours the employee worked during the pay period. Note: The current time is used to compute the hours for Time Cards when the employee is still clocked in or are on break. Breaks are deducted from the hours worked. The dock pay options are used to compute the net break time.	
Adjustment Fields	User-defined fields that allow the user to record information associated with the Time Card. They also appear on the Payroll Report. The names of these fields are defined in Miscellaneous > General > Timekeeping > Adjustments.	

Figure 2.62 Time Cards Window Commands

Field	Description
Close	Closes the Time Cards Window.
Save	Saves current changes.
Add	Press Add to save the Time Card and continue adding Time Cards.
Delete	Deletes the selected Time Card.
Print	Prints a list of hours worked for the selected employee.
Cancel	Cancels changes made prior to saving.

Related Videos

[Time Cards](#)

Related Topics

See also 'Editing a Time Card'

Job Right 'Time Manager - Edit Time Cards'

Editing a Time Card

The procedure to edit Time Cards is listed below.

Restrictions

The Time Cards for the current pay period are displayed initially. Current date restriction: If the user has the 'Restrict Time Card Edit to Current Date' Job Right and they attempt to edit, add or delete a Time Card for a date other than the current date then the message "Operation only allowed for Time Cards for the current business date mm/dd/yyyy." is displayed.

Hint

If a keyboard is not available the user may be clocked in by pressing the "Date Out" caption while editing Time Cards.

Figure 2.63 Editing Time Cards Hints

Hint	Description
Clocking In	If the user is adding a Time Card for an employee not on the clock and the date out field is left blank then the user is asked if they want to clock in the employee.
Clocking Out	If the date out field is entered for an employee who is currently on the clock (other than the current user) then the user is asked if they want to clock out the employee.

Procedure to Edit Time Card

- Access the Employees > Time Cards Window.
- Select the date range for the Time Card.
- Select the Time Card to edit.
- Make the appropriate changes to the Time Card. All changed Time Cards are noted as edited on the Attendance Report and the "Time Card Audit Section" of the Void/Discounts/Audit Report.
- Click Save.

Related Topics


See also (Employees > Time Cards)

Job Right 'Restrict Time Card Edit to Current Date'

Job Right 'Time Manager – Edit Time Cards'

Sample Time Card

A sample Time Card Report and description of the fields are shown below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Time Card (5/25/200X 9:32:33 AM)				
Braswell, JEREMY				
5/7/200X - 5/20/200X				
Date	In	Out	Hours	Job

05/09/0X	17:11	22:26	4.68	Cook
Break	19:13	19:47		
05/10/0X	16:47	22:36	5.20	Cook
Break	19:21	19:58		
05/11/0X	18:20	23:53	4.75	Cook
Break	21:39	22:27		
05/12/0X	16:48	23:09	5.50	Cook
Break	19:31	20:22		
05/13/0X	17:04	22:00	4.05	Cook
Break	19:48	20:41		
05/14/0X	17:31	20:17	2.72	Cook
Break	20:14	20:17		
05/16/0X	16:53	20:02	2.48	Cook
Break	20:02	20:42		
05/16/0X	20:42	22:12	1.50	Cook
05/19/0X	08:43	12:10	2.77	Cook
Break	12:10	12:51		
05/19/0X	12:51	15:07	2.27	Cook
05/20/0X	15:45	19:50	3.27	Cook
Break	19:50	20:39		
05/20/0X	20:39	22:25	1.77	Cook

Total Hours			40.95	

Figure 2.64 Sample Time Card Report

Figure 2.65 Time Card Report Fields

Field	Description
Date	The date the employee clocked in. Breaks are noted by the word "Break".
In	The time the employee clocked in or started a Break.
Out	The time the employee clocked out or ended a Break.
Hours	The number of hours the employee worked for the shift.
Job	The Job the employee worked for the shift.
Total Hours	The total number of hours the employee worked for the selected time period.

Related Topics (none)

Customer Menu

The Customer Menu is used to create and maintain a database of Customers, Accounts, Gift Cards, and Loyalty Plans. Extensive customer demographic and purchase history information is available for individual customers via the Loyalty Information tab on the Customer, Account and Loyalty Windows. The Customer Module is an optional Module that must be purchased to be active. Note: Up to 25 Customers are allowed before the module must be purchased.

Accessing the Customers Window

While in Focus Setup, select Customers.

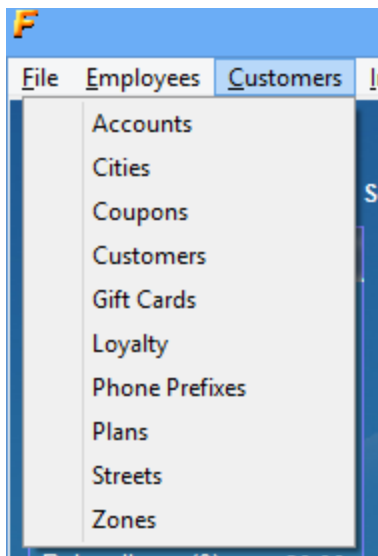


Figure 3.0 Customers Menu List

Figure 3.1 Customers Menu List Options

Option	Description
Accounts	Add, remove and maintain Accounts.
Cities	Add, remove and maintain Cities.
Coupons	Add, remove and maintain Loyalty coupons.
Customers	Add, remove and maintain Customers.
Loyalty	Add, remove and maintain Loyalty options.
Phone Prefixes	Add, remove and maintain Phone Prefixes.
Plans	Add, remove and maintain Loyalty Plans.
Streets	Add, remove and maintain Streets.
Zones	Add, remove and maintain delivery Zones.

Related Topics (none)

Customer Accounts Window

The Customer Accounts Window is used to establish and maintain Customer Accounts.

Restrictions

The user must have the Job Right 'Office - Accounts' to access the Customer Accounts Window. Only Customers with the "Allow Charge" option are displayed in the Customer Accounts Window.

Accessing the Accounts Window

While in Focus Setup, select Customers > Accounts.

Figure 3.2 Customer Accounts Window

Figure 3.3 Customer Accounts Window Fields

Field	Description
Accounts	The list of existing Customer Accounts sorted alphabetically by Last Name or Account Number as setup in Miscellaneous > General > Customer > Customer Account Options > Account Order. The number of Customer Accounts will be displayed at the top of the Customer Accounts list box in parentheses.
First Name	Required - The Customer's First Name, up to 20 alphanumeric characters.
Last Name	The Customer's Last Name, up to 20 alphanumeric characters.
Phone #	The Customer's Phone number, up to 10 numeric characters.
Account #	The Customer's Account Number, up to 20 alphanumeric characters. If the Miscellaneous > General > Customers > Customer Options > Unique Account # option is set, a unique Account # is required.
Picture File Name	An image that represents the Customer. The Customer's picture will be displayed in the upper right corner of the Cus-

	Customer Found Window.
Address	The Customer's Address, up to 30 alphanumeric characters.
Apt./Suite	The Customer's Apartment or Suite Number, up to 5 alphanumeric characters.
City	The Customer's City, select from the list of pre-configured Cities. Note: If the 'Miscellaneous > General > Customers > Customer Options > Enter City Name Not in List' option is on then the city name may be entered.
State	The Customer's State, select from the list of pre-configured States.
Zip Code	The Customer's Zip Code, up to 5 numeric characters.
Delivery Zone	The Customer's Delivery Zone, select from the list of pre-configured Delivery Zones.
Delivery Instructions	Special Delivery Instructions for the Customer Account, up to 3 lines with 35 alphanumeric characters.
Phone #2	Displays the Customer's Phone #2 (typically a mobile phone number), up to 10 numeric characters.
Fax #	Displays the Customer's Fax Number, up to 10 numeric characters.
Comments	Any other information regarding the Customer, up to 60 alphanumeric characters.
Do Not Deliver	Delivery is not allowed for the Customer. Note: The warning "Do Not Deliver" will flash on the Customer Window in Focus Order Entry.
Bad Check	The Customer has previously written a bad check. Note: The warning "Bad Check" will flash on the Customer Window in Focus Order Entry.
Allow Charge	The Customer is allowed to charge. Note: This option controls whether the Customer will be displayed in the Customer Accounts Window. The warning "Do Not Allow Charge" will flash on the Customer Window in Focus Order Entry if this option is not selected.
VIP	The Customer will be noted as a VIP on the Customer Window in Focus Order Entry.
Returned Mail	Alerts the user that a new Address is needed the next time the Customer Account places an order. Note: The warning message "Returned Mail" will flash on the Customer Window in Focus Order Entry.
Require Approval	Approval will be required before an order may be placed for the Customer Account. The Job Right 'Customer – Approve' is required.
E-mail Address	The E-mail Address, up to 30 alphanumeric characters.
Company	The Company name, up to 25 alphanumeric characters.
Birth Date	The Customer's Birth Date (mm/dd/yyyy).
Anniv. Date	The Customer's Anniversary Date (mm/dd/yyyy).
Charge Limit	The Customer Account balance may not exceed this amount. There is no preset limit if the Charge Limit is not specified.
Balance	The Customer Account's current Balance. Customer Accounts with a credit balance will be displayed with a negative sign (-). The Balance cannot be modified after the Customer Account is added.
Loyalty Plan 1-4	The Loyalty Plans the Customer Account has membership.
Discount (Instant)	This Discount will override the Instant Discount configured for the selected Loyalty Plans.

Figure 3.4 Customer Accounts Window Commands

Command	Description														
Close	Closes the Customers Accounts Window.														
Save	Saves current changes.														
Add	Allows a new Customer Account to be added to the Customer Account list. The Phone Prefix (Area Code and Prefix), City, State, Zip Code and Delivery Zone defaults to the settings in Miscellaneous > General > Customer > Customer Options > Default Phone Prefix.														
Delete	Deletes the selected Customer Account. Note: A Customer Account may not be deleted unless the balance is zero.														
Find	Allows the user to access the Customer Filter Window. Note: Pre-configured filters can be used for searches on the Customer Accounts database.														
Tools	<table><tr><td>Print</td><td>Prints a list of Customer Accounts.</td></tr><tr><td>Print Labels</td><td>Print Customer Account mailing labels.</td></tr><tr><td>Quick Set</td><td>Allows the user to set configuration options for multiple Customer Accounts at the same time.</td></tr><tr><td>Import</td><td>Allows the user to Import Customer Accounts.</td></tr><tr><td>Export</td><td>Allows the user to Export Customer Accounts.</td></tr><tr><td>Close</td><td>Closes the Tools Window.</td></tr><tr><td>Balance Adjust</td><td>Automatically adjusts the balance of visible customers to a selected amount. (V7.4 Build 13.9.12)</td></tr></table>	Print	Prints a list of Customer Accounts.	Print Labels	Print Customer Account mailing labels.	Quick Set	Allows the user to set configuration options for multiple Customer Accounts at the same time.	Import	Allows the user to Import Customer Accounts.	Export	Allows the user to Export Customer Accounts.	Close	Closes the Tools Window.	Balance Adjust	Automatically adjusts the balance of visible customers to a selected amount. (V7.4 Build 13.9.12)
Print	Prints a list of Customer Accounts.														
Print Labels	Print Customer Account mailing labels.														
Quick Set	Allows the user to set configuration options for multiple Customer Accounts at the same time.														
Import	Allows the user to Import Customer Accounts.														
Export	Allows the user to Export Customer Accounts.														
Close	Closes the Tools Window.														
Balance Adjust	Automatically adjusts the balance of visible customers to a selected amount. (V7.4 Build 13.9.12)														
Loyalty	Displays sales and Loyalty information for the Customer Account.														
Cancel	Cancels changes made prior to saving.														

Related Topics

See also 'Cities'

See also 'Zones'

See also 'Adding a New Customer Account'

See also 'Print a List of Customer Accounts'

See also 'Print Customer Account Mailing Labels'

See also 'Quick Set Customer Accounts Options'

See also 'Import Customer Accounts'

See also 'Export Customer Accounts'

See also 'Finding Customer Accounts'

Job Right 'Office - Accounts'

Adding a Customer Account

The procedure to add a Customer Account is listed below. Note: Cities, Phone Prefixes, Streets and Zones should be established before this procedure can be completed.

Procedure to Add a Customer Account

- Access the Customer > Accounts Window.
- Click Add.
- Enter the Customer Account information. If the Miscellaneous > General > Customers > Customer Options > Unique Account # option is set, a unique account number option is required.
- Click Save.

Related Topics

Job Right 'Office - Accounts'

Customer Filters Window

The Customer Filter Window is used to find Customers, Customer Accounts and Loyalty Customers based on the search criteria.

The screenshot shows the 'Customer Filters' window with the following sections:

- Customer Filters:** A list on the left with 'All (Reserved)' selected.
- Name:** Text field containing 'All (Reserved)'.
- Last Name:** Text field.
- Company:** Text field.
- Account #:** Text field.
- Cities:** A list box containing 'Phoenix', '2', '3', '4', '5', '6', 'ALGONQUIN', and 'SLEEPY HOLLOW'.
- Zones:** A list box containing 'Zone 1' through 'Zone 8'.
- Zip Codes:** Four numbered text fields (1, 2, 3, 4).
- Options:** A group of checkboxes including 'Do Not Deliver', 'Bad Check', 'Allow Charge', 'VIP', 'Valid Address', 'E-mail Address', 'Returned Mail', and 'Require Approval'.
- Special Occasions:** Fields for 'Birthdays' and 'Anniversaries' with 'Dates' (Beginning/Ending) and 'Days' (1-19).

At the bottom are buttons for 'Close', 'Save', 'Find', 'Clear', and 'Cancel'.

Figure 3.10 Customer Accounts Filters Window

Figure 3.10.1 Customer Accounts Filters Window

Field	Description	
Name	The Name of the filter. The Reserved Filter cannot be modified.	
Last Name	The Last Name.	
Company	The Company Name.	
Account #	The Account #.	
Cities	The Cities for the filter.	
Zones	The Zones for the filter.	
Zip Codes	The Zip Codes (up to 4) for the filter.	
Options	The Options for the filter.	
	Do Not Deliver	Delivery is not allowed.
	Bad Check	A bad check has been previously written.
	Allow Charge	Allowed to charge.

	VIP	Noted as a VIP.	
	Valid Address	Address, City, State and Zip have been specified.	
	E-mail Address	The E-mail Address is present.	
	Returned Mail	A new Address is needed the next time an order is placed.	
	Require Approval	Approval will be required before an order may be placed.	
Special	Birthday	Dates	This Month, This Week, Next Month or <None>.
		Beginning	The beginning date for the filter.
		Ending	The ending date for the filter.
	Anniversary	Dates	This Month, This Week, Next Month or <None>.
		Beginning	The beginning date for the filter.
		Ending	The ending date for the filter.

Figure 3.10.2 Sales Filter Window

Figure 3.10.2 Sales Filter Window Fields

Field	Description	
Type	<None>	Filtering will not occur on the First Order, Last Order or Last Payment.

	First Order	Filters Customers, Customer Accounts and Loyalty Customers that have placed their first order within the date range.
	Last Order	Filters Customers, Customer Accounts and Loyalty Customers that have placed their last order within the date range.
	Last Payment	Filters Customers, Customer Accounts and Loyalty Customers that have made a payment on their Account within the date range.
Dates	Last Week, Last Month, This Week or This Month. If the preset date range is not used, define the date range in the Beginning and Ending Date fields.	
Cumulative Information	Number of Orders	The Minimum and/or Maximum value for the total number of orders placed. A "0" signifies no Minimum or Maximum.
	Sales	The Minimum and/or Maximum value for the total sales amount ordered. A "0" signifies no Minimum or Maximum.
	Check Average	The Minimum and/or Maximum value for the check average. A "0" signifies no Minimum or Maximum.
	Current Balance	The Minimum and/or Maximum value for the current balance. A "0" signifies no Minimum or Maximum.

The screenshot shows the 'Customer Filters' window with tabs for 'Customer Filters', 'Sales', 'Loyalty', and 'Date Range Sales'. The 'Loyalty' tab is active. On the left, a list of plans is shown with 'Reserved' selected. The main area contains filter settings for '10th coffee free', 'Table service', 'VIP', and 'GF'. Each filter has 'Current Points', 'Total Points', 'Coup/Disc Issued', 'Coup/Disc Redeemed', and 'Discount \$' fields, each with 'Minimum' and 'Maximum' input boxes. The 'Discount \$' field shows '\$0.00'. At the bottom are buttons for 'Close', 'Save', 'Find', 'Clear', and 'Cancel'.

Figure 3.10.2 Loyalty Filter Window Fields

Figure 3.10.3 Loyalty Filter Window Fields

Field	Description
Plans 1-4	Filter on the Loyalty Plans.

	Current Points	Filter on the (Minimum/Maximum) number of points on the selected Loyalty Plan.
	Total Points	Filter on the (Minimum/Maximum) cumulative number of points since joining the selected Loyalty Plan.
	Coup/Disc Issued	Filter on the (Minimum/Maximum) cumulative number of Coupons or Discounts since joining the selected Loyalty Plan.
	Coup/Disc Redeemed	Filter on the (Minimum/Maximum) cumulative number of Coupons or Discounts redeemed since joining the selected Loyalty Plan.
	Discount \$	Filter on the (Minimum/Maximum) cumulative amount of Discounts earned since joining the selected Loyalty Plan.

Figure 3.10.4 Date Range Sales Window

Figure 3.10.4 Date Range Sales

Field	Description	
Dates	Last Week, Last Month, This Week, This Month, Yesterday, Today or <None> . If the preset date range is not used, enter the date range in the Beginning and Ending Date fields.	
Number of Orders	The Minimum and/or Maximum value for the number of orders placed within the specified date range. A "0" signifies no Minimum or Maximum.	
Check Average	The Minimum and/or Maximum value for the check average within the specified date range. A "0" signifies no Minimum or Maximum.	
Sales	The Minimum and/or Maximum value for the sales amount placed within the specified date range. A "0" signifies no Minimum or Maximum.	
Loyalty Plans	Points	Filter on the (Minimum/Maximum) number of points accumulated within the specified

		date range.
	Coup/Disc Issued	Filter on the (Minimum/Maximum) number of Coupons or Discounts issued within the specified date range.
	Coup/Disc Redeemed	Filter on the (Minimum/Maximum) number of Coupons or Discounts redeemed within the specified date range.
	Discount \$	Filter on the (Minimum/Maximum) amount of Discounts earned within the specified date range.

Figure 3.10.5 Customer Filters Window Commands

Field	Description
Close	Closes the Customer Filters Window.
Save	Saves current changes.
Find	Customers, Customer Accounts and Loyalty Customers are displayed based on the search criteria.
Clear	Clears all options on the currently selected Customer Filter.
Cancel	Cancels changes made prior to saving.

Procedure for Creating Customer Filters

- Enter the name of the Customer Filter.
- Select or input the options used for the Customer Filter.
- Click Save.

Related Topics

Job Right 'Office – Accounts'

Tools Window

The Tools Window is used to perform various functions from the Customer, Account or Loyalty Windows.

Accessing the Tools Window

While in Focus Setup, select Customers > Accounts, Loyalty or Customers > Tools.

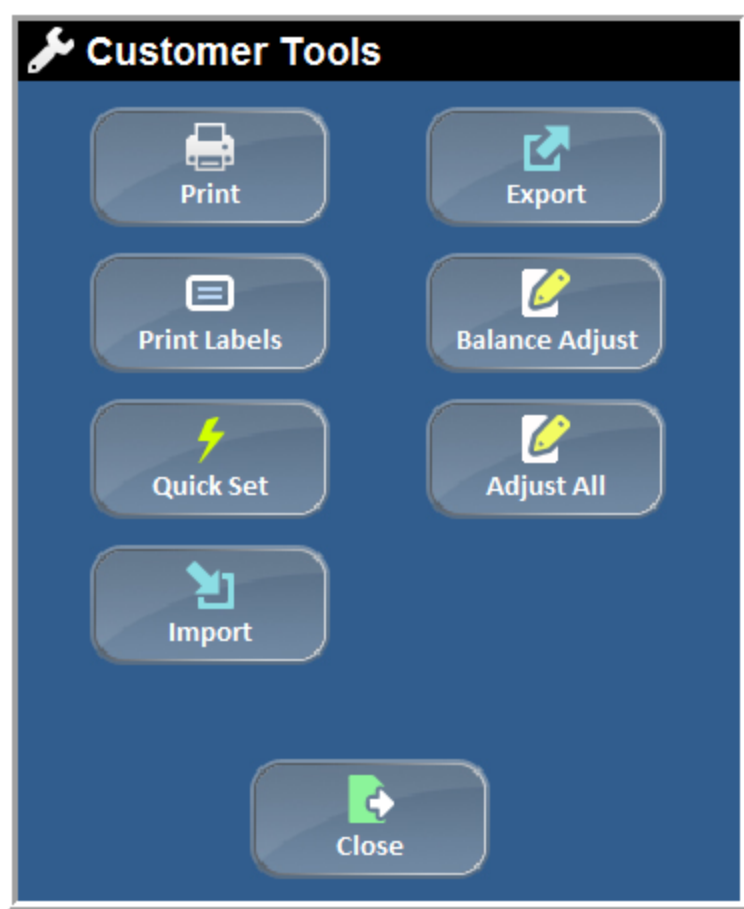


Figure 3.2.1.1a Tools Window

Figure 3.2.1.a2 Tools Window Fields

Field	Description
Print	Used to print Customer Account information.
Print Labels	Used to print Customer Labels.
Quick Set	Used to Quick Set Customer information including Customer Options, Loyalty Plans, and Loyalty Statistics.
Import	Used to Import Accounts.
Export	Used to Export Accounts.
Balance Adjust	Used to Adjust Account Balance of highlighted Account.
Adjust All	Used to Adjust Account Balances of all viewable Accounts.

Related Topics (none)

Print Customer Accounts Window

The Print Customer Accounts Window is used to print Customer Account information. Items that appear in the Included Fields section will be printed in the order they are listed.

The commands down the center of the Print Customer Accounts Window are used to move items over to the Included Fields section.

Fields Available to Print

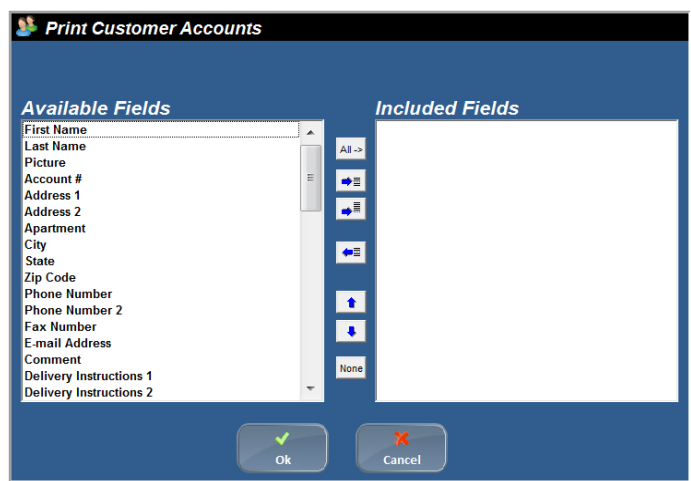


Figure 3.5 Print Customer Accounts Window

Figure 9.19 Print Customer Accounts Window Commands








Field	Description
File Name	Specify the path for the export file.
	Moves all items in the Available Fields list to the Included Fields list.
	Moves the selected item in the Available Fields list to the position above the selected item in the Included Fields list.
	Moves the selected item in Available Fields list to the last position in the Included Fields list.
	Moves the selected item from the Included Fields list to the Available Fields list.
	Moves the selected item in the Included Fields list up one position.
	Moves the selected item in the Included Fields list down one position.
	Moves all items in the Included Fields list to the Available Fields list.

Figure 9.19 Print Customer Accounts Window Fields

Field	Description
-------	-------------

First Name	The First Name, up to 20 alphanumeric characters.
Last Name	The Last Name, up to 20 alphanumeric characters.
Picture	The Picture name and extension, up to 20 alphanumeric characters. Example: "jerrydent.jpg"
Account #	The Account Number, up to 20 alphanumeric characters.
Address 1	The Address, up to 30 alphanumeric characters.
Address 2	The Address second line, up to 30 alphanumeric characters.
Apartment	The Apartment or Suite Number, up to 5 alphanumeric characters.
City	An existing City name from the list of pre-configured Cities.
State	The 2 digit State abbreviation.
Zip Code	The Zip Code, up to 5 numeric characters.
Phone Number	The Phone number, up to 10 numeric characters.
Phone Number 2	The Phone #2 (typically a mobile phone number), up to 10 numeric characters.
Fax Number	The Fax number, up to 10 numeric characters.
E-mail Address	The E-mail Address, up to 30 alphanumeric characters.
Comment	Any other information, up to 60 alphanumeric characters.
Delivery Instructions 1	Delivery Instructions, up to 35 alphanumeric characters.
Delivery Instructions 2	Delivery Instructions, up to 35 alphanumeric characters.
Delivery Instructions 3	Delivery Instructions, up to 35 alphanumeric characters.
Zone	An existing Zone from the list of pre-configured Delivery Zones.
Do Not Deliver	Y,N
Bad Check	Y,N
Allow Charge	Y,N
VIP	Y,N
Charge Limit	The Charge Limit, up to 999999.99.
Birth Date	mm/dd/yyyy
Last Visit	mm/dd/yyyy
Order \$ Total	The Order \$, up to 99999.99.
Number of Orders	The Number of Orders, up to 9999.

Company	The Company name, up to 25 alphanumeric characters.
Last Payment Date	mm/dd/yyyy
Balance	The current Balance.
Anniversary Date	mm/dd/yyyy
Returned Mail	Y,N
Require Approval	Y,N
Loyalty Plan 1	Y,N
Loyalty Plan 2	Y,N
Loyalty Plan 3	Y,N
Loyalty Plan 4	Y,N
Loyalty Plan 1 Current Points	The number of points, up to 999999.99.
Loyalty Plan 2 Current Points	The number of points, up to 999999.99.
Loyalty Plan 3 Current Points	The number of points, up to 999999.99.
Loyalty Plan 4 Current Points	The number of points, up to 999999.99.
Loyalty Plan 1 Total Points	The number of points, up to 999999.99.
Loyalty Plan 2 Total Points	The number of points, up to 999999.99.
Loyalty Plan 3 Total Points	The number of points, up to 999999.99.
Loyalty Plan 4 Total Points	The number of points, up to 999999.99.
Loyalty Plan 1 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 2 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 3 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 4 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.

Loyalty Plan 1 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 2 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 3 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 4 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 1 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 2 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 3 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 4 Discounted Amount	The Discounted Amount, up to 999999.99.

Procedure to Print Customer Account Information

- Access the Customers > Accounts Window.
- Click Tools.
- Click Print.
- Select the fields to print.
- Click OK.

Related Topics

Job Right 'Office - Accounts'

Print Labels Command

The Print Labels Command is used to print mailing labels for Customers, Customer Accounts and Loyalty Customers. Avery #8160 1" x 2 5/8" mailing labels are supported. Specify the font, Courier New 10pt, for customer labels.

Procedure to Print Customer Account Mailing Labels

- While in Setup navigate to Customers > Accounts
- Click Tools.
- Click Print Labels. Note: Labels will be printed for the list of currently displayed Customer Accounts (See [Finding Customer Accounts](#)).

Related Topics

Job Right 'Office - Accounts'

[Finding Customer Accounts](#)

Customer Quick Set Window

The Customer Quick Set Window is used to configure options for multiple Customers, Customer Accounts and Loyalty Customers. Customer Quick Set will only apply changes to the currently filtered Customers, Customer Accounts or Loyalty Customers.

Figure 3.7 Customer Quick Set Window

Figure 3.7.x Customer Quick Set Fields

Field	Description		
Options	Do Not Deliver	The Do Not Deliver option will be Quick Set.	
	Bad Check	The Bad Check option will be Quick Set.	
	Allow Charge	The Allow Charge option will be Quick Set.	
	VIP	The VIP option will be Quick Set.	
	Returned Mail	The Returned Mail option will be Quick Set.	
	Require Approval	The Require Approval option will be Quick Set.	
Loyalty Plans	Up to 4 predefined Loyalty Plans may be Quick Set.		
Loyalty Plan Statistics	Loyalty Plan	The selected Loyalty Plan will be Quick Set.	
		Options	<div>Current Points</div> <div>The Current Loyalty Points will be Quick Set.</div>

			<table><tr><td>Total Points</td><td>The Total Points will be Quick Set.</td></tr><tr><td>Cou-pons/Disc. Issued</td><td>The Coupons/Disc. Issued will be Quick Set.</td></tr><tr><td>Cou-pons/Disc. Redeemed</td><td>The Coupons/Disc. Redeemed will be Quick Set.</td></tr><tr><td>Discount Amount</td><td>The Discount Amount will be Quick Set.</td></tr></table>	Total Points	The Total Points will be Quick Set.	Cou-pons/Disc. Issued	The Coupons/Disc. Issued will be Quick Set.	Cou-pons/Disc. Redeemed	The Coupons/Disc. Redeemed will be Quick Set.	Discount Amount	The Discount Amount will be Quick Set.
Total Points	The Total Points will be Quick Set.										
Cou-pons/Disc. Issued	The Coupons/Disc. Issued will be Quick Set.										
Cou-pons/Disc. Redeemed	The Coupons/Disc. Redeemed will be Quick Set.										
Discount Amount	The Discount Amount will be Quick Set.										

Figure 3.7.1 Customer Quick Set Window Commands

Command	Description
Close	Closes the Customer Quick Set Window.
Quick Set	Commits changes set in the Customer Quick Set Window.
Delete	Deletes the currently filtered list of Customer Accounts.

Procedure to Quick Set

- Find the Customers, Customer Accounts or Loyalty Accounts to Quick Set.
- Select the options to Quick Set.
- Click Quick Set.

Related Topics

Job Right 'Office - Accounts'

Export Customer Accounts Window

The Export Customer Accounts Window is used to export Customers, Customer Accounts or Loyalty Customers. Items that appear in the Included Fields section will be exported in the order they are listed.

Fields Available to Export

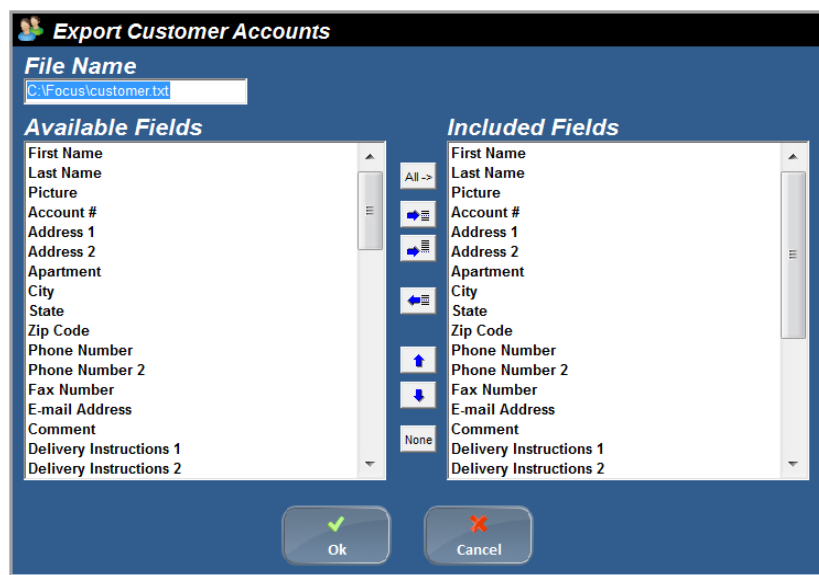


Figure 3.35 Export Customer Accounts Window

Figure 9.19 Export Customer Accounts Window Commands








Command	Description
File Name	Specify the path for the export file.
	Moves all items in the Available Fields list to the Included Fields list.
	Moves the selected item in the Available Fields list to the position above the selected item in the Included Fields list.
	Moves the selected item in Available Fields list to the last position in the Included Fields list.
	Moves the selected item from the Included Fields list to the Available Fields list.
	Moves the selected item in the Included Fields list up one position.
	Moves the selected item in the Included Fields list down one position.
	Moves all items in the Included Fields list to the Available Fields list.

Figure 3.8.2 Export Customer Accounts Window

Field	Description
First Name	The First Name, up to 20 alphanumeric characters.
Last Name	The Last Name, up to 20 alphanumeric characters.
Picture	The Picture name and extension, up to 20 alphanumeric characters. Example: "jerrydent.jpg"
Account #	The Account Number, up to 20 alphanumeric characters.
Address 1	The Address, up to 30 alphanumeric characters.
Address 2	The Address second line, up to 30 alphanumeric characters.
Apartment	The Apartment or Suite Number, up to 5 alphanumeric characters.
City	An existing City name from the list of pre-configured Cities.
State	The 2 digit State abbreviation.
Zip Code	The Zip Code, up to 5 numeric characters.
Phone Number	The Phone number, up to 10 numeric characters.
Phone Number 2	The Phone #2 (typically a mobile phone number), up to 10 numeric characters.
Fax Number	The Fax number, up to 10 numeric characters.
E-mail Address	The E-mail Address, up to 30 alphanumeric characters.
Comment	Any other information, up to 60 alphanumeric characters.
Delivery Instructions 1	Delivery Instructions, up to 35 alphanumeric characters.
Delivery Instructions 2	Delivery Instructions, up to 35 alphanumeric characters.
Delivery Instructions 3	Delivery Instructions, up to 35 alphanumeric characters.
Zone	An existing Zone from the list of pre-configured Delivery Zones.
Do Not Deliver	Y,N
Bad Check	Y,N
Allow Charge	Y,N
VIP	Y,N
Charge Limit	The Charge Limit, up to 999999.99.
Birth Date	mm/dd/yyyy
Last Visit	mm/dd/yyyy
Order \$ Total	The Order \$, up to 99999.99.

Number of Orders	The Number of Orders, up to 9999.
Company	The Company name, up to 25 alphanumeric characters.
Last Payment Date	mm/dd/yyyy
Balance	The current Balance.
Anniversary Date	mm/dd/yyyy
Returned Mail	Y,N
Require Approval	Y,N
Loyalty Plan 1	Y,N
Loyalty Plan 2	Y,N
Loyalty Plan 3	Y,N
Loyalty Plan 4	Y,N
Loyalty Plan 1 Current Points	The number of points, up to 999999.99.
Loyalty Plan 2 Current Points	The number of points, up to 999999.99.
Loyalty Plan 3 Current Points	The number of points, up to 999999.99.
Loyalty Plan 4 Current Points	The number of points, up to 999999.99.
Loyalty Plan 1 Total Points	The number of points, up to 999999.99.
Loyalty Plan 2 Total Points	The number of points, up to 999999.99.
Loyalty Plan 3 Total Points	The number of points, up to 999999.99.
Loyalty Plan 4 Total Points	The number of points, up to 999999.99.
Loyalty Plan 1 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 2 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 3 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 4 Coupons/Discounts	The number of Coupons/Discounts issued, up to 999999.

Issued	
Loyalty Plan 1 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 2 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 3 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 4 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 1 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 2 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 3 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 4 Discounted Amount	The Discounted Amount, up to 999999.99.

Procedure to Export

- Enter the File Name and path for the export.
- Select the fields to export.
- Click OK.

Related Topics

Job Right 'Office - Accounts'

Import Customer Accounts Window

The Import Customer Accounts Window is used to import Customers, Customer Accounts or Loyalty Customers. Items that appear in the Included Fields section will be imported in the order they are listed.

Fields Available to Import

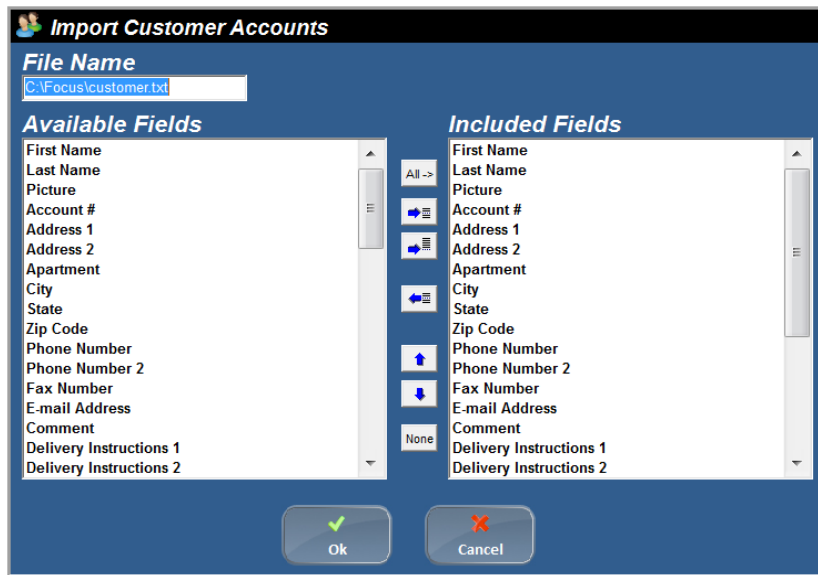


Figure 3.8 Import Customer Accounts Window

Figure 3.8.1 Import Customer Accounts Window Commands








Field	Description
File Name	Specify the path for the export file.
	Moves all items in the Available Fields list to the Included Fields list.
	Moves the selected item in the Available Fields list to the position above the selected item in the Included Fields list.
	Moves the selected item in Available Fields list to the last position in the Included Fields list.
	Moves the selected item from the Included Fields list to the Available Fields list.
	Moves the selected item in the Included Fields list up one position.
	Moves the selected item in the Included Fields list down one position.
	Moves all items in the Included Fields list to the Available Fields list.

Figure 3.8.1 Import Customer Accounts Window

Field	Description
First Name	The First Name, up to 20 alphanumeric characters.
Last Name	The Last Name, up to 20 alphanumeric characters.
Picture	The Picture name and extension, up to 20 alphanumeric characters. Example: "jerrydent.jpg"
Account #	The Account Number, up to 20 alphanumeric characters.
Address 1	The Address, up to 30 alphanumeric characters.
Address 2	The Address second line, up to 30 alphanumeric characters.
Apartment	The Apartment or Suite Number, up to 5 alphanumeric characters.
City	An existing City name from the list of pre-configured Cities.
State	The 2 digit State abbreviation.
Zip Code	The Zip Code, up to 5 numeric characters.
Phone Number	The Phone number, up to 10 numeric characters.
Phone Number 2	The Phone #2 (typically a mobile phone number), up to 10 numeric characters.
Fax Number	The Fax number, up to 10 numeric characters.
E-mail Address	The E-mail Address, up to 30 alphanumeric characters.
Comment	Any other information, up to 60 alphanumeric characters.
Delivery Instructions 1	Delivery Instructions, up to 35 alphanumeric characters.
Delivery Instructions 2	Delivery Instructions, up to 35 alphanumeric characters.
Delivery Instructions 3	Delivery Instructions, up to 35 alphanumeric characters.
Zone	An existing Zone from the list of pre-configured Delivery Zones.
Do Not Deliver	Y,N
Bad Check	Y,N
Allow Charge	Y,N
VIP	Y,N
Charge Limit	The Charge Limit, up to 999999.99.
Birth Date	mm/dd/yyyy
Last Visit	mm/dd/yyyy
Order \$ Total	The Order \$, up to 99999.99.

Number of Orders	The Number of Orders, up to 9999.
Company	The Company name, up to 25 alphanumeric characters.
Last Payment Date	mm/dd/yyyy
Balance	The current Balance.
Anniversary Date	mm/dd/yyyy
Returned Mail	Y,N
Require Approval	Y,N
Loyalty Plan 1	Y,N
Loyalty Plan 2	Y,N
Loyalty Plan 3	Y,N
Loyalty Plan 4	Y,N
Loyalty Plan 1 Current Points	The number of points, up to 999999.99.
Loyalty Plan 2 Current Points	The number of points, up to 999999.99.
Loyalty Plan 3 Current Points	The number of points, up to 999999.99.
Loyalty Plan 4 Current Points	The number of points, up to 999999.99.
Loyalty Plan 1 Total Points	The number of points, up to 999999.99.
Loyalty Plan 2 Total Points	The number of points, up to 999999.99.
Loyalty Plan 3 Total Points	The number of points, up to 999999.99.
Loyalty Plan 4 Total Points	The number of points, up to 999999.99.
Loyalty Plan 1 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 2 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 3 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 4 Coupons/Discounts	The number of Coupons/Discounts issued, up to 999999.

Issued	
Loyalty Plan 1 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 2 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 3 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 4 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 1 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 2 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 3 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 4 Discounted Amount	The Discounted Amount, up to 999999.99.

Procedure to Import

- Select the File Name used for the import.
- Click OK.

Related Topics


Job Right 'Office - Accounts'

Balance Adjust Window

The Balance Adjust Window is used to configure the current balance of the customers account. Balance Adjust will only apply changes to the currently highlighted Account.

Restrictions

Version 14.10.27 Required for Balance Adjust to apply to highlighted account.

 **Note:** Previous versions will adjust ALL viewable accounts.

Procedure to Balance Adjust

- Navigate to Customers > Accounts.
- Select the Account on the left hand side to adjust and highlight the Account.
- Select Tools.
- Select Balance Adjust.
- Confirm the adjustment for the selected Customer.



The image shows a software dialog box titled "New Balance". It features a numeric keypad with buttons for digits 1-9, 0, a decimal point (-), a clear (C) button, and a backspace (<) button. To the right of the keypad are two large buttons labeled "OK" and "Cancel". At the top of the dialog, there is a text input field displaying "\$0.00".

Figure 31.7 Balance Adjust Window

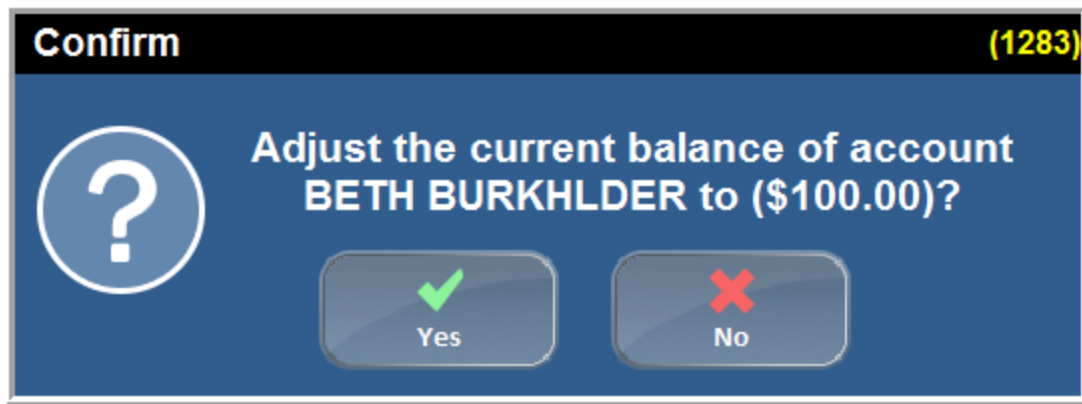


Figure 31.7.x Balance Adjust Confirmation Window

Related Topics

Job Right 'Office - Accounts'

Adjust All Window

The Adjust All Window is used to configure the current balance of the customers accounts. Adjust All will apply the Balance Adjust to all viewable accounts. Version 14.10.27 Required for Balance Adjust to apply to highlighted account.

Procedure to Adjust All

- Navigate to Customers > Accounts.
- Find the Accounts using the Find tool you would like to adjust.
- Select Tools.
- Select Adjust All.
- Enter the desired Account Balance.
- Confirm the adjustment for the selected Customers.

The image shows a software window titled "New Balance" with a dark blue header. Below the header is a text input field containing the value "-\$80.00". Underneath the input field is a numeric keypad with buttons for digits 1 through 9, 0, a decimal point, and a negative sign. To the right of the keypad are two large buttons labeled "OK" and "Cancel".

Figure 31.7a Adjust All Window

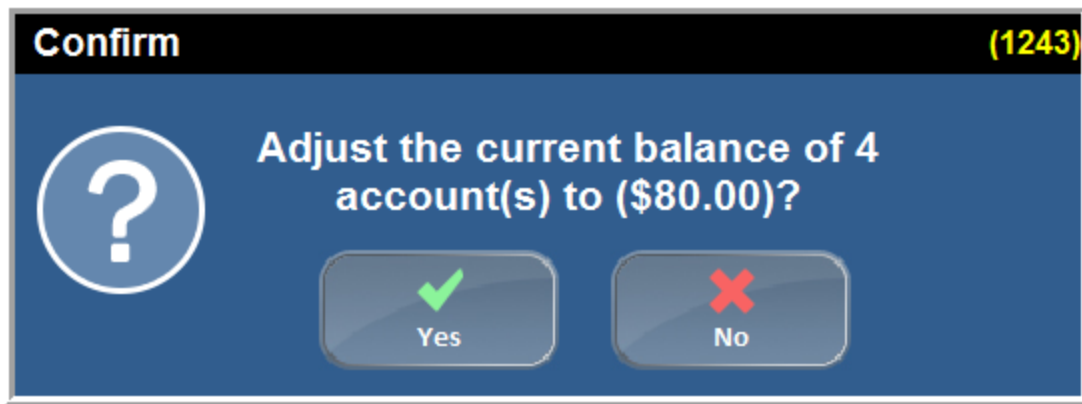


Figure 31.7b.x Adjust All Confirmation Window

Related Topics

Job Right 'Office - Accounts'

Loyalty Detail Window

The Loyalty Detail Window displays historical sales and loyalty information for the currently selected Customer Account.

Accessing the Loyalty Detail Window

While in Focus Setup, select Customers > Accounts > Loyalty.

Figure 3.11 Customer Accounts Loyalty Detail Window

Figure 3.12 Customer Accounts Loyalty Detail Window Fields

Field	Description
Current Points	The number of points the Customer Account currently has on the Plan.
Total Points	The cumulative number of points the Customer Account has since joining the Plan. Cumulative points are not reset when the award level has been reached.
Cou-pons/Discounts Issued	The cumulative number of Coupons or Discounts issued to the Customer Account.
Cou-pons/Discounts Redeemed	The cumulative number of Coupons or Discounts redeemed by the Customer Account.
Discount Amount	The cumulative amount of Discounts earned by the Customer Account.
First Order	The date the First Order was placed by the Customer Account.
Last Order	The date the Last Order was placed by the Customer Account.
# of Orders	The number of orders place by the Customer Account.

Sales	The cumulative amount of sales placed by the Customer Account.
Last Payment	The date of the latest payment received from the Customer.

Related Topics

Job Right 'Office - Accounts'

Cities Window

The Cities Window is used to establish Cities for use with Accounts, Customers and Loyalty. Pre-configuring Cities facilitates quicker and more accurate entry of Customer information. Up to 100 Cities can be established.

Accessing the Cities Window

While in Focus Setup, select Customers > Cities.

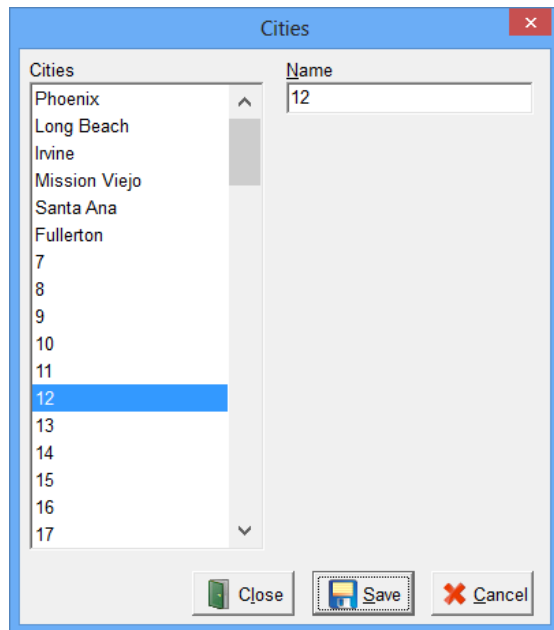


Figure 3.13 Cities Window

Figure 3.14 Cities Window Fields

Field	Description
Name	A unique name for each City up to 20 alphanumeric characters.

Figure 3.14.1 Cities Window Commands

Command	Description
Close	Closes the Cities Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Name Cities

- Prepare a list of Cities.
- Enter the name of each City in a separate Name text box.
- Click Save.

Related Topics (none)

Coupons Window

The Coupons Window is used to establish Coupons for the Loyalty Module. A maximum of 100 Coupons may be established and maintained.

Accessing the Coupons Window

While in Focus Setup, select Customers > Coupons.

Figure 3.15 Coupons Window

Figure 3.16 Coupons Window Fields

Field	Description	
Name	A unique name for each Coupon up to 15 alphanumeric characters.	
Type	Standard	Type used for Loyalty Plans.
	Smart	Type used for Smart Coupons. See Video Smart Coupons .
Discount	Select the Discount that is applied to the guest check when the Coupon is redeemed.	
Expiration Date	Expires On	Select this option if the Coupon expires on a specific date. NOTE: This date prints on the coupon. The employee accepting the Coupon must manually enforce it.
	Expires After	Select this option if the Coupon expires a specific number of days after it was issued (the current business date is used as the issuing date).

Date	Enter the specific date that the coupon expires.
Days	Enter the number of days after the Coupon was issued that it expires. This field is disabled if the Expiration Date option is set to Expires On.
ID	A unique ID for the Coupon, up to 10 alphanumeric characters.
Header Lines	Number of lines above the Coupon.
Image Format	Printer Format to print the image.
Body Format	Printer Format to print the Coupon Description.
Bottom Lines	Number of lines below the Coupon.
Completion Format	Select the Printer Format that will be sent to the printer after the Coupon has printed.
Customer Info Format	The customer ID and customer name are printed on the Coupon if a format is selected.
Customer ID in Bar Code	Turn this option on to embed the customer ID within the barcode printed on the bottom of the Coupon. If this option is on then only the Customer who was awarded the Coupon may redeem it.
Description	Configure the text that will be printed on the Coupon.

Figure 2.58.1 Coupons Window Commands

Command	Description
Close	Closes the Coupons Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Coupons

- Make a list of the Coupons that will be used.
- Input the appropriate information into the available fields.
- Continue entering Coupons as necessary.
- Click Save.

Related Videos

[Smart Coupons](#)

Related Topics

(none)

Smart Options Coupons Window

The Smart Options Coupons Window is used to establish Coupons for the Loyalty Module. A maximum of 100 Coupons may be established and maintained.

Accessing the Smart Options Coupons Window

While in Focus Setup, select Customers > Coupons > Smart Options.

Requirements		
Items		Status
1. Entree	...	Included
2. Drink	...	Included
3. App	...	Excluded
4. <None>	...	Included
5. <None>	...	Included

At the bottom are buttons for Close, Save, and Cancel.

Figure 3.15.1 Smart Options Coupons Window

Figure 3.16.1 Smart Options Coupons Window Fields

Field	Description		
Coupons	The list of available Coupons.		
Active	The Coupon will be active.		
Active Time	The Time Range the Coupon is available.		
Frequency	The Smart Coupon will print each time the number of eligible checks reaches the specified frequency. Specifying 1 in this field will always print the Coupon when Requirements are met.		
Requirements 1-5	Items	The Menu Item Filters that determine the items eligible to create a Smart Coupon.	
	Status	Included	A Menu Item in the selected filter must be on the check to be eligible for a Smart Coupon.

		Excluded	The check is only eligible for a Smart Coupon if no Menu Items in the selected filter are on the check.
--	--	-----------------	---

Figure 3.17.1 Smart Options Coupons Window Commands

Command	Description
Close	Closes the Coupons Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Related Videos

[Smart Coupons](#)

Related Topics

(none)

Customers Window

The Customers Window is used to establish and maintain Customers.

Restrictions

The user must have the Job Right 'Office - Customers' to access the Customers Window.

Accessing the Customers Window

While in Focus Setup, select Customers > Customers.

Figure 3.2 Customer Window

Figure 3.3 Customer Window Fields

Field	Description
Customers	The list of existing Customers sorted alphabetically by Last Name.
First Name	Required - The Customer's First Name, up to 20 alphanumeric characters.
Last Name	The Customer's Last Name, up to 20 alphanumeric characters.
Phone #	The Customer's Phone number, up to 10 numeric characters.
Account #	The Customer's Account Number, up to 20 alphanumeric characters. If the Miscellaneous > General > Customers > Customer Options > Unique Account # option is set, a unique Account # is required.
Picture File Name	An image that represents the Customer. The Customer's picture will be displayed in the upper right corner of the Customer Found Window.
Address	The Customer's Address, up to 30 alphanumeric characters.
Apt./Suite	The Customer's Apartment or Suite Number, up to 5 alphanumeric characters.

City	The Customer's City, select from the list of pre-configured Cities. Note: If the 'Miscellaneous > General > Customers > Customer Options > Enter City Name Not in List option is on then the city name may be entered.
State	The Customer's State, select from the list of pre-configured States.
Zip Code	The Customer's Zip Code, up to 5 numeric characters.
Delivery Zone	The Customer's Delivery Zone, select from the list of pre-configured Delivery Zones.
Delivery Instructions	Special Delivery Instructions for the Customer, up to 3 lines with 35 alphanumeric characters.
Phone #2	Displays the Customer's Phone #2 (typically a mobile phone number), up to 10 numeric characters.
Fax #	Displays the Customer's Fax Number, up to 10 numeric characters.
Comments	Any other information regarding the Customer, up to 60 alphanumeric characters.
Do Not Deliver	Delivery is not allowed for the Customer. Note: The warning "Do Not Deliver" will flash on the Customer Window in Focus Order Entry.
Bad Check	The Customer has previously written a bad check. Note: The warning "Bad Check" will flash on the Customer Window in Focus Order Entry.
Allow Charge	The Customer is allowed to charge. Note: This option controls whether the Customer will be displayed in the Customers Window. The warning "Do Not Allow Charge" will flash on the Customer Window in Focus Order Entry if this option is not selected.
VIP	The Customer will be noted as a VIP on the Customer Window in Focus Order Entry.
Returned Mail	Alerts the user that a new Address is needed the next time the Customer places an order. Note: The warning message "Returned Mail" will flash on the Customer Window in Focus Order Entry.
Require Approval	Approval will be required before an order may be placed for the Customer. The Job Right 'Customer – Approve' is required.
E-mail Address	The E-mail Address, up to 30 alphanumeric characters.
Company	The Company name, up to 25 alphanumeric characters.
Birth Date	The Customer's Birth Date (mm/dd/yyyy).
Anniv. Date	The Customer's Anniversary Date (mm/dd/yyyy).
Charge Limit	The Customer balance may not exceed this amount. There is no preset limit if the Charge Limit is not specified.
Balance	The Customer's current Balance. Customers with a credit balance will be displayed with a negative sign (-). The Balance cannot be modified after the Customer is added.
Loyalty Plan 1-4	The Loyalty Plans the Customer has membership.
Discount (Instant)	This Discount will override the Instant Discount configured for the selected Loyalty Plans.

Figure 3.4 Customer Window Commands

Command	Description
Close	Closes the Customers Accounts Window.

Save	Saves current changes.												
Add	Allows a new Customer to be added to the Customer list. The Phone Prefix (Area Code and Prefix), City, State, Zip Code and Delivery Zone defaults to the settings in Miscellaneous > General > Customer > Customer Options > Default Phone Prefix.												
Delete	Deletes the selected Customer. Note: A Customer may not be deleted unless the balance is zero.												
Find	Allows the user to access the Customer Filter Window. Note: Pre-configured filters can be used for searches on the Customer database.												
Tools	<table> <tr> <td>Print</td><td>Prints a list of Customers.</td></tr> <tr> <td>Print Labels</td><td>Print Customer mailing labels.</td></tr> <tr> <td>Quick Set</td><td>Allows the user to set configuration options for multiple Customers at the same time.</td></tr> <tr> <td>Import</td><td>Allows the user to Import Customers.</td></tr> <tr> <td>Export</td><td>Allows the user to Export Customers.</td></tr> <tr> <td>Close</td><td>Closes the Tools Window.</td></tr> </table>	Print	Prints a list of Customers.	Print Labels	Print Customer mailing labels.	Quick Set	Allows the user to set configuration options for multiple Customers at the same time.	Import	Allows the user to Import Customers.	Export	Allows the user to Export Customers.	Close	Closes the Tools Window.
Print	Prints a list of Customers.												
Print Labels	Print Customer mailing labels.												
Quick Set	Allows the user to set configuration options for multiple Customers at the same time.												
Import	Allows the user to Import Customers.												
Export	Allows the user to Export Customers.												
Close	Closes the Tools Window.												
Loyalty	Displays sales and Loyalty information for the Customer.												
Cancel	Cancels changes made prior to saving.												

Related Topics

See also 'Cities'

See also 'Zones'

See also 'Adding a New Customer'

See also 'Print a List of Customers'

See also 'Print Customer Mailing Labels'

See also 'Quick Set Customers Options'

See also 'Import Customers'

See also 'Export Customers'

See also 'Finding Customers'

Job Right 'Office - Accounts'

Adding a New Customer

The procedure to add a Customer is listed below. Note: Cities, Phone Prefixes, Streets and Zones should be established before this procedure can be completed.

Procedure to Add a Customer

- Access the Customer > Customers Window.
- Click Add.
- Enter the Customer information. If the Miscellaneous > General > Customers > Customer Options > Unique Account # option is set, a unique account number option is required.
- Click Save.



The customer fields displayed in the FOH operations are configured in [Order Entry > Order Types](#).

Related Videos

[Define Customer Fields in Order Entry](#)

Related Topics

Job Right 'Office - Customers'

[Order Entry > Order Types](#)

Customer Filter Window

The Customer Filter Window is used to find Customers, Customer Accounts and Loyalty Customers based on the search criteria.

The screenshot shows the 'Customer Filters' window with the following sections:

- Customer Filters:** A list on the left with 'All (Reserved)' selected.
- Name:** A text field containing 'All (Reserved)'.
- Last Name:** An empty text field.
- Company:** An empty text field.
- Account #:** An empty text field.
- Cities:** A list box containing Phoenix, Long Beach, Irvine, Mission Viejo, Santa Ana, Fullerton, 7, and 8.
- Zones:** A list box containing Zone 1 through Zone 8.
- Zip Codes:** Four numbered text fields for zip codes.
- Options:** A list of checkboxes including Do Not Deliver, Bad Check, Allow Charge, VIP, Valid Address, E-mail Address, Returned Mail, and Require Approval.
- Special Occasions:** A section with Birthday and Anniversary dates, each with a 'Beginning' and 'Ending' date range.

At the bottom are buttons for Close, Save, Find, Clear, and Cancel.

Figure 3.10 Customers Filters Window

Figure 3.10.1 Customers Filters Window

Field	Description	
Name	The Name of the filter. The Reserved Filter cannot be modified.	
Last Name	The Last Name.	
Company	The Company Name.	
Account #	The Account #.	
Cities	The Cities for the filter.	
Zones	The Zones for the filter.	
Zip Codes	The Zip Codes (up to 4) for the filter.	
Options	The Options for the filter.	
	Do Not Deliver	Delivery is not allowed.
	Bad Check	A bad check has been previously written.
	Allow Charge	Allowed to charge.
	VIP	Noted as a VIP.

	Valid Address	Address, City, State and Zip have been specified.	
	E-mail Address	The E-mail Address is present.	
	Returned Mail	A new Address is needed the next time an order is placed.	
	Require Approval	Approval will be required before an order may be placed.	

Special	Birthday	Dates	This Month, This Week, Next Month or <None> .
		Beginning	The beginning date for the filter.
		Ending	The ending date for the filter.
	Anniversary	Dates	This Month, This Week, Next Month or <None> .
		Beginning	The beginning date for the filter.
		Ending	The ending date for the filter.

Figure 3.10.2 Sales Filter Window

Figure 3.10.2 Sales Filter Window Fields

Field	Description	
Type	<None>	Filtering will not occur on the First Order, Last Order or Last Payment.
	First Order	Filters Customers, Customer Accounts and Loyalty Customers that have placed their first order within the date range.

	Last Order	Filters Customers, Customer Accounts and Loyalty Customers that have placed their last order within the date range.
	Last Payment	Filters Customers, Customer Accounts and Loyalty Customers that have made a payment on their Account within the date range.
Dates	Last Week, Last Month, This Week or This Month. If the preset date range is not used, define the date range in the Beginning and Ending Date fields.	
Cumulative Information	Number of Orders	The Minimum and/or Maximum value for the total number of orders placed. A "0" signifies no Minimum or Maximum.
	Sales	The Minimum and/or Maximum value for the total sales amount ordered. A "0" signifies no Minimum or Maximum.
	Check Average	The Minimum and/or Maximum value for the check average. A "0" signifies no Minimum or Maximum.
	Current Balance	The Minimum and/or Maximum value for the current balance. A "0" signifies no Minimum or Maximum.

The screenshot shows the 'Customer Filters' window with the 'Loyalty' tab selected. The window contains a list of filters on the left and a grid of input fields on the right. The filters are: 10thcoffee free, Table service, VIP, and GF. Each filter has a checkbox and a grid of input fields for Minimum and Maximum values for Current Points, Total Points, Coup/Disc Issued, Coup/Disc Redeemed, and Discount \$.

Figure 3.10.2 Loyalty Filter Window Fields

Figure 3.10.3 Loyalty Filter Window Fields

Field	Description
Plans 1-4	Filter on the Loyalty Plans.
	Current Points Filter on the (Minimum/Maximum) number of points on the selected Loyalty Plan.
	Total Points Filter on the (Minimum/Maximum) cumulative number of points since joining the selected Loyalty Plan.

	Coup/Disc Issued	Filter on the (Minimum/Maximum) cumulative number of Coupons or Discounts since joining the selected Loyalty Plan.
	Coup/Disc Redeemed	Filter on the (Minimum/Maximum) cumulative number of Coupons or Discounts redeemed since joining the selected Loyalty Plan.
	Discount \$	Filter on the (Minimum/Maximum) cumulative amount of Discounts earned since joining the selected Loyalty Plan.

Figure 3.10.4 Date Range Sales Window

Figure 3.10.4 Date Range Sales

Field	Description	
Dates	Last Week, Last Month, This Week, This Month, Yesterday, Today or <None> . If the preset date range is not used, enter the date range in the Beginning and Ending Date fields.	
Number of Orders	The Minimum and/or Maximum value for the number of orders placed within the specified date range. A "0" signifies no Minimum or Maximum.	
Check Average	The Minimum and/or Maximum value for the check average within the specified date range. A "0" signifies no Minimum or Maximum.	
Sales	The Minimum and/or Maximum value for the sales amount placed within the specified date range. A "0" signifies no Minimum or Maximum.	
Loyalty Plans	Points	Filter on the (Minimum/Maximum) number of points accumulated within the specified date range.
	Coup/Disc Issued	Filter on the (Minimum/Maximum) number of Coupons or Discounts issued within the specified date range.

	Coup/Disc Redeemed	Filter on the (Minimum/Maximum) number of Coupons or Discounts redeemed within the specified date range.
	Discount \$	Filter on the (Minimum/Maximum) amount of Discounts earned within the specified date range.

Figure 3.10.5 Customer Filters Window Commands

Field	Description
Close	Closes the Customer Filters Window.
Save	Saves current changes.
Find	Customers, Customer Accounts and Loyalty Customers are displayed based on the search criteria.
Clear	Clears all options on the currently selected Customer Filter.
Cancel	Cancels changes made prior to saving.

Procedure for Creating Customer Filters

- Enter the name of the Customer Filter.
- Select or input the options used for the Customer Filter.
- Click Save.

Related Topics

Job Right 'Office – Customers'

Tools Window

The Tools Window is used to perform various functions from the Customer, Account or Loyalty Windows.

Accessing the Tools Window

While in Focus Setup, select Customers > Accounts, Loyalty or Customers > Tools.

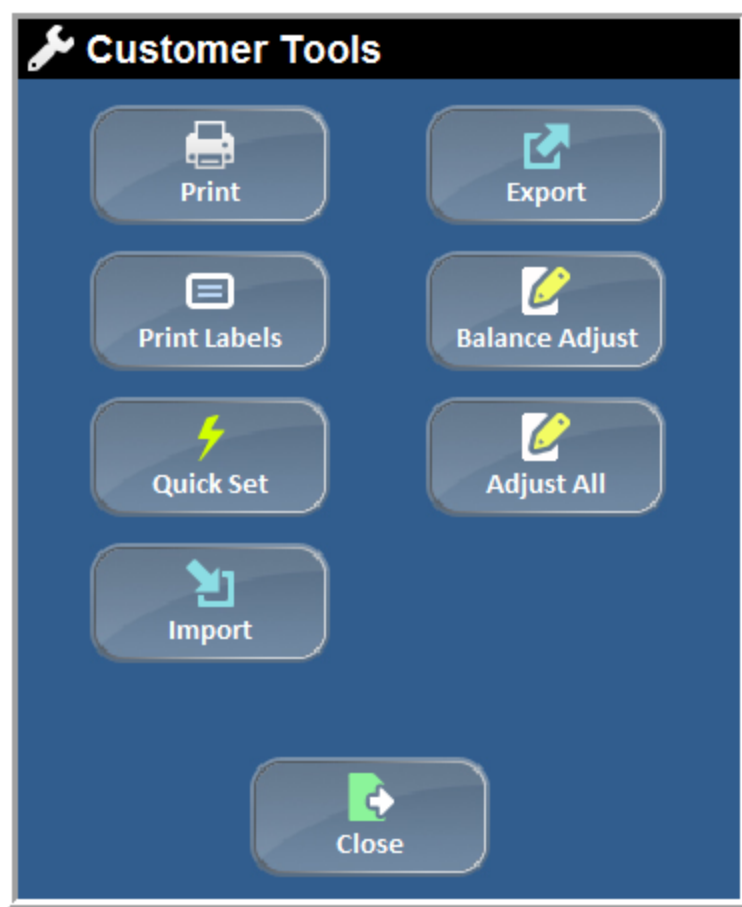


Figure 3.2.1.1a Tools Window


Figure 3.2.1.a2 Tools Window Fields

Field	Description
Print	Used to print Customer Account information.
Print Labels	Used to print Customer Labels.
Quick Set	Used to Quick Set Customer information including Customer Options, Loyalty Plans, and Loyalty Statistics.
Import	Used to Import Accounts.
Export	Used to Export Accounts.
Balance Adjust	Used to Adjust Account Balance of highlighted Account.
Adjust All	Used to Adjust Account Balances of all viewable Accounts.

Related Topics (none)

Print Customers Window

The Print Customers Window is used to print Customer information. Items that appear in the Included Fields section will be printed in the order they are listed.

 The commands down the center of the Print Customers Window are used to move items over to the Included Fields section.

Fields Available to Print

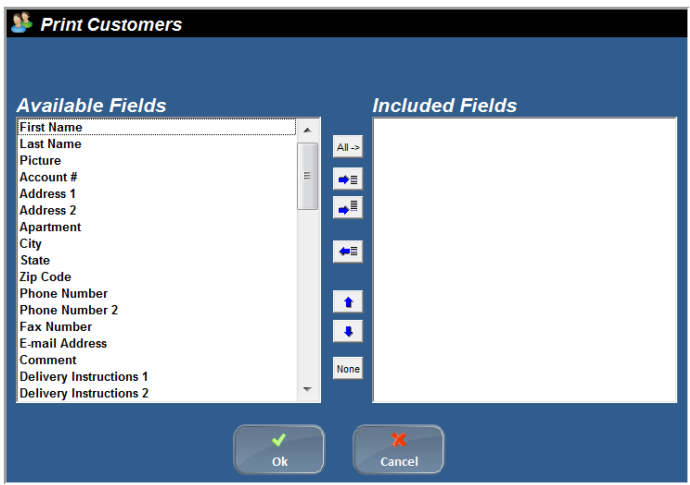


Figure 3.5 Print Customers Window

Figure 9.19 Print Customers Window Commands








Field	Description
File Name	Specify the path for the export file.
	Moves all items in the Available Fields list to the Included Fields list.
	Moves the selected item in the Available Fields list to the position above the selected item in the Included Fields list.
	Moves the selected item in Available Fields list to the last position in the Included Fields list.
	Moves the selected item from the Included Fields list to the Available Fields list.
	Moves the selected item in the Included Fields list up one position.
	Moves the selected item in the Included Fields list down one position.
	Moves all items in the Included Fields list to the Available Fields list.

Figure 9.19 Print Customers Window Fields

Field	Description
-------	-------------

First Name	The First Name, up to 20 alphanumeric characters.
Last Name	The Last Name, up to 20 alphanumeric characters.
Picture	The Picture name and extension, up to 20 alphanumeric characters. Example: "jerrydent.jpg"
Account #	The Account Number, up to 20 alphanumeric characters.
Address 1	The Address, up to 30 alphanumeric characters.
Address 2	The Address second line, up to 30 alphanumeric characters.
Apartment	The Apartment or Suite Number, up to 5 alphanumeric characters.
City	An existing City name from the list of pre-configured Cities.
State	The 2 digit State abbreviation.
Zip Code	The Zip Code, up to 5 numeric characters.
Phone Number	The Phone number, up to 10 numeric characters.
Phone Number 2	The Phone #2 (typically a mobile phone number), up to 10 numeric characters.
Fax Number	The Fax number, up to 10 numeric characters.
E-mail Address	The E-mail Address, up to 30 alphanumeric characters.
Comment	Any other information, up to 60 alphanumeric characters.
Delivery Instructions 1	Delivery Instructions, up to 35 alphanumeric characters.
Delivery Instructions 2	Delivery Instructions, up to 35 alphanumeric characters.
Delivery Instructions 3	Delivery Instructions, up to 35 alphanumeric characters.
Zone	An existing Zone from the list of pre-configured Delivery Zones.
Do Not Deliver	Y,N
Bad Check	Y,N
Allow Charge	Y,N
VIP	Y,N
Charge Limit	The Charge Limit, up to 999999.99.
Birth Date	mm/dd/yyyy
Last Visit	mm/dd/yyyy
Order \$ Total	The Order \$, up to 99999.99.
Number of Orders	The Number of Orders, up to 9999.

Company	The Company name, up to 25 alphanumeric characters.
Last Payment Date	mm/dd/yyyy
Balance	The current Balance.
Anniversary Date	mm/dd/yyyy
Returned Mail	Y,N
Require Approval	Y,N
Loyalty Plan 1	Y,N
Loyalty Plan 2	Y,N
Loyalty Plan 3	Y,N
Loyalty Plan 4	Y,N
Loyalty Plan 1 Current Points	The number of points, up to 999999.99.
Loyalty Plan 2 Current Points	The number of points, up to 999999.99.
Loyalty Plan 3 Current Points	The number of points, up to 999999.99.
Loyalty Plan 4 Current Points	The number of points, up to 999999.99.
Loyalty Plan 1 Total Points	The number of points, up to 999999.99.
Loyalty Plan 2 Total Points	The number of points, up to 999999.99.
Loyalty Plan 3 Total Points	The number of points, up to 999999.99.
Loyalty Plan 4 Total Points	The number of points, up to 999999.99.
Loyalty Plan 1 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 2 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 3 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 4 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.

Loyalty Plan 1 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 2 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 3 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 4 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 1 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 2 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 3 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 4 Discounted Amount	The Discounted Amount, up to 999999.99.

Procedure to Print Customer Information

- Access the Customers > Customers Window.
- Click Tools.
- Click Print.
- Select the fields to print.
- Click OK.

Related Topics

Job Right 'Office - Customers'

Print Labels Command

The Print Labels Command is used to print mailing labels for Customers, Customer Accounts and Loyalty Customers. Avery #8160 1" x 2 5/8" mailing labels are supported. The default font is Courier New 10pt, for customer labels.

Procedure to Print Customer Mailing Labels

- While in Setup navigate to Customers > Customers
- Click Tools.
- Click Print Labels.



Labels will be printed for the list of currently displayed Customer Accounts (See [Finding Customer Accounts](#)).

Related Topics

Job Right 'Office - Customers'

[Finding Customer Accounts](#)

Customer Quick Set Window

The Customer Quick Set Window is used to configure options for multiple Customers, Customer Accounts and Loyalty Customers. Customer Quick Set will only apply changes to the currently filtered Customers, Customer Accounts or Loyalty Customers.

Figure 3.7 Customer Quick Set Window

Figure 3.7.0 Customer Quick Set Fields

Field	Description		
Options	Do Not Deliver	The Do Not Deliver option will be Quick Set.	
	Bad Check	The Bad Check option will be Quick Set.	
	Allow Charge	The Allow Charge option will be Quick Set.	
	VIP	The VIP option will be Quick Set.	
	Returned Mail	The Returned Mail option will be Quick Set.	
	Require Approval	The Require Approval option will be Quick Set.	
Loyalty Plans	Up to 4 predefined Loyalty Plans may be Quick Set.		
Loyalty Plan Statistics	Loyalty Plan	The selected Loyalty Plan will be Quick Set.	
		Options	<div>CurrentThe Current Loyalty Points will be Quick Set.</div>

			<table><tr><td>Points</td><td></td></tr><tr><td>Total Points</td><td>The Total Points will be Quick Set.</td></tr><tr><td>Cou-pons/Disc. Issued</td><td>The Coupons/Disc. Issued will be Quick Set.</td></tr><tr><td>Cou-pons/Disc. Redeemed</td><td>The Coupons/Disc. Redeemed will be Quick Set.</td></tr><tr><td>Discount Amount</td><td>The Discount Amount will be Quick Set.</td></tr></table>	Points		Total Points	The Total Points will be Quick Set.	Cou-pons/Disc. Issued	The Coupons/Disc. Issued will be Quick Set.	Cou-pons/Disc. Redeemed	The Coupons/Disc. Redeemed will be Quick Set.	Discount Amount	The Discount Amount will be Quick Set.
Points													
Total Points	The Total Points will be Quick Set.												
Cou-pons/Disc. Issued	The Coupons/Disc. Issued will be Quick Set.												
Cou-pons/Disc. Redeemed	The Coupons/Disc. Redeemed will be Quick Set.												
Discount Amount	The Discount Amount will be Quick Set.												

Figure 3.7.1 Customer Quick Set Window Commands

Command	Description
Close	Closes the Customer Quick Set Window.
Quick Set	Commits changes set in the Customer Quick Set Window.
Delete	Deletes the currently filtered list of Customer Accounts.

Procedure to Quick Set

- While in Setup, navigate to Customers > Customers.
- Find the Customers, Customer Accounts or Loyalty Accounts to Quick Set.
- Select Tools.
- Select Quick Set.
- Select the options to Quick Set.
- Click Quick Set.

Related Topics

Job Right 'Office - Customers'

Export Customers Window

The Export Customers Window is used to export Customers, Customer Accounts or Loyalty Customers. Items that appear in the Included Fields section will be exported in the order they are listed.

Fields Available to Export

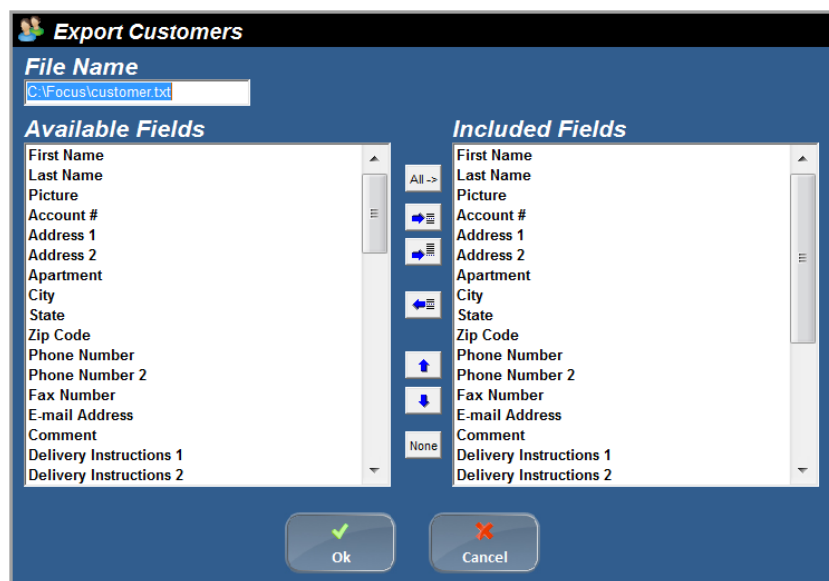


Figure 3.35 Export Customers Window

Figure 9.19 Export Customers Window Commands








Command	Description
File Name	Specify the path for the export file.
	Moves all items in the Available Fields list to the Included Fields list.
	Moves the selected item in the Available Fields list to the position above the selected item in the Included Fields list.
	Moves the selected item in Available Fields list to the last position in the Included Fields list.
	Moves the selected item from the Included Fields list to the Available Fields list.
	Moves the selected item in the Included Fields list up one position.
	Moves the selected item in the Included Fields list down one position.
	Moves all items in the Included Fields list to the Available Fields list.

Figure 3.8.2 Export Customers Window

Field	Description
First Name	The First Name, up to 20 alphanumeric characters.
Last Name	The Last Name, up to 20 alphanumeric characters.
Picture	The Picture name and extension, up to 20 alphanumeric characters. Example: "jerrydent.jpg"
Account #	The Account Number, up to 20 alphanumeric characters.
Address 1	The Address, up to 30 alphanumeric characters.
Address 2	The Address second line, up to 30 alphanumeric characters.
Apartment	The Apartment or Suite Number, up to 5 alphanumeric characters.
City	An existing City name from the list of pre-configured Cities.
State	The 2 digit State abbreviation.
Zip Code	The Zip Code, up to 5 numeric characters.
Phone Number	The Phone number, up to 10 numeric characters.
Phone Number 2	The Phone #2 (typically a mobile phone number), up to 10 numeric characters.
Fax Number	The Fax number, up to 10 numeric characters.
E-mail Address	The E-mail Address, up to 30 alphanumeric characters.
Comment	Any other information, up to 60 alphanumeric characters.
Delivery Instructions 1	Delivery Instructions, up to 35 alphanumeric characters.
Delivery Instructions 2	Delivery Instructions, up to 35 alphanumeric characters.
Delivery Instructions 3	Delivery Instructions, up to 35 alphanumeric characters.
Zone	An existing Zone from the list of pre-configured Delivery Zones.
Do Not Deliver	Y,N
Bad Check	Y,N
Allow Charge	Y,N
VIP	Y,N
Charge Limit	The Charge Limit, up to 999999.99.
Birth Date	mm/dd/yyyy
Last Visit	mm/dd/yyyy
Order \$ Total	The Order \$, up to 99999.99.

Number of Orders	The Number of Orders, up to 9999.
Company	The Company name, up to 25 alphanumeric characters.
Last Payment Date	mm/dd/yyyy
Balance	The current Balance.
Anniversary Date	mm/dd/yyyy
Returned Mail	Y,N
Require Approval	Y,N
Loyalty Plan 1	Y,N
Loyalty Plan 2	Y,N
Loyalty Plan 3	Y,N
Loyalty Plan 4	Y,N
Loyalty Plan 1 Current Points	The number of points, up to 999999.99.
Loyalty Plan 2 Current Points	The number of points, up to 999999.99.
Loyalty Plan 3 Current Points	The number of points, up to 999999.99.
Loyalty Plan 4 Current Points	The number of points, up to 999999.99.
Loyalty Plan 1 Total Points	The number of points, up to 999999.99.
Loyalty Plan 2 Total Points	The number of points, up to 999999.99.
Loyalty Plan 3 Total Points	The number of points, up to 999999.99.
Loyalty Plan 4 Total Points	The number of points, up to 999999.99.
Loyalty Plan 1 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 2 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 3 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 4 Coupons/Discounts	The number of Coupons/Discounts issued, up to 999999.

Issued	
Loyalty Plan 1 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 2 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 3 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 4 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 1 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 2 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 3 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 4 Discounted Amount	The Discounted Amount, up to 999999.99.

Procedure to Export

- Enter the File Name and path for the export.
- Select the fields to export.
- Click OK.

Related Topics

Job Right 'Office - Customers'

Import Customer Window

The Import Customers Window is used to import Customers, Customer Accounts or Loyalty Customers. Items that appear in the Included Fields section will be printed in the order they are listed. Enter the "File Name" (including the path) that contains the import information.

Fields Available to Import

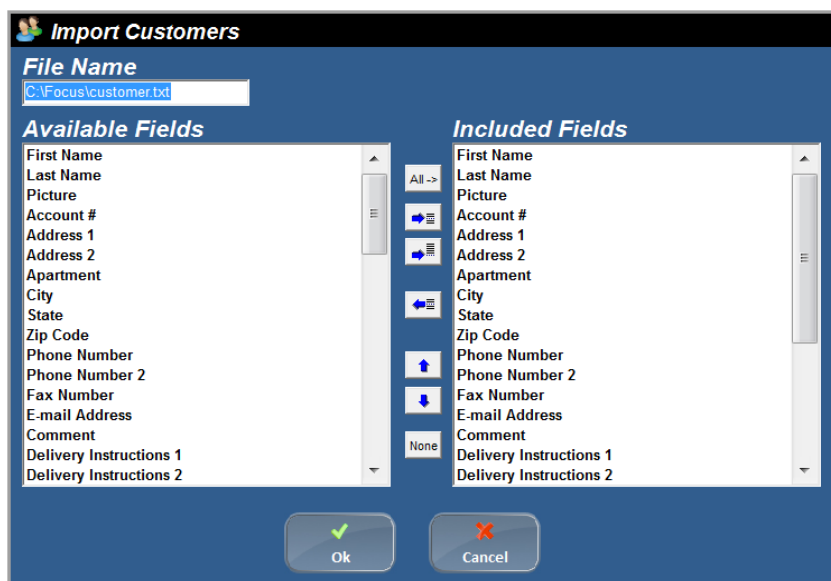


Figure 3.8 Import Customers Window

Figure 3.8.1 Import Customers Window Commands








Field	Description
File Name	Specify the path for the export file.
	Moves all items in the Available Fields list to the Included Fields list.
	Moves the selected item in the Available Fields list to the position above the selected item in the Included Fields list.
	Moves the selected item in Available Fields list to the last position in the Included Fields list.
	Moves the selected item from the Included Fields list to the Available Fields list.
	Moves the selected item in the Included Fields list up one position.
	Moves the selected item in the Included Fields list down one position.
	Moves all items in the Included Fields list to the Available Fields list.

Figure 3.8.1 Import Customers Window

Field	Description
First Name	The First Name, up to 20 alphanumeric characters.
Last Name	The Last Name, up to 20 alphanumeric characters.
Picture	The Picture name and extension, up to 20 alphanumeric characters. Example: "jerrydent.jpg"
Account #	The Account Number, up to 20 alphanumeric characters.
Address 1	The Address, up to 30 alphanumeric characters.
Address 2	The Address second line, up to 30 alphanumeric characters.
Apartment	The Apartment or Suite Number, up to 5 alphanumeric characters.
City	An existing City name from the list of pre-configured Cities.
State	The 2 digit State abbreviation.
Zip Code	The Zip Code, up to 5 numeric characters.
Phone Number	The Phone number, up to 10 numeric characters.
Phone Number 2	The Phone #2 (typically a mobile phone number), up to 10 numeric characters.
Fax Number	The Fax number, up to 10 numeric characters.
E-mail Address	The E-mail Address, up to 30 alphanumeric characters.
Comment	Any other information, up to 60 alphanumeric characters.
Delivery Instructions 1	Delivery Instructions, up to 35 alphanumeric characters.
Delivery Instructions 2	Delivery Instructions, up to 35 alphanumeric characters.
Delivery Instructions 3	Delivery Instructions, up to 35 alphanumeric characters.
Zone	An existing Zone from the list of pre-configured Delivery Zones.
Do Not Deliver	Y,N
Bad Check	Y,N
Allow Charge	Y,N
VIP	Y,N
Charge Limit	The Charge Limit, up to 999999.99.
Birth Date	mm/dd/yyyy
Last Visit	mm/dd/yyyy
Order \$ Total	The Order \$, up to 99999.99.

Number of Orders	The Number of Orders, up to 9999.
Company	The Company name, up to 25 alphanumeric characters.
Last Payment Date	mm/dd/yyyy
Balance	The current Balance.
Anniversary Date	mm/dd/yyyy
Returned Mail	Y,N
Require Approval	Y,N
Loyalty Plan 1	Y,N
Loyalty Plan 2	Y,N
Loyalty Plan 3	Y,N
Loyalty Plan 4	Y,N
Loyalty Plan 1 Current Points	The number of points, up to 999999.99.
Loyalty Plan 2 Current Points	The number of points, up to 999999.99.
Loyalty Plan 3 Current Points	The number of points, up to 999999.99.
Loyalty Plan 4 Current Points	The number of points, up to 999999.99.
Loyalty Plan 1 Total Points	The number of points, up to 999999.99.
Loyalty Plan 2 Total Points	The number of points, up to 999999.99.
Loyalty Plan 3 Total Points	The number of points, up to 999999.99.
Loyalty Plan 4 Total Points	The number of points, up to 999999.99.
Loyalty Plan 1 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 2 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 3 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 4 Coupons/Discounts	The number of Coupons/Discounts issued, up to 999999.

Issued	
Loyalty Plan 1 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 2 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 3 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 4 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 1 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 2 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 3 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 4 Discounted Amount	The Discounted Amount, up to 999999.99.

Procedure to Import

- Select the File Name used for the import.
- Click OK.

Related Topics


Job Right 'Office - Customers'

Balance Adjust Window

The Balance Adjust Window is used to configure the current balance of the customers account. Balance Adjust will only apply changes to the currently highlighted Account.

Restrictions

Version 14.10.27 Required for Balance Adjust to apply to highlighted account.

 **Note:** Previous versions will adjust ALL viewable accounts.

Procedure to Balance Adjust

- Navigate to Customers > Accounts.
- Select the Account on the left hand side to adjust and highlight the Account.
- Select Tools.
- Select Balance Adjust.
- Confirm the adjustment for the selected Customer.

The image shows a software window titled "New Balance" with a dark blue header. Below the header is a text input field containing "\$0.00" in blue text. Underneath the input field is a numeric keypad with buttons for digits 1 through 9, 0, a decimal point (-), a clear (C) button, and a backspace (<) button. To the right of the numeric keypad are two large buttons labeled "OK" and "Cancel".

Figure 31.7 Balance Adjust Window

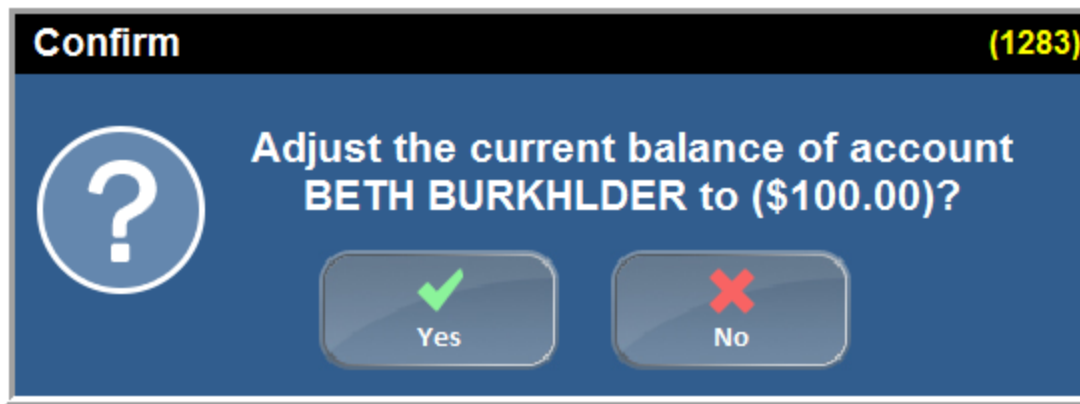


Figure 31.7.x Balance Adjust Confirmation Window

Related Topics

Job Right 'Office - Accounts'

Adjust All Window

The Adjust All Window is used to configure the current balance of the customers accounts. Adjust All will apply the Balance Adjust to all viewable accounts. Version 14.10.27 Required for Balance Adjust to apply to highlighted account.

Procedure to Adjust All

- Navigate to Customers > Accounts.
- Find the Accounts using the Find tool you would like to adjust.
- Select Tools.
- Select Adjust All.
- Enter the desired Account Balance.
- Confirm the adjustment for the selected Customers.



Figure 31.7a Adjust All Window

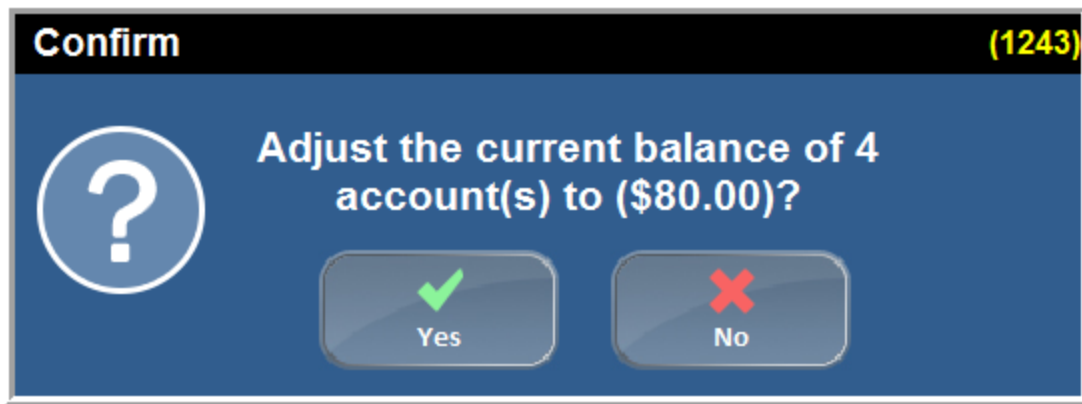


Figure 31.7b.x Adjust All Confirmation Window

Related Topics

Job Right 'Office - Accounts'

Loyalty Detail Window

The Loyalty Detail Window displays historical sales and loyalty information for the currently selected Customer.

Accessing the Loyalty Detail Window

While in Focus Setup, select Customers > Customers > Loyalty.

Customer Accounts

Accounts (4)

BURKHOLDER, BETH

KOVO, MATT

SMITH, JOHN

Smith, Mike

Loyalty Information

Current Points	Total Points	Coupons/Discounts Issued	Coupons/Discounts Redeemed	Discount Amount	
0.00	0.00	0	0	0.00	10thcoffee free
0.00	0.00	0	0	0.00	Table service
0.00	0.00	0	0	0.00	VIP
0.00	0.00	0	0	0.00	GF

General Order Information

First Order	Last Order	# of Orders	Sales	Last Payment
01/07/2013	01/07/2013	1	\$25.59	/ /

Close Save Add Delete Find Tools Loyalty Cancel

Figure 3.11 Customers Loyalty Detail Window

Figure 3.12 Customers Loyalty Detail Window Fields

Field	Description
Current Points	The number of points the Customer currently has on the Plan.
Total Points	The cumulative number of points the Customer has since joining the Plan. Cumulative points are not reset when the award level has been reached.
Coupons/Discounts Issued	The cumulative number of Coupons or Discounts issued to the Customer.
Coupons/Discounts Redeemed	The cumulative number of Coupons or Discounts redeemed by the Customer.
Discount Amount	The cumulative amount of Discounts earned by the Customer.
First Order	The date the First Order was placed by the Customer.
Last Order	The date the Last Order was placed by the Customer.
# of Orders	The number of orders place by the Customer.

Sales	The cumulative amount of sales placed by the Customer.
Last Payment	The date of the latest payment received from the Customer.

Related Topics

Job Right 'Office - Customers'

Gift Cards Window

The Gift Cards Window is used to establish and maintain Gift Cards.

Restrictions

The user must have the Job Right 'Office – Gift Cards' to access the Customers Window.

Accessing the Customers Window

While in Focus Setup, select Customers > Gift Cards.

The screenshot shows the 'Gift Cards' window. On the left is a list of gift cards with IDs 1111 through 1524. Card 1111 is selected. The main area contains fields for 'Account #' (1111), 'Disabled' (checkbox), 'Activated' (checkbox), 'Balance' (-\$0.00), 'Loyalty Plans' (1. 10th coffee free, 2. Table service, 3. VIP, 4. GF), and 'Discount (Instant)' (None). At the bottom are buttons: Close, Save, Add, Delete, Import, Export, and Cancel.

Figure 3.2.1 Gift Cards Window

Figure 3.2.2 Gift Cards Window Fields

Field	Description
Account #	The Gift Card's Account Number, up to 20 alphanumeric characters.
Disabled	The Gift Card is Disabled.
Activated	The Gift Card has been Activated.
Balance	The current Balance remaining on the Gift Card.
Loyalty Plans 1- 4	The Loyalty Plan associated with the Gift Card.
Discount (Instant)	The Discount associated with the Gift Card.

Figure 3.2.3 Gift Cards Window Commands

Field	Description
Close	Closes the Gift Card Window.
Save	Saves current changes.
Add	Allows a new Gift Card to be added to the Gift Card list.

Delete	Deletes the selected Gift Card. Note: A Gift Card may not be deleted if the balance is not zero.
Import	Displays the Import Gift Cards Window.
Export	Displays the Export Gift Cards Window.
Cancel	Cancels changes prior to saving changes.

Related Topics (none)

Gift Card Import Window

The Gift Card Import Window is used to automatically create or import gift card information from a file.

Accessing the Gift Card Import Window

While in Focus Setup, select Customers > Gift Cards > Import.

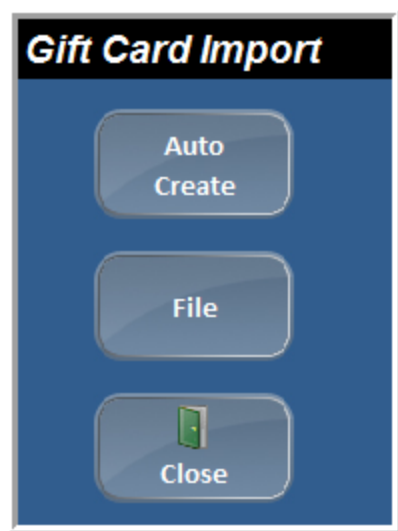


Figure 3.2.1.1 Gift Card Import Window

Figure 3.2.1.2 Gift Card Import Window Fields

Field	Description
Auto Create	Displays the Gift Card Auto Create Window so the user may generate a range of gift card numbers.
File	Displays the Import Gift Cards Window.
Close	Closes the Gift Card Import Window.

Related Topics (none)

Gift Card Auto Create Window

The Gift Card Auto Create Window is used to create a range of gift card numbers.

Accessing the Gift Card Auto Create Window

While in Focus Setup, select Customers > Gift Cards > Import > Auto Create.

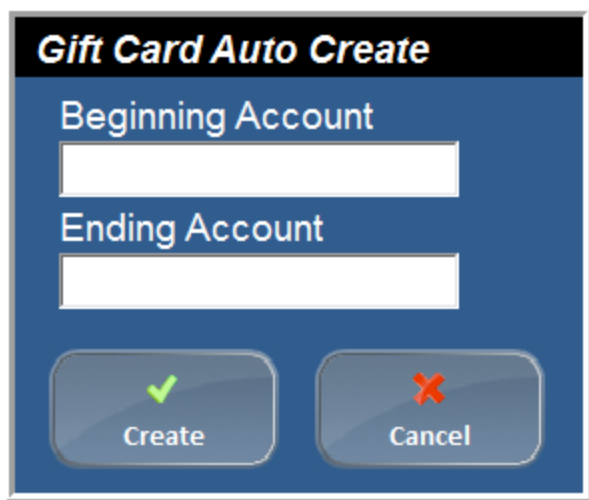


Figure 3.2.1.3 Gift Card Auto Create Window

Figure 3.2.1.4 Gift Card Auto Create Window Fields

Field	Description
Beginning Account	A beginning range for the gift card account numbers, up to 20 digits.
Ending Account	An ending range for the gift card account numbers, up to 20 digits.
Create	Automatically creates the gift card range for the range specified.
Cancel	Closes the Gift Card Auto Create Window.

Procedure to Auto Create Gift Cards.

- Enter the Starting Account number for the range of gift cards.
- Enter the Ending Account number for the range of gift cards.
- Click Create.

Related Topics (none)

Export Gift Cards Window

The Export Gift Cards Window is used to export gift card information.

Accessing the Gift Card Auto Create Window

While in Focus Setup, select Customers > Gift Cards > Export.

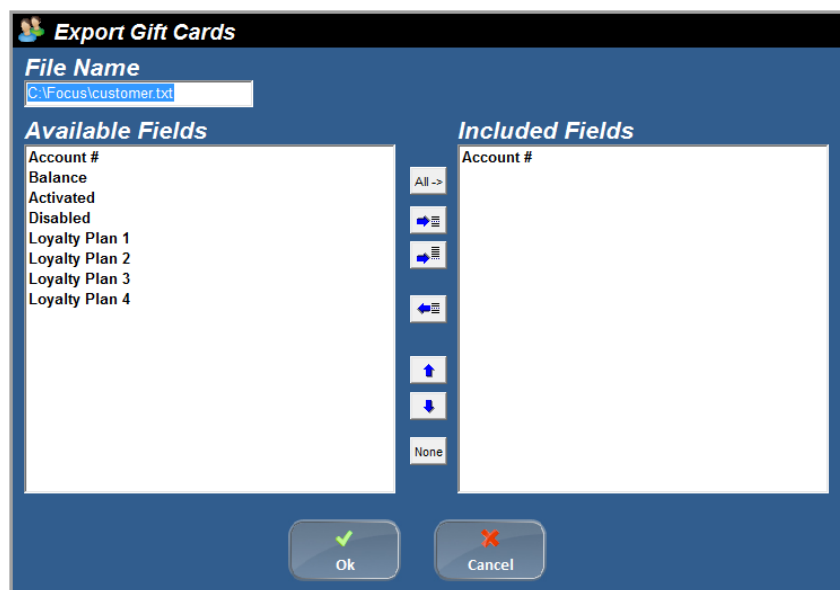


Figure 3.2.1.5 Export Gift Cards Window

Figure 3.2.1.6 Export Gift Cards Window







Command	Description
File Name	Specify the path for the export file.
	Moves all items in the Available Fields list to the Included Fields list.
	Moves the selected item in the Available Fields list to the position above the selected item in the Included Fields list.
	Moves the selected item in Available Fields list to the last position in the Included Fields list.
	Moves the selected item from the Included Fields list to the Available Fields list.
	Moves the selected item in the Included Fields list up one position.
	Moves the selected item in the Included Fields list down one position.
None	Moves all items in the Included Fields list to the Available Fields list.

Figure 3.2.1.7 Export Gift Cards Window Fields

Command	Description
Account #	The gift card account number.
Balance	The current gift card balance.
Activated	The gift card status. (0 denotes Inactive, 1 denotes Activated)
Disabled	The gift card is disabled.
Loyalty Plan 1-4	The Loyalty Plan associated with the gift card.

Procedure to Export Gift Cards

- Enter the File Name and path for the export.
- Select the fields to export.
- Click OK.

Related Topics (none)

Loyalty Customers Window

The Loyalty Customers Window is used to establish and maintain Customers.

Restrictions

The user must have the Job Right 'Office – Loyalty' to access the Customers Window.

Accessing the Accounts Window

While in Focus Setup, select Customers > Loyalty.

The screenshot shows the 'Loyalty Customers' window. On the left, a list of customers is displayed: 'Customers (3)' with 'BURKHOLDER, BETH' selected, followed by 'SMITH, JOHN' and 'Smith, Mike'. The main form contains the following fields: 'First Name' (BETH), 'Last Name' (BURKHOLDER), 'Phone #' ((815) 540-1224), 'Account #' (empty), 'Picture File Name' (empty with a browse icon), 'Address' (123 QUINCY AVE), 'Apt./Suite' (empty), 'City' (Long Beach), 'State' (CA), 'Zip Code' (90803), 'Delivery Zone' (Zone 1), 'Delivery Instructions' (Brick house), 'Phone #2' (() -), 'Fax #' (() -), 'Comments' (Couldn't have a better customer. Always friendly. Husbands name in John.), 'Do Not Deliver' (unchecked), 'Allow Charge' (checked), 'Returned Mail' (unchecked), 'Bad Check' (unchecked), 'VIP' (checked), 'Require Approval' (unchecked), 'E-mail Address' (empty), 'Company' (empty), 'Birth Date' (// / 19), 'Anniversary Date' (// / 19), 'Charge Limit' (\$500.00), 'Balance' (\$0.00), 'Loyalty Plans' (1. 10thcoffee free (unchecked), 2. Table service (checked), 3. VIP (unchecked), 4. GF (unchecked)), and 'Discount (Instant)' (<None>). At the bottom are buttons: Close, Save, Add, Delete, Find, Tools, Loyalty, and Cancel.

Figure 3.2 Loyalty Customers Window

Figure 3.3 Loyalty Customers Window Fields

Field	Description
Accounts	The list of existing Loyalty Customers sorted alphabetically by Last Name or Account Number as setup in Miscellaneous > General > Customer > Loyalty Customer Options > Account Order. The number of Loyalty Customers will be displayed at the top of the Loyalty Customers list box in parentheses.
First Name	Required - The Customer's First Name, up to 20 alphanumeric characters.
Last Name	The Customer's Last Name, up to 20 alphanumeric characters.
Phone #	The Customer's Phone number, up to 10 numeric characters.
Account #	The Customer's Account Number, up to 20 alphanumeric characters. If the Miscellaneous > General > Customers > Customer Options > Unique Account # option is set, a unique Account # is required.
Picture File Name	An image that represents the Customer. The Customer's picture will be displayed in the upper right corner of the Customer Found Window.

Address	The Customer's Address, up to 30 alphanumeric characters.
Apt./Suite	The Customer's Apartment or Suite Number, up to 5 alphanumeric characters.
City	The Customer's City, select from the list of pre-configured Cities. Note: If the 'Miscellaneous > General > Customers > Customer Options > Enter City Name Not in List option is on then the city name may be entered.
State	The Customer's State, select from the list of pre-configured States.
Zip Code	The Customer's Zip Code, up to 5 numeric characters.
Delivery Zone	The Customer's Delivery Zone, select from the list of pre-configured Delivery Zones.
Delivery Instructions	Special Delivery Instructions for the Loyalty Customer, up to 3 lines with 35 alphanumeric characters.
Phone #2	Displays the Customer's Phone #2 (typically a mobile phone number), up to 10 numeric characters.
Fax #	Displays the Customer's Fax Number, up to 10 numeric characters.
Comments	Any other information regarding the Customer, up to 60 alphanumeric characters.
Do Not Deliver	Delivery is not allowed for the Customer. Note: The warning "Do Not Deliver" will flash on the Customer Window in Focus Order Entry.
Bad Check	The Customer has previously written a bad check. Note: The warning "Bad Check" will flash on the Customer Window in Focus Order Entry.
Allow Charge	The Customer is allowed to charge. Note: This option controls whether the Customer will be displayed in the Loyalty Customers Window. The warning "Do Not Allow Charge" will flash on the Customer Window in Focus Order Entry if this option is not selected.
VIP	The Customer will be noted as a VIP on the Customer Window in Focus Order Entry.
Returned Mail	Alerts the user that a new Address is needed the next time the Loyalty Customer places an order. Note: The warning message "Returned Mail" will flash on the Customer Window in Focus Order Entry.
Require Approval	Approval will be required before an order may be placed for the Loyalty Customer. The Job Right 'Customer – Approve' is required.
E-mail Address	The E-mail Address, up to 30 alphanumeric characters.
Company	The Company name, up to 25 alphanumeric characters.
Birth Date	The Customer's Birth Date (mm/dd/yyyy).
Anniv. Date	The Customer's Anniversary Date (mm/dd/yyyy).
Charge Limit	The Loyalty Customer balance may not exceed this amount. There is no preset limit if the Charge Limit is not specified.
Balance	The Loyalty Customer's current Balance. Loyalty Customers with a credit balance will be displayed with a negative sign (-). The Balance cannot be modified after the Loyalty Customer is added.
Loyalty Plan 1-4	The Loyalty Plans the Loyalty Customer has membership.
Discount (Instant)	This Discount will override the Instant Discount configured for the selected Loyalty Plans.

Figure 3.4 Loyalty Customers Window Commands

Command	Description												
Close	Closes the Customers Accounts Window.												
Save	Saves current changes.												
Add	Allows a new Loyalty Customer to be added to the Loyalty Customer list. The Phone Prefix (Area Code and Prefix), City, State, Zip Code and Delivery Zone defaults to the settings in Miscellaneous > General > Customer > Customer Options > Default Phone Prefix.												
Delete	Deletes the selected Loyalty Customer. Note: A Loyalty Customer may not be deleted unless the balance is zero.												
Find	Allows the user to access the Customer Filter Window. Note: Pre-configured filters can be used for searches on the Loyalty Customers database.												
Tools	<table> <tr> <td>Print</td><td>Prints a list of Loyalty Customers.</td></tr> <tr> <td>Print Labels</td><td>Print Loyalty Customer mailing labels.</td></tr> <tr> <td>Quick Set</td><td>Allows the user to set configuration options for multiple Loyalty Customers at the same time.</td></tr> <tr> <td>Import</td><td>Allows the user to Import Loyalty Customers.</td></tr> <tr> <td>Export</td><td>Allows the user to Export Loyalty Customers.</td></tr> <tr> <td>Close</td><td>Closes the Tools Window.</td></tr> </table>	Print	Prints a list of Loyalty Customers.	Print Labels	Print Loyalty Customer mailing labels.	Quick Set	Allows the user to set configuration options for multiple Loyalty Customers at the same time.	Import	Allows the user to Import Loyalty Customers.	Export	Allows the user to Export Loyalty Customers.	Close	Closes the Tools Window.
Print	Prints a list of Loyalty Customers.												
Print Labels	Print Loyalty Customer mailing labels.												
Quick Set	Allows the user to set configuration options for multiple Loyalty Customers at the same time.												
Import	Allows the user to Import Loyalty Customers.												
Export	Allows the user to Export Loyalty Customers.												
Close	Closes the Tools Window.												
Loyalty	Displays sales and Loyalty information for the Loyalty Customer.												
Cancel	Cancels changes made prior to saving.												

Related Topics

See also 'Cities'

See also 'Zones'

See also 'Adding a New Loyalty Customer'

See also 'Print a List of Loyalty Customers'

See also 'Print Loyalty Customer Mailing Labels'

See also 'Quick Set Loyalty Customers Options'

See also 'Import Loyalty Customers'

See also 'Export Loyalty Customers'

See also 'Finding Loyalty Customers'

Job Right 'Office - Accounts'

Adding a Loyalty Customer

The procedure to add a Loyalty Customer is listed below. **Note:** [Cities](#), [Phone Prefixes](#), [Streets](#) and [Zones](#) should be established before this procedure can be completed.

Procedure to Add a Customer Account

- Access the Customer > Loyalty Window.
- Click Add.
- Enter the Loyalty Customer information. If the Miscellaneous > General > Customers > Customer Options > Unique Account # option is set, a unique account number option is required.
- Click Save.

Related Topics

Job Right 'Office - Loyalty'

Loyalty Customer Filter Window

The Loyalty Customer Filter Window is used to find Customers, Customer Accounts and Loyalty Customers based on the search criteria.

Figure 3.10 Customers Filters Window

Figure 3.10.1 Customers Filters Window

Field	Description	
Name	The Name of the filter. The Reserved Filter cannot be modified.	
Last Name	The Last Name.	
Company	The Company Name.	
Account #	The Account #.	
Cities	The Cities for the filter.	
Zones	The Zones for the filter.	
Zip Codes	The Zip Codes (up to 4) for the filter.	
Options	The Options for the filter.	
	Do Not Deliver	Delivery is not allowed.
	Bad Check	A bad check has been previously written.
	Allow Charge	Allowed to charge.
	VIP	Noted as a VIP.

	Valid Address	Address, City, State and Zip have been specified.	
	E-mail Address	The E-mail Address is present.	
	Returned Mail	A new Address is needed the next time an order is placed.	
	Require Approval	Approval will be required before an order may be placed.	
Special	Birthday	Dates	This Month, This Week, Next Month or <None> .
		Beginning	The beginning date for the filter.
		Ending	The ending date for the filter.
	Anniversary	Dates	This Month, This Week, Next Month or <None> .
		Beginning	The beginning date for the filter.
		Ending	The ending date for the filter.

Figure 3.10.2 Sales Filter Window

Figure 3.10.2 Sales Filter Window Fields

Field	Description	
Type	<None>	Filtering will not occur on the First Order, Last Order or Last Payment.
	First Order	Filters Customers, Customer Accounts and Loyalty Customers that have placed their first order within the date range.

	Last Order	Filters Customers, Customer Accounts and Loyalty Customers that have placed their last order within the date range.
	Last Payment	Filters Customers, Customer Accounts and Loyalty Customers that have made a payment on their Account within the date range.
Dates	Last Week, Last Month, This Week or This Month. If the preset date range is not used, define the date range in the Beginning and Ending Date fields.	
Cumulative Information	Number of Orders	The Minimum and/or Maximum value for the total number of orders placed. A "0" signifies no Minimum or Maximum.
	Sales	The Minimum and/or Maximum value for the total sales amount ordered. A "0" signifies no Minimum or Maximum.
	Check Average	The Minimum and/or Maximum value for the check average. A "0" signifies no Minimum or Maximum.
	Current Balance	The Minimum and/or Maximum value for the current balance. A "0" signifies no Minimum or Maximum.

Customer Filters

Customer Filters | Sales | Loyalty | Date Range Sales

Customer Filters

Reserved

2

3

4

5

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9

10

11

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16

17

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19

☒ 10th coffee free

☒ Table service

	Minimum	Maximum	Minimum	Maximum
Current Points	0.00	0.00	0.00	0.00
Total Points	0.00	0.00	0.00	0.00
Coup/Disc Issued	0	0	0	0
Coup/Disc Redeemed	0	0	0	0
Discount \$	\$0.00	\$0.00	\$0.00	\$0.00

☒ VIP

☒ GF

	Minimum	Maximum	Minimum	Maximum
Current Points	0.00	0.00	0.00	0.00
Total Points	0.00	0.00	0.00	0.00
Coup/Disc Issued	0	0	0	0
Coup/Disc Redeemed	0	0	0	0
Discount \$	\$0.00	\$0.00	\$0.00	\$0.00

Close Save Find Clear Cancel

Figure 3.10.2 Loyalty Filter Window Fields

Figure 3.10.3 Loyalty Filter Window Fields

Field	Description
Plans 1-4	Filter on the Loyalty Plans.
	Current Points Filter on the (Minimum/Maximum) number of points on the selected Loyalty Plan.
	Total Points Filter on the (Minimum/Maximum) cumulative number of points since joining the selected Loyalty Plan.

	Coup/Disc Issued	Filter on the (Minimum/Maximum) cumulative number of Coupons or Discounts since joining the selected Loyalty Plan.
	Coup/Disc Redeemed	Filter on the (Minimum/Maximum) cumulative number of Coupons or Discounts redeemed since joining the selected Loyalty Plan.
	Discount \$	Filter on the (Minimum/Maximum) cumulative amount of Discounts earned since joining the selected Loyalty Plan.

Figure 3.10.4 Date Range Sales Window

Figure 3.10.4 Date Range Sales

Field	Description	
Dates	Last Week, Last Month, This Week, This Month, Yesterday, Today or <None> . If the preset date range is not used, enter the date range in the Beginning and Ending Date fields.	
Number of Orders	The Minimum and/or Maximum value for the number of orders placed within the specified date range. A "0" signifies no Minimum or Maximum.	
Check Average	The Minimum and/or Maximum value for the check average within the specified date range. A "0" signifies no Minimum or Maximum.	
Sales	The Minimum and/or Maximum value for the sales amount placed within the specified date range. A "0" signifies no Minimum or Maximum.	
Loyalty Plans	Points	Filter on the (Minimum/Maximum) number of points accumulated within the specified date range.
	Coup/Disc Issued	Filter on the (Minimum/Maximum) number of Coupons or Discounts issued within the specified date range.

	Coup/Disc Redeemed	Filter on the (Minimum/Maximum) number of Coupons or Discounts redeemed within the specified date range.
	Discount \$	Filter on the (Minimum/Maximum) amount of Discounts earned within the specified date range.

Figure 3.10.5 Customer Filters Window Commands

Field	Description
Close	Closes the Customer Filters Window.
Save	Saves current changes.
Find	Customers, Customer Accounts and Loyalty Customers are displayed based on the search criteria.
Clear	Clears all options on the currently selected Customer Filter.
Cancel	Cancels changes made prior to saving.

Procedure for Creating Customer Filters

- Enter the name of the Customer Filter.
- Select or input the options used for the Customer Filter.
- Click Save.

Related Topics

Job Right 'Office – Loyalty'

Tools Window

The Tools Window is used to perform various functions from the Customer, Account or Loyalty Windows.

Accessing the Tools Window

While in Focus Setup, select Customers > Accounts, Loyalty or Customers > Tools.

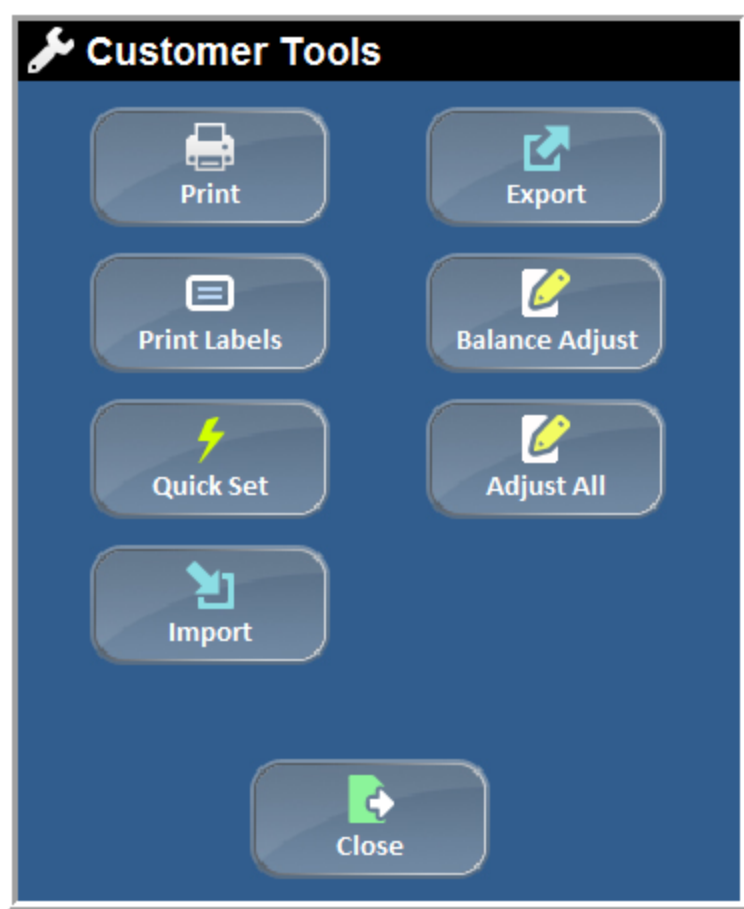


Figure 3.2.1.1a Tools Window

Figure 3.2.1.a2 Tools Window Fields

Field	Description
Print	Used to print Customer Account information.
Print Labels	Used to print Customer Labels.
Quick Set	Used to Quick Set Customer information including Customer Options, Loyalty Plans, and Loyalty Statistics.
Import	Used to Import Accounts.
Export	Used to Export Accounts.
Balance Adjust	Used to Adjust Account Balance of highlighted Account.
Adjust All	Used to Adjust Account Balances of all viewable Accounts.

Related Topics (none)

Print Loyalty Customers Window

The Print Loyalty Customers Window is used to print Loyalty Customer information. Items that appear in the Included Fields section will be printed in the order they are listed.

 The commands down the center of the Print Loyalty Customers Window are used to move items over to the Included Fields section.

Fields Available to Print

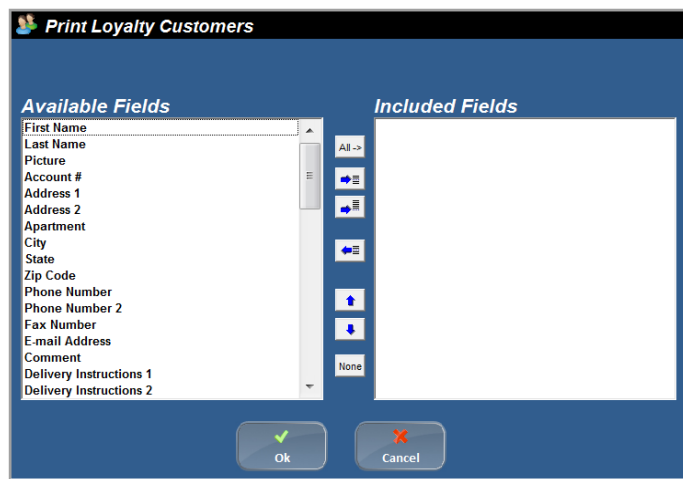


Figure 3.31 Print Loyalty Customers Window

Figure 9.19 Print Loyalty Customers Window Commands








Field	Description
File Name	Specify the path for the export file.
	Moves all items in the Available Fields list to the Included Fields list.
	Moves the selected item in the Available Fields list to the position above the selected item in the Included Fields list.
	Moves the selected item in Available Fields list to the last position in the Included Fields list.
	Moves the selected item from the Included Fields list to the Available Fields list.
	Moves the selected item in the Included Fields list up one position.
	Moves the selected item in the Included Fields list down one position.
	Moves all items in the Included Fields list to the Available Fields list.

Figure 9.19 Print Loyalty Customers Window Fields

Field	Description
-------	-------------

First Name	The First Name, up to 20 alphanumeric characters.
Last Name	The Last Name, up to 20 alphanumeric characters.
Picture	The Picture name and extension, up to 20 alphanumeric characters. Example: "jerrydent.jpg"
Account #	The Account Number, up to 20 alphanumeric characters.
Address 1	The Address, up to 30 alphanumeric characters.
Address 2	The Address second line, up to 30 alphanumeric characters.
Apartment	The Apartment or Suite Number, up to 5 alphanumeric characters.
City	An existing City name from the list of pre-configured Cities.
State	The 2 digit State abbreviation.
Zip Code	The Zip Code, up to 5 numeric characters.
Phone Number	The Phone number, up to 10 numeric characters.
Phone Number 2	The Phone #2 (typically a mobile phone number), up to 10 numeric characters.
Fax Number	The Fax number, up to 10 numeric characters.
E-mail Address	The E-mail Address, up to 30 alphanumeric characters.
Comment	Any other information, up to 60 alphanumeric characters.
Delivery Instructions 1	Delivery Instructions, up to 35 alphanumeric characters.
Delivery Instructions 2	Delivery Instructions, up to 35 alphanumeric characters.
Delivery Instructions 3	Delivery Instructions, up to 35 alphanumeric characters.
Zone	An existing Zone from the list of pre-configured Delivery Zones.
Do Not Deliver	Y,N
Bad Check	Y,N
Allow Charge	Y,N
VIP	Y,N
Charge Limit	The Charge Limit, up to 999999.99.
Birth Date	mm/dd/yyyy
Last Visit	mm/dd/yyyy
Order \$ Total	The Order \$, up to 99999.99.
Number of Orders	The Number of Orders, up to 9999.

Company	The Company name, up to 25 alphanumeric characters.
Last Payment Date	mm/dd/yyyy
Balance	The current Balance.
Anniversary Date	mm/dd/yyyy
Returned Mail	Y,N
Require Approval	Y,N
Loyalty Plan 1	Y,N
Loyalty Plan 2	Y,N
Loyalty Plan 3	Y,N
Loyalty Plan 4	Y,N
Loyalty Plan 1 Current Points	The number of points, up to 999999.99.
Loyalty Plan 2 Current Points	The number of points, up to 999999.99.
Loyalty Plan 3 Current Points	The number of points, up to 999999.99.
Loyalty Plan 4 Current Points	The number of points, up to 999999.99.
Loyalty Plan 1 Total Points	The number of points, up to 999999.99.
Loyalty Plan 2 Total Points	The number of points, up to 999999.99.
Loyalty Plan 3 Total Points	The number of points, up to 999999.99.
Loyalty Plan 4 Total Points	The number of points, up to 999999.99.
Loyalty Plan 1 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 2 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 3 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 4 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.

Loyalty Plan 1 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 2 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 3 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 4 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 1 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 2 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 3 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 4 Discounted Amount	The Discounted Amount, up to 999999.99.

Procedure to Print Loyalty Customer Information

- Access the Customers > Accounts Window.
- Click Tools.
- Click Print.
- Select the fields to print.
- Click OK.

Related Topics

Job Right 'Office - Accounts'

Print Labels Command

The Print Labels Command is used to print mailing labels for Customers, Customer Accounts and Loyalty Customers. Avery #8160 1" x 2 5/8" mailing labels are supported. Specify the font, Courier New 10pt, for customer labels.

Procedure to Print Loyalty Customer Mailing Labels

- Click Tools.
- Click Print Labels. **Note:** Labels will be printed for the list of currently displayed Loyalty Customers (see Finding Loyalty Customers).

Related Topics

Job Right 'Office - Loyalty'

Customer Quick Set Window

The Customer Quick Set Window is used to configure options for multiple Customers, Customer Accounts and Loyalty Customers. Customer Quick Set will only apply changes to the currently filtered Customers, Customer Accounts or Loyalty Customers.

Figure 3.7 Customer Quick Set Window

Figure 3.7.0 Customer Quick Set Fields

Field	Description		
Options	Do Not Deliver	The Do Not Deliver option will be Quick Set.	
	Bad Check	The Bad Check option will be Quick Set.	
	Allow Charge	The Allow Charge option will be Quick Set.	
	VIP	The VIP option will be Quick Set.	
	Returned Mail	The Returned Mail option will be Quick Set.	
	Require Approval	The Require Approval option will be Quick Set.	
Loyalty Plans	Up to 4 predefined Loyalty Plans may be Quick Set.		
Loyalty Plan Statistics	Loyalty Plan	The selected Loyalty Plan will be Quick Set.	
		Options	<div>Current Points</div> <div>The Current Loyalty Points will be Quick Set.</div>

			<table><tr><td>Total Points</td><td>The Total Points will be Quick Set.</td></tr><tr><td>Cou-pons/Disc. Issued</td><td>The Coupons/Disc. Issued will be Quick Set.</td></tr><tr><td>Cou-pons/Disc. Redeemed</td><td>The Coupons/Disc. Redeemed will be Quick Set.</td></tr><tr><td>Discount Amount</td><td>The Discount Amount will be Quick Set.</td></tr></table>	Total Points	The Total Points will be Quick Set.	Cou-pons/Disc. Issued	The Coupons/Disc. Issued will be Quick Set.	Cou-pons/Disc. Redeemed	The Coupons/Disc. Redeemed will be Quick Set.	Discount Amount	The Discount Amount will be Quick Set.
Total Points	The Total Points will be Quick Set.										
Cou-pons/Disc. Issued	The Coupons/Disc. Issued will be Quick Set.										
Cou-pons/Disc. Redeemed	The Coupons/Disc. Redeemed will be Quick Set.										
Discount Amount	The Discount Amount will be Quick Set.										

Figure 3.7.1 Customer Quick Set Window Commands

Command	Description
Close	Closes the Customer Quick Set Window.
Quick Set	Commits changes set in the Customer Quick Set Window.
Delete	Deletes the currently filtered list of Customer Accounts.

Procedure to Quick Set

- While in Setup, navigate to Customers > Loyalty
- [Find the Customers](#), Customer Accounts or Loyalty Accounts to Quick Set.
- Select Tools.
- Select Quick Set.
- Select the options to Quick Set.
- Select Quick Set.

Related Topics

Job Right 'Office - Loyalty'

Export Loyalty Customers Window

The Export Loyalty Customers Window is used to export Loyalty Customers, Loyalty Customer Accounts or Loyalty Customers. Items that appear in the Included Fields section will be exported in the order they are listed.

Fields Available to Export

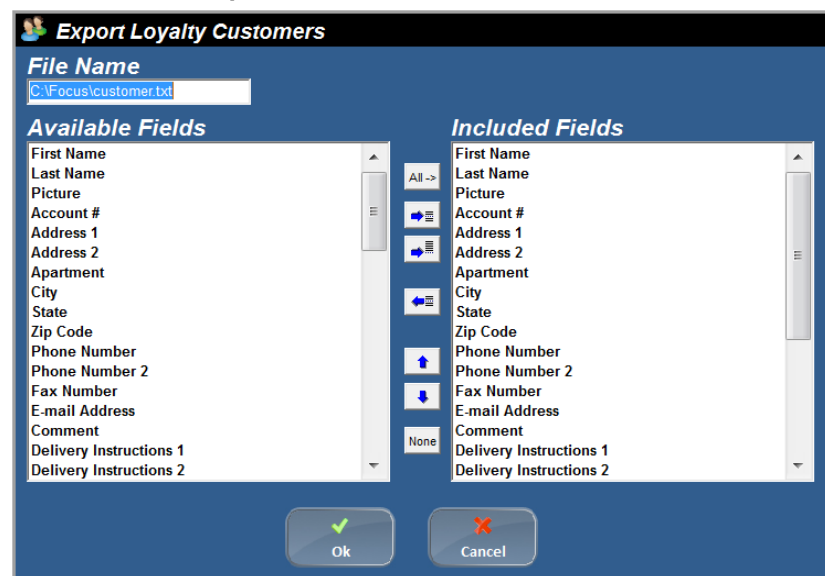


Figure 3.35 Export Loyalty Customers Window

Figure 9.19 Export Loyalty Customers Window Commands








Command	Description
File Name	Specify the path for the export file.
	Moves all items in the Available Fields list to the Included Fields list.
	Moves the selected item in the Available Fields list to the position above the selected item in the Included Fields list.
	Moves the selected item in Available Fields list to the last position in the Included Fields list.
	Moves the selected item from the Included Fields list to the Available Fields list.
	Moves the selected item in the Included Fields list up one position.
	Moves the selected item in the Included Fields list down one position.
	Moves all items in the Included Fields list to the Available Fields list.

Figure 3.8.2 Export Loyalty Customers Window

Field	Description
First Name	The First Name, up to 20 alphanumeric characters.
Last Name	The Last Name, up to 20 alphanumeric characters.
Picture	The Picture name and extension, up to 20 alphanumeric characters. Example: "jerrydent.jpg"
Account #	The Account Number, up to 20 alphanumeric characters.
Address 1	The Address, up to 30 alphanumeric characters.
Address 2	The Address second line, up to 30 alphanumeric characters.
Apartment	The Apartment or Suite Number, up to 5 alphanumeric characters.
City	An existing City name from the list of pre-configured Cities.
State	The 2 digit State abbreviation.
Zip Code	The Zip Code, up to 5 numeric characters.
Phone Number	The Phone number, up to 10 numeric characters.
Phone Number 2	The Phone #2 (typically a mobile phone number), up to 10 numeric characters.
Fax Number	The Fax number, up to 10 numeric characters.
E-mail Address	The E-mail Address, up to 30 alphanumeric characters.
Comment	Any other information, up to 60 alphanumeric characters.
Delivery Instructions 1	Delivery Instructions, up to 35 alphanumeric characters.
Delivery Instructions 2	Delivery Instructions, up to 35 alphanumeric characters.
Delivery Instructions 3	Delivery Instructions, up to 35 alphanumeric characters.
Zone	An existing Zone from the list of pre-configured Delivery Zones.
Do Not Deliver	Y,N
Bad Check	Y,N
Allow Charge	Y,N
VIP	Y,N
Charge Limit	The Charge Limit, up to 999999.99.
Birth Date	mm/dd/yyyy
Last Visit	mm/dd/yyyy
Order \$ Total	The Order \$, up to 99999.99.

Number of Orders	The Number of Orders, up to 9999.
Company	The Company name, up to 25 alphanumeric characters.
Last Payment Date	mm/dd/yyyy
Balance	The current Balance.
Anniversary Date	mm/dd/yyyy
Returned Mail	Y,N
Require Approval	Y,N
Loyalty Plan 1	Y,N
Loyalty Plan 2	Y,N
Loyalty Plan 3	Y,N
Loyalty Plan 4	Y,N
Loyalty Plan 1 Current Points	The number of points, up to 999999.99.
Loyalty Plan 2 Current Points	The number of points, up to 999999.99.
Loyalty Plan 3 Current Points	The number of points, up to 999999.99.
Loyalty Plan 4 Current Points	The number of points, up to 999999.99.
Loyalty Plan 1 Total Points	The number of points, up to 999999.99.
Loyalty Plan 2 Total Points	The number of points, up to 999999.99.
Loyalty Plan 3 Total Points	The number of points, up to 999999.99.
Loyalty Plan 4 Total Points	The number of points, up to 999999.99.
Loyalty Plan 1 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 2 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 3 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 4 Coupons/Discounts	The number of Coupons/Discounts issued, up to 999999.

Issued	
Loyalty Plan 1 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 2 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 3 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 4 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 1 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 2 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 3 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 4 Discounted Amount	The Discounted Amount, up to 999999.99.

Procedure to Export

- Enter the File Name and path for the export.
- Select the fields to export.
- Click OK.

Related Topics

Job Right 'Office - Loyalty'

Import Loyalty Customers Window

The Import Loyalty Customers Window is used to import Loyalty Customers, Loyalty Customer Accounts or Loyalty Loyalty Customers. Items that appear in the Included Fields section will be printed in the order they are listed.

Enter the "File Name" (including the path) that contains the import information.

Fields Available to Import

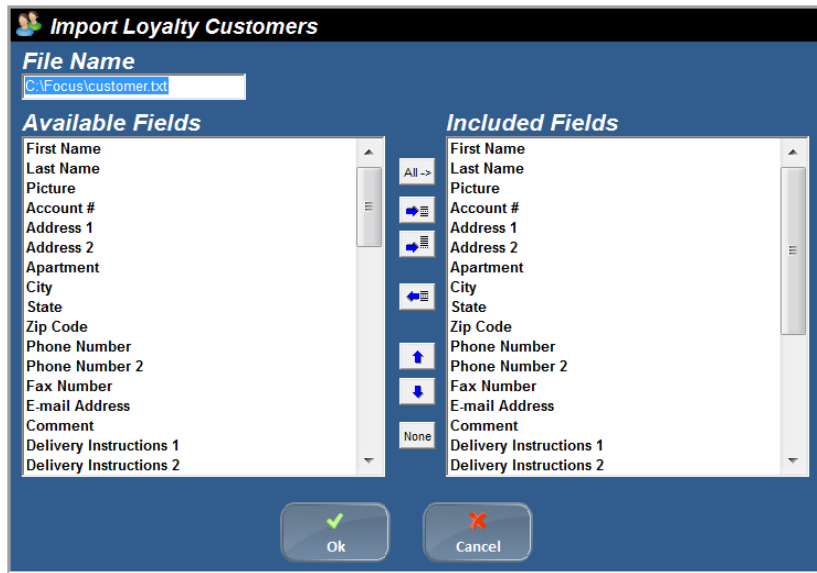


Figure 3.8 Import Loyalty Customers Window

Figure 3.8.1 Import Loyalty Customers Window Commands








Field	Description
File Name	Specify the path for the export file.
	Moves all items in the Available Fields list to the Included Fields list.
	Moves the selected item in the Available Fields list to the position above the selected item in the Included Fields list.
	Moves the selected item in Available Fields list to the last position in the Included Fields list.
	Moves the selected item from the Included Fields list to the Available Fields list.
	Moves the selected item in the Included Fields list up one position.
	Moves the selected item in the Included Fields list down one position.
	Moves all items in the Included Fields list to the Available Fields list.

Figure 3.8.1 Import Loyalty Customers Window

Field	Description
First Name	The First Name, up to 20 alphanumeric characters.
Last Name	The Last Name, up to 20 alphanumeric characters.
Picture	The Picture name and extension, up to 20 alphanumeric characters. Example: "jerrydent.jpg"
Account #	The Account Number, up to 20 alphanumeric characters.
Address 1	The Address, up to 30 alphanumeric characters.
Address 2	The Address second line, up to 30 alphanumeric characters.
Apartment	The Apartment or Suite Number, up to 5 alphanumeric characters.
City	An existing City name from the list of pre-configured Cities.
State	The 2 digit State abbreviation.
Zip Code	The Zip Code, up to 5 numeric characters.
Phone Number	The Phone number, up to 10 numeric characters.
Phone Number 2	The Phone #2 (typically a mobile phone number), up to 10 numeric characters.
Fax Number	The Fax number, up to 10 numeric characters.
E-mail Address	The E-mail Address, up to 30 alphanumeric characters.
Comment	Any other information, up to 60 alphanumeric characters.
Delivery Instructions 1	Delivery Instructions, up to 35 alphanumeric characters.
Delivery Instructions 2	Delivery Instructions, up to 35 alphanumeric characters.
Delivery Instructions 3	Delivery Instructions, up to 35 alphanumeric characters.
Zone	An existing Zone from the list of pre-configured Delivery Zones.
Do Not Deliver	Y,N
Bad Check	Y,N
Allow Charge	Y,N
VIP	Y,N
Charge Limit	The Charge Limit, up to 999999.99.
Birth Date	mm/dd/yyyy
Last Visit	mm/dd/yyyy
Order \$ Total	The Order \$, up to 99999.99.

Number of Orders	The Number of Orders, up to 9999.
Company	The Company name, up to 25 alphanumeric characters.
Last Payment Date	mm/dd/yyyy
Balance	The current Balance.
Anniversary Date	mm/dd/yyyy
Returned Mail	Y,N
Require Approval	Y,N
Loyalty Plan 1	Y,N
Loyalty Plan 2	Y,N
Loyalty Plan 3	Y,N
Loyalty Plan 4	Y,N
Loyalty Plan 1 Current Points	The number of points, up to 999999.99.
Loyalty Plan 2 Current Points	The number of points, up to 999999.99.
Loyalty Plan 3 Current Points	The number of points, up to 999999.99.
Loyalty Plan 4 Current Points	The number of points, up to 999999.99.
Loyalty Plan 1 Total Points	The number of points, up to 999999.99.
Loyalty Plan 2 Total Points	The number of points, up to 999999.99.
Loyalty Plan 3 Total Points	The number of points, up to 999999.99.
Loyalty Plan 4 Total Points	The number of points, up to 999999.99.
Loyalty Plan 1 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 2 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 3 Coupons/Discounts Issued	The number of Coupons/Discounts issued, up to 999999.
Loyalty Plan 4 Coupons/Discounts	The number of Coupons/Discounts issued, up to 999999.

Issued	
Loyalty Plan 1 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 2 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 3 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 4 Coupons/Discounts Redeemed	The number of Coupons/Discounts redeemed, up to 999999.
Loyalty Plan 1 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 2 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 3 Discounted Amount	The Discounted Amount, up to 999999.99.
Loyalty Plan 4 Discounted Amount	The Discounted Amount, up to 999999.99.

Procedure to Import

- Select the File Name used for the import.
- Click OK.

Related Topics


Job Right 'Office - Loyalty'

Balance Adjust Window

The Balance Adjust Window is used to configure the current balance of the customers account. Balance Adjust will only apply changes to the currently highlighted Account.

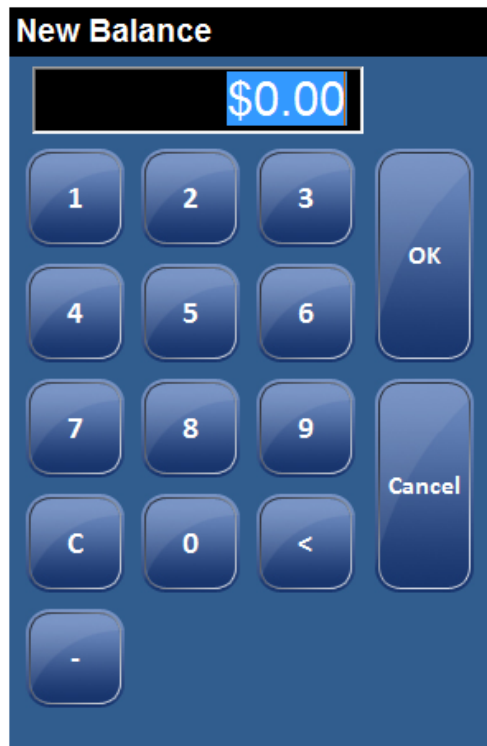
Restrictions

Version 14.10.27 Required for Balance Adjust to apply to highlighted account.

 **Note:** Previous versions will adjust ALL viewable accounts.

Procedure to Balance Adjust

- Navigate to Customers > Accounts.
- Select the Account on the left hand side to adjust and highlight the Account.
- Select Tools.
- Select Balance Adjust.
- Confirm the adjustment for the selected Customer.



The image shows a software window titled "New Balance". It features a numeric keypad with buttons for digits 1-9, 0, a decimal point (-), a clear (C) button, and a backspace (<) button. To the right of the keypad are two larger buttons labeled "OK" and "Cancel". At the top of the keypad area, there is a display field showing the value "\$0.00".

Figure 31.7 Balance Adjust Window

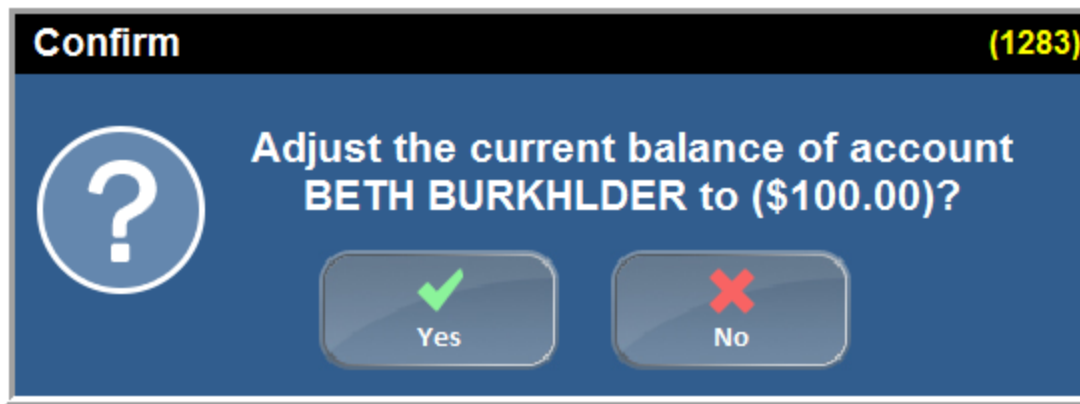


Figure 31.7.x Balance Adjust Confirmation Window

Related Topics

Job Right 'Office - Accounts'

Adjust All Window

The Adjust All Window is used to configure the current balance of the customers accounts. Adjust All will apply the Balance Adjust to all viewable accounts. Version 14.10.27 Required for Balance Adjust to apply to highlighted account.

Procedure to Adjust All

- Navigate to Customers > Accounts.
- Find the Accounts using the Find tool you would like to adjust.
- Select Tools.
- Select Adjust All.
- Enter the desired Account Balance.
- Confirm the adjustment for the selected Customers.



Figure 31.7a Adjust All Window

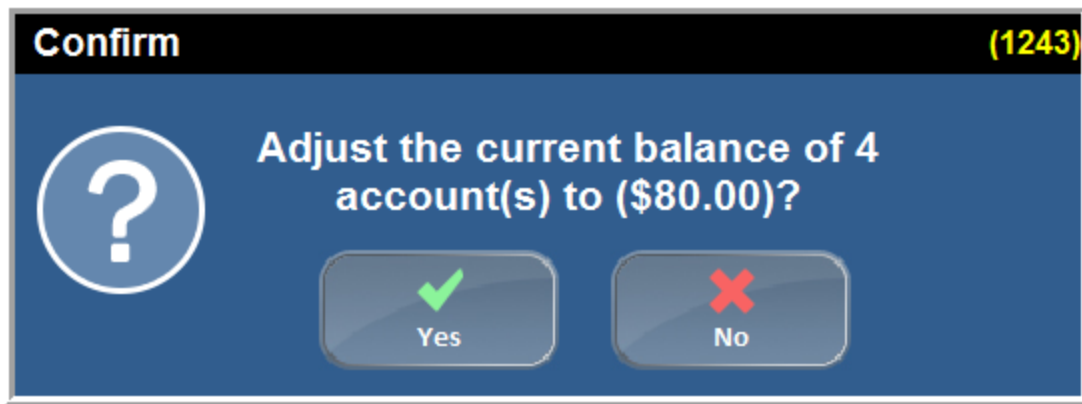


Figure 31.7b.x Adjust All Confirmation Window

Related Topics

Job Right 'Office - Accounts'

Loyalty Customers Detail Window

The Loyalty Customers Loyalty Detail Window displays historical sales and detailed loyalty information for the currently selected Loyalty Customer.

Accessing the Loyalty Detail Window

While in Focus Setup, select Customers > Loyalty > Loyalty Detail.

Customer Accounts

Accounts (4)

- BURKHOLDER, BETH
- KOVO, MATT
- SMITH, JOHN
- Smith, Mike

Loyalty Information

Current Points	Total Points	Coupons/ Discounts Issued	Coupons/ Discounts Redeemed	Discount Amount	
0.00	0.00	0	0	0.00	10thcoffee free
0.00	0.00	0	0	0.00	Table service
0.00	0.00	0	0	0.00	VIP
0.00	0.00	0	0	0.00	GF

General Order Information

First Order	Last Order	# of Orders	Sales	Last Payment
01/07/2013	01/07/2013	1	\$25.59	/ /

Close Save Add Delete Find Tools Loyalty Cancel

Figure 3.37 Loyalty Customers Loyalty Detail Window

Figure 3.38 Loyalty Customers Loyalty Detail Fields

Field	Description
Current Points	The number of points the Customer currently has on the Plan.
Total Points	The cumulative number of points the Loyalty Customer has since joining the Plan. Cumulative points are not reset when the award level has been reached.
Coupons/Discounts Issued	The cumulative number of Coupons or Discounts issued to the Customer.
Coupons/Discounts Redeemed	The cumulative number of Coupons or Discounts redeemed by the Customer.
Discount Amount	The cumulative amount of Discounts earned by the Customer.
First Order	The date the First Order was placed by the Customer.
Last Order	The date the Last Order was placed by the Customer.
# of Orders	The number of orders place by the Customer.

Sales	The cumulative amount of sales placed by the Customer.
Last Payment	The date of the latest payment received from the Customer.

Related Topics

Job Right 'Office - Loyalty'

Phone Prefixes Window

The Phone Prefixes Window is used to establish the Customer's Phone Prefixes for use with Customers, Customer Accounts and Loyalty Customers. The City, State, Zip Code and Delivery Zone may can be associated with each Phone Prefix. The configuration of Phone Prefixes is not required before using the Customer Module. If Caller ID is not used in Focus Order Entry the first eight Phone Prefixes will be displayed on the Customer Search Window.

Accessing the Phone Prefixes Window

While in Focus Setup, select Customers > Phone Prefixes.

Figure 3.39 Phone Prefixes Window

Figure 3.40 Phone Prefixes Window Fields

Field	Description
Area Code	The Area Code to be configured. The Area Code may be up to 3 alphanumeric characters.
Exchange	The Exchange to be configured. The Exchange may be up to 3 alphanumeric characters.
City	The City associated with the Area Code.
State	The State associated with the Area Code.
Zip Code	The Zip Code associated with the Area Code.
Zone	The Zone associated with the Area Code.

Figure 3.41 Phone Prefixes Window Commands

Command	Description
Close	Closes the Phone Prefixes Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Name Phone Prefixes

- Prepare a list of Phone Prefixes.
- Enter the information into the available fields.
- Click Save.

Related Topics

Job Right 'Customer Setup'

Loyalty Plans Tabs

The Loyalty Plans Window is used to establish and maintain Loyalty Plans and Receipts.

Accessing the Loyalty Plans Window

While in Focus Setup, select Customers > Plans.

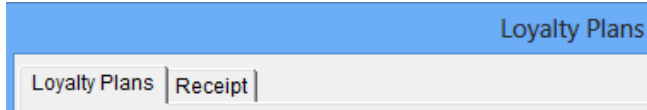


Figure 3.42 Loyalty Plan Tabs

Figure 3.43 Loyalty Plans Tabs

Tab	Description
Loyalty Plans	Used to setup Loyalty Plans for Customers.
Receipt	Used to configure Loyalty Plan Receipts.

Related Topics (none)

Loyalty Plans Window

The Loyalty Plans Window is used to setup Loyalty Plans for Customers. Loyalty Plans allow Coupons or Discounts to be awarded when the cumulative "Points" or "Sales" exceed the Bonus Level. Up to 4 Loyalty Plans may be established and maintained.

Accessing the Loyalty Plans Window

While in Focus Setup, select Customers > Plans.

The screenshot shows the 'Loyalty Plans' window with a sidebar on the left containing 'Loyalty Plans', 'Table service', 'VIP', and 'GF'. The 'Loyalty Plans' tab is active. The main area shows the setup for a plan named '10thcoffee free'. The 'Active' checkbox is checked. Under 'Reward Type', 'Bonus Discount' is selected, with a 'Discount' dropdown set to 'Coffee 10th'. Under 'Bonus Method', 'Points' is selected, and the 'Bonus Level' is set to '9.00'. A 'Qualifying Bonus Items' section contains a table with 5 rows, each with a 'Filters' dropdown (all set to '<None>') and a 'Points/Factor' input (all set to '0.00'). The first row's 'Filters' dropdown is currently showing 'Coffee' and '1.00'. At the bottom are 'Close', 'Save', and 'Cancel' buttons.

Figure 3.44 Loyalty Plans Window

Figure 3.45 Loyalty Plans Window Fields

Field	Description
Name	The name of the Loyalty Plan, up to 15 alphanumeric characters.
Active	This option must be on for the Loyalty Points to accumulate and Instant Discounts and Coupons to be awarded.
Reward Type	<div> Bonus Coupon <div> When the award level is reached a Coupon is printed. <div> Coupon Select the Coupon to be printed. </div> </div> </div>
	<div> Bonus Discount <div> When the award level is reached the Customer qualifies for an automatic Discount on their NEXT order. <div> Discount Select the Discount to be awarded. </div> </div> </div>
	<div> Instant Discount <div> The Customer qualifies for a Discount on the current order. Points are not accumulated and each order qualifies for an award. </div> </div>

	<table border="1"> <tr> <td></td> <td> <table border="1"> <tr> <td>Discount</td> <td>Select the Discount to be awarded.</td> </tr> </table> </td> </tr> </table>		<table border="1"> <tr> <td>Discount</td> <td>Select the Discount to be awarded.</td> </tr> </table>	Discount	Select the Discount to be awarded.
	<table border="1"> <tr> <td>Discount</td> <td>Select the Discount to be awarded.</td> </tr> </table>	Discount	Select the Discount to be awarded.		
Discount	Select the Discount to be awarded.				
Bonus Method	<table border="1"> <tr> <td>Points</td> <td>Points are earned for each Menu Item sold. This field is disabled if the reward type is Instant Discount.</td> </tr> <tr> <td>Sales</td> <td>Sales are earned for each Menu Item sold. This field is disabled if the reward type is Instant Discount.</td> </tr> </table>	Points	Points are earned for each Menu Item sold. This field is disabled if the reward type is Instant Discount.	Sales	Sales are earned for each Menu Item sold. This field is disabled if the reward type is Instant Discount.
	Points	Points are earned for each Menu Item sold. This field is disabled if the reward type is Instant Discount.			
Sales	Sales are earned for each Menu Item sold. This field is disabled if the reward type is Instant Discount.				
Bonus Level	The award is given as soon as the Bonus Level is reached. This field is disabled if the reward type is "Instant Discount".				
Qualifying Bonus Items	<table border="1"> <tr> <td>Filters</td> <td>Five Filters may be specified to identify qualifying items that count towards the bonus. Note: Only the first 32 filters apply to Local Loyalty.</td> </tr> <tr> <td>Points/Factor</td> <td>If the Bonus Method is "Points" specify the number of points that each item in the filter. If the Bonus Method is "Sales", specify the Factor that is applied to the sales price of each item in the filter (Example: If a cup of coffee is \$3.00 and the Factor is 0.5 then \$1.50 (\$3.00 * 0.5) is accumulated towards the award.).</td> </tr> </table>	Filters	Five Filters may be specified to identify qualifying items that count towards the bonus. Note: Only the first 32 filters apply to Local Loyalty.	Points/Factor	If the Bonus Method is "Points" specify the number of points that each item in the filter. If the Bonus Method is "Sales", specify the Factor that is applied to the sales price of each item in the filter (Example: If a cup of coffee is \$3.00 and the Factor is 0.5 then \$1.50 (\$3.00 * 0.5) is accumulated towards the award.).
	Filters	Five Filters may be specified to identify qualifying items that count towards the bonus. Note: Only the first 32 filters apply to Local Loyalty.			
Points/Factor	If the Bonus Method is "Points" specify the number of points that each item in the filter. If the Bonus Method is "Sales", specify the Factor that is applied to the sales price of each item in the filter (Example: If a cup of coffee is \$3.00 and the Factor is 0.5 then \$1.50 (\$3.00 * 0.5) is accumulated towards the award.).				

Figure 2.58.1 Loyalty Plans Window Commands

Command	Description
Close	Closes the Loyalty Plans Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Related Topics

See also 'Customers > Receipt'

Receipt Window

The Receipt Window is used to establish the text printed on the receipts when customers are on a particular [Loyalty Plan](#).

Accessing the Receipt Window

While in Focus Setup, select Customers > Plans > Receipt.

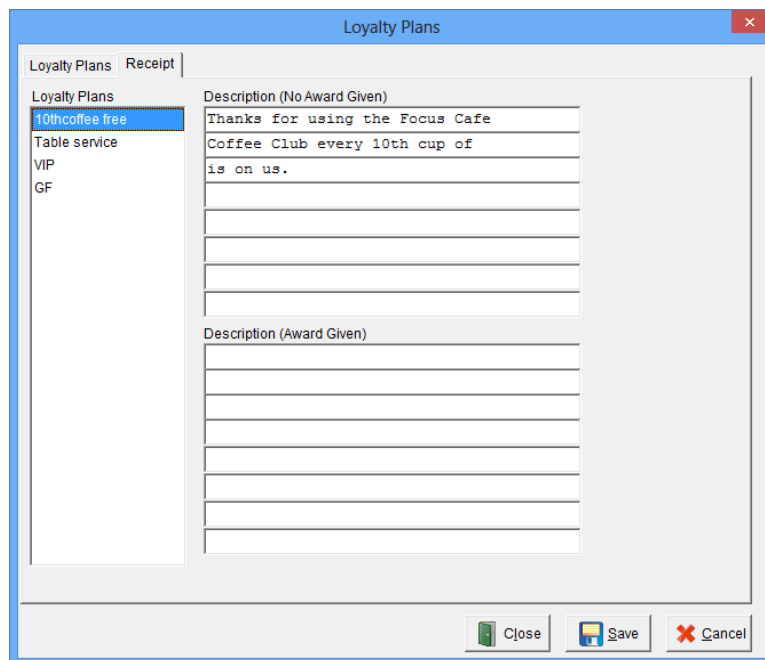


Figure 3.46 Loyalty Plans Receipt Window

Figure 3.47 Loyalty Plans Receipt Window Fields

Field	Description
Description (No Award Given)	The text printed on the Loyalty Receipt and/or the Loyalty information on the guest check when the Customer has not qualified for an award.
Description (Award Given)	The text printed on the Loyalty Receipt and/or the Loyalty information on the guest check when the Customer has qualified for an award.

Related Topics

See also 'Customers > Loyalty Plans'

Streets Window

The Streets Window is used to pre-configure the Customers Streets for ease of use when entering Accounts, Customers and Loyalty Customers. The City, State, Zip Code and Delivery Zone may also be associated for each Street. The configuration of Streets is not required before using the Customer Module. If Streets are pre-configured and the option Display Streets on New Customer is turned on in Miscellaneous > General > Customer Options > Display Streets on New Customer, all Streets will be displayed in the Edit Customer Window in Focus Order Entry.

Accessing the Customers Streets Window

While in Focus Setup, select Customers > Streets.

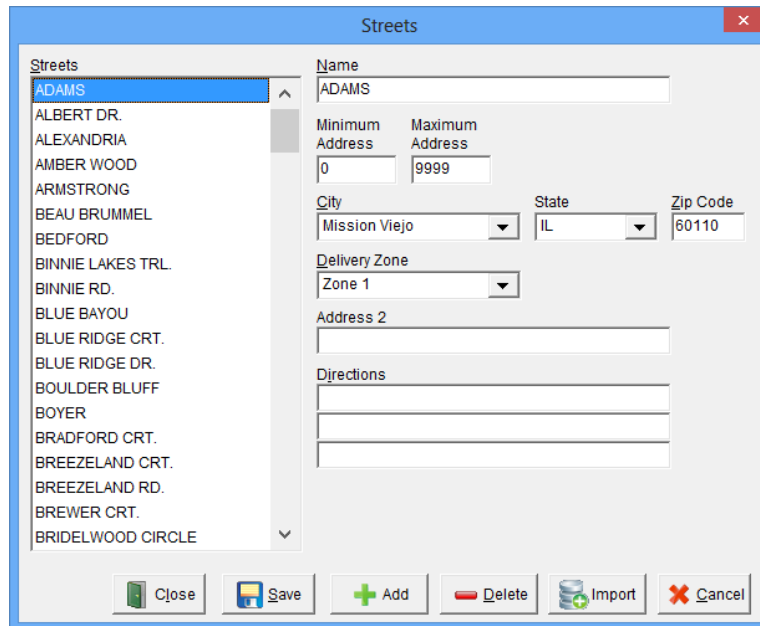


Figure 3.48 Streets Window

Figure 3.49 Streets Window Fields

Field	Description
Name	The Street Name to be configured. The Street name may be up to 30 alphanumeric characters.
Minimum Address	The Minimum street address. The Minimum Address may be up to 5 alphanumeric characters.
Maximum Address	The Maximum street address. The Maximum Address may be up to 9 alphanumeric characters.
City	The City that the Street resides.
State	The State that the Street resides.
Zip code	The Zip Code that the Street resides.
Delivery Zone	The Delivery Zone that the Street resides.
Address 2	The additional Address name. The Address 2 name may be up to 30 alphanumeric characters. An apartment name may be entered as the Street Name. In this case enter the Street Address of the apartment for Address 2.
Directions	The Directions to the Street. The Directions may be up to 35 alphanumeric characters on 3 lines.

Figure 3.50 Streets Window Commands

Command	Description
Close	Closes the Streets Window.
Save	Saves current changes.
Add	Allows a new Street to be added to the Street list. The Minimum Address, Maximum Address, City, State, Zip Code, Delivery Zone, Address2 and Directions default to the values of the previously selected Street.
Delete	Deletes the Street.
Import	Allows the user to import Streets.
Cancel	Cancels changes made prior to saving.

Procedure to Add a Street

- While in Setup select Customers > Streets.
- Click Add.
- Input the Street information.
- Click Save.

Related Topics (none)

Street Import Window

The Street Import Window is used to import Streets from the Customer database.

Accessing the Street Import Window

While in Focus Setup, select Customers > Streets > Import.

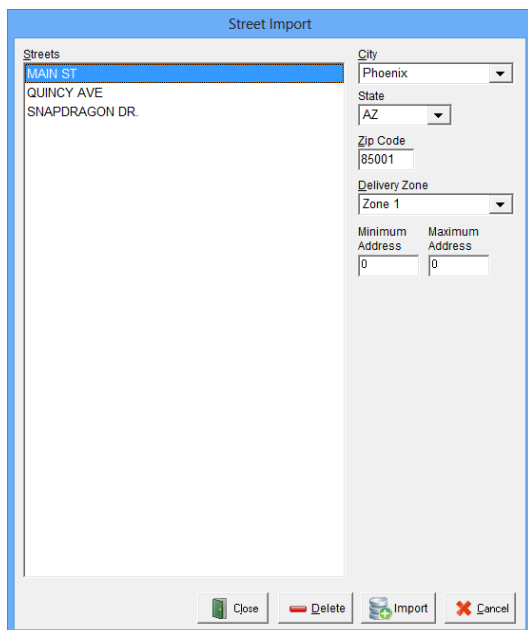


Figure 3.51 Street Import Window

Figure 3.51.1 Street Import Window Commands

Command	Description
Close	Closes the Streets Import Window.
Import	Imports the Streets in the Streets List.
Delete	Deletes Streets that should not be Imported.
Cancel	Cancels changes made prior

Procedure to Import Streets

- Review the City, State, Zip Code and Delivery Zone for each Street.
- Delete Streets that should not be Imported.
- Click Import. The Streets will now appear in the Streets Window Streets List.
- Click Close.

Related Topics (none)

Zones Window

The Zones Window is used to establish Delivery Zones and charges for those Zones. Up to 100 Zones may be entered into the system.

Accessing the Zones Window

While in Focus Setup, select Customers > Zones.

Figure 3.52 Zones Window

Figure 3.53 Zones Window Fields

Field	Description		
Name	The name of the Zone up to 15 alphanumeric characters.		
Fee Options (V7.4 Build 13.9.12)	The specific Fee (Gratuity or Order Type Charge) to charge when a customer is tied to that Zone. Note: Zone Fees are controlled by Order Types. See Delivery Zone Fee in Order Entry > Order Types. See Video		
	Gratuity Fee	A Gratuity will automatically be added to the guest check.	
		None	No Gratuity will be added to the guest check.
		Flat	A specified Flat dollar amount will be added to the guest check in the form of a gratuity.
		Percentage	A specified Percentage will be added to the guest check in the form of a gratuity.
	Rate	The dollar amount or percentage of the Gratuity.	
	Order Type Fee	An Order Type Fee will automatically be added to the guest check.	
None		No Order Type Fee will be added to the guest check.	

		Flat	A specified Flat dollar amount will be added to the guest check in the form of an Order Type Charge.
		Percentage	A specified Percentage will be added to the guest check in the form of an Order Type Charge.
		Rate	The dollar amount or percentage of the Order Type Charge.
	Active Time	The Time Range that the Fee is applicable. Note: If set to <None> the fee will be applied at all times during the business day.	

Figure 3.54 Zones Window Commands

Command	Description
Close	Closes the Zones Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Name Zones

- Prepare a list of Zones.
- While in Setup, navigate to Customers > Zones.
- Enter the name of each Zone in a separate Name text box.

Related Topics (none)

Inventory

The Optional Inventory Module is used to manage and maintain detailed Inventory. Authorized personnel are allowed to enter and maintain Inventory, Invoices, Groups, Inventory Items, Subgroups, Units and Vendors. Standard inventory formulas are used for calculating inventory (Starting Inventory + Purchases – Sales = Projected Ending Inventory and Actual Inventory – Projected Ending Inventory = Variance).

The Inventory Module is not a stand-alone operation. Before you begin, it would be a good idea to become familiar with the major functions of this module. The reports for Inventory are configured in Reports > Setup.

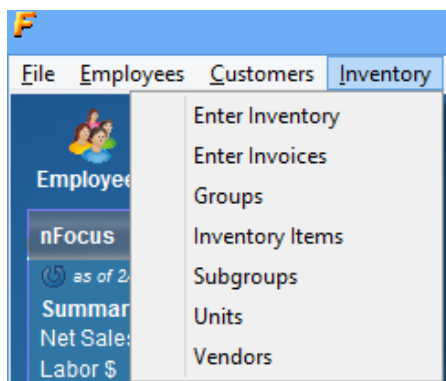


Figure 4.0 Inventory Menu List

Figure 4.1 Inventory Menu List Options

Option	Description
Enter Inventory	Enter Inventories.
Enter Invoices	Enter Invoices.
Groups	Setup Inventory Groups.
Inventory Items	Setup Inventory Items.
Subgroups	Setup Inventory Subgroups.
Units	Setup Inventory Units.
Vendors	Setup Inventory Vendors.

Related Topics (none)

Enter Inventories Window

The Inventory List contains a list of all previously entered Inventories. The most recent Inventories appear first in the list. Each entry in the list contains the Date the Inventory was taken, the Inventory Worksheet used to record the inventory, and the Inventory Posted status (represented by a green check mark ✓). If the Inventory has been Posted it can not be deleted or edited without first being Reopened.

Accessing the Enter Inventory Window

While in Focus Setup, select Inventory > Enter Inventory.

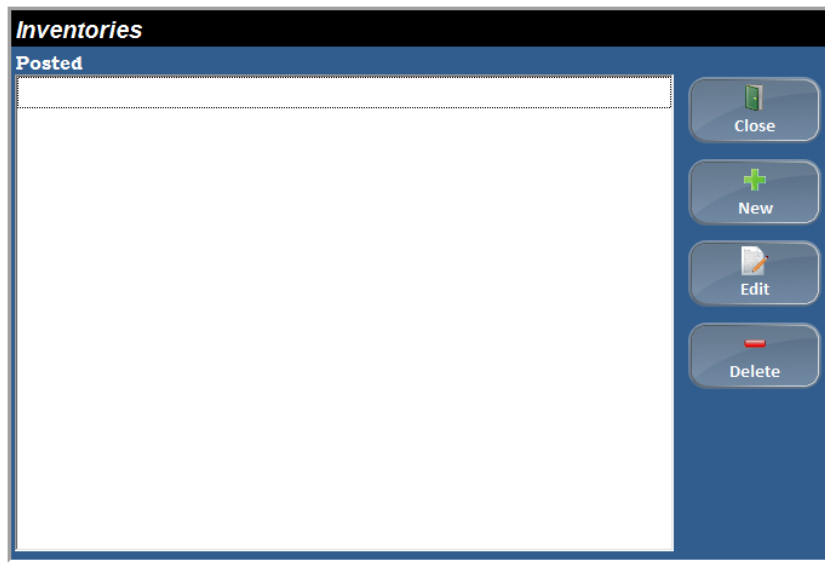


Figure 4.2 Inventories Window

Figure 4.3 Inventories Window Commands

Command	Description
Close	Closes the Inventories Window.
New	Creates a new Inventory.
Edit	Allows the user to view and/or edit an existing Inventory until it is Posted.
Delete	Deletes an Inventory that is not Posted.

Related Topics

See also 'Adding a New Inventory'

Job Right 'Office – Enter Inventory'

How to Enter a Physical Inventory Count

The procedure to enter a New Inventory is listed below.

Restrictions

Inventory Worksheets must be defined before entering a New Inventory.

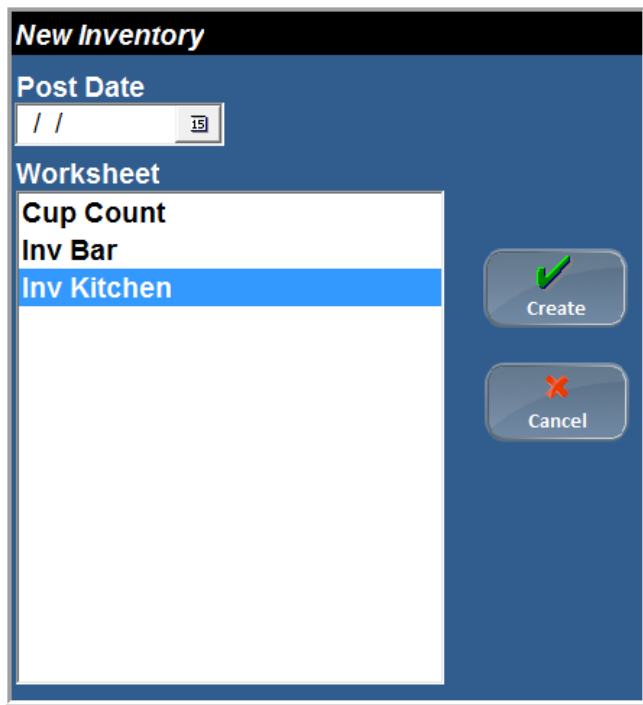


Figure 4.4 New Inventory Window

Figure 4.5 New Inventory Window Fields

Field	Description
Post Date	Required - The date that the Inventory will be Posted. IMPORTANT : Reports assume that Inventory was taken before close on the date given.
Worksheet	Required - The Inventory Worksheet that will be used to enter the Inventory.

Figure 4.5.1 New Inventory Window Commands

Command	Description
Create	Creates a New Inventory.
Cancel	Closes the New Inventory Window.

Procedure to Add a New Inventory

- Access the Inventory > Enter Inventory Window.
- Select the date of the Inventory to be Posted.

- Select the Worksheet to add an Inventory.
- Click Create.

Inventory (11/9/2012 - Inv Kitchen)

Item	Qty	Unit
Bread Slice	0.00	Loaf
Grape Jelly	0.00	Qt
Peanut Butter	0.00	Qt

Close

Save

Post

Print

Reopen

Adjust Date

Use up and down arrow keys to move between items.

Figure 4.5.2 Inventory Input Window

Figure 4.6 Inventory Input Window Fields

Field	Description
Item	The Inventory Item name.
Qty	The number of Items in stock.
Unit	The Stock Unit of the Inventory Item.

Figure 4.6.1 Inventory Input Window Commands

Command	Description
Close	Closes the Inventory Input Window.
Save	Saves the Inventory without Posting.
Post	<p>Posts the Inventory.</p> <p>The following steps occur during the Post procedure:</p> <ul style="list-style-type: none"> • Counts are updated for Inventory Items that are also sold (i.e. bottled beer). Counts are computed by dividing the quantity entered by the Recipe to Stock Conversion. • The Entered Inventory is accumulated on Inventory Reports.

	<ul style="list-style-type: none"> • The inventory is marked as posted and thus no longer able to be modified unless Reopened.
Print	Allows the user to print the Inventory.
Reopen	Reopens an Inventory that has been Posted so corrections can be made. Once the Inventory is Reopened it must be corrected and Posted again before leaving the window. If it is not then the changes are discarded and it will be as if the Inventory was never Reopened.
Adjust Date	The Inventory Post date can be edited if the Inventory has not been Posted or is currently Reopened.

- Double-click an item to enter Inventory. A scanner may also be used to select the Item. If the item is scanned then the scanned item becomes the current item on the worksheet
- Enter the Quantity of each Inventoried Item.
- Press the Up or Down arrow keys to move to the next Inventory Item and repeat the process for each Inventoried Item.
- Click Save to save the Inventory.
- Review the entered Inventory for accuracy.
- Click Post to post the Inventory.

Related Topics

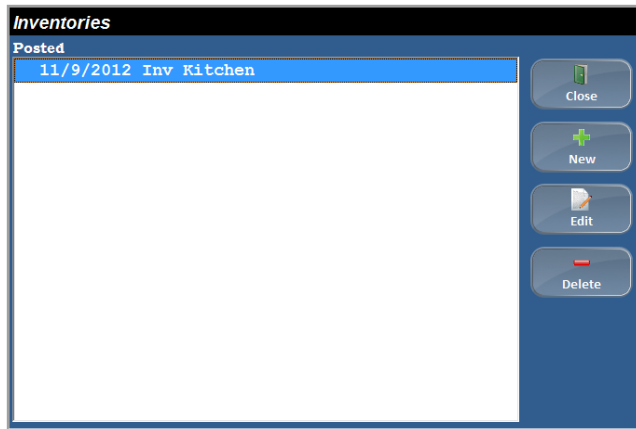
Job Right 'Office – Enter Inventory'

Editing an Inventory

The procedure to edit an Inventory is listed below.

Procedure to Edit an Inventory

- Access the Inventory > Enter Inventory Window.



- Select the Inventory to edit.
- Click Edit.

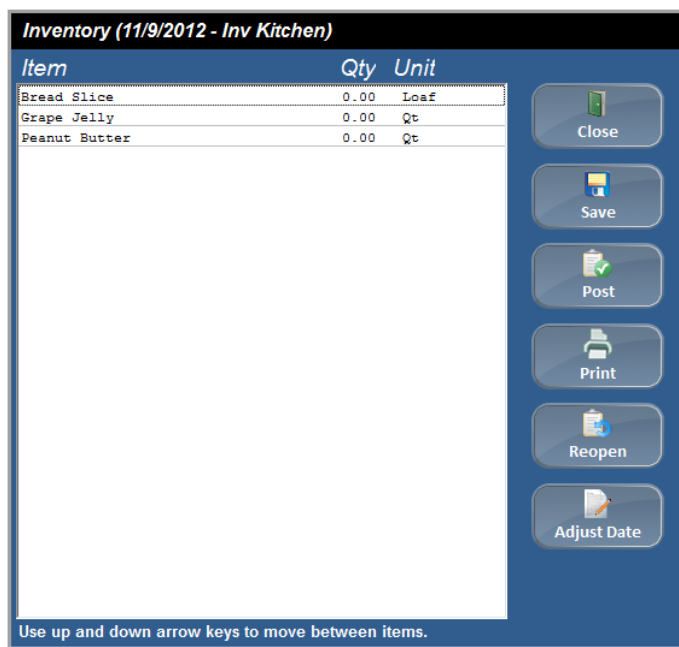


Figure 4.5.2 Inventory Input Window

- Click Reopen if the Inventory has already been Posted.
- Double-click an item to edit the quantity. A scanner may also be used to select the Item. If the item is scanned then the scanned item becomes the current item on the worksheet. The quantity field is made current and the user is ready to enter the Inventory.
- Enter the quantity of the Inventoried Item.

- Click Save to save the Inventory.
- Review the entered Inventory for accuracy.
- Click Post to post the Inventory.

Related Topics

Job Right 'Office – Enter Inventory'

Enter Invoice Window

The Enter Invoice Window is used to enter the Invoices of purchases. If the Invoice has a green check the Invoice has been posted.

Restrictions

Inventory Worksheets must be defined before entering new Invoice.

Accessing the Enter Invoices Window

While in Focus Setup, select Inventory > Enter Invoices.

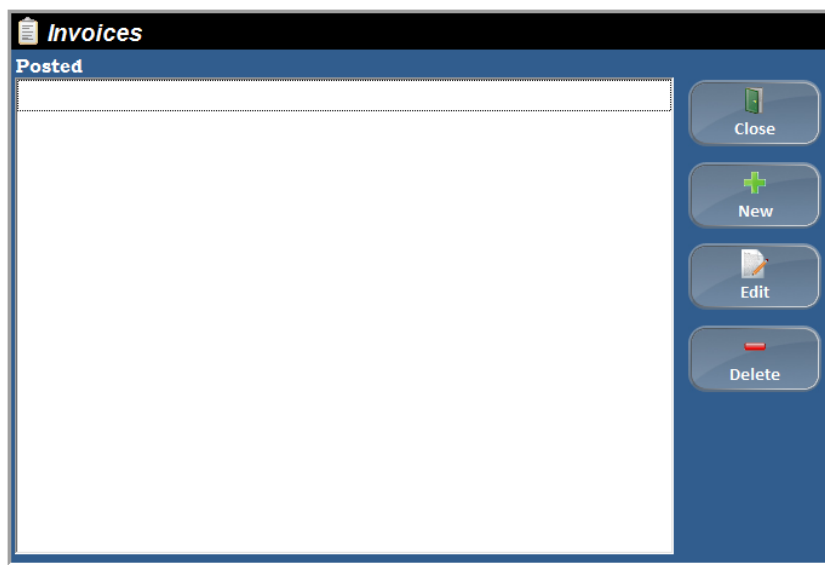


Figure 4.6 Invoices Window

Figure 4.7 Invoices Commands

Command	Description
Close	Closes the Invoices Window.
New	Creates a New Invoice.
Edit	Allows the user to view and/or edit an existing Invoice.
Delete	Deletes the selected Invoice.

Related Topics

See also 'Adding a New Invoice'

Job Right 'Office – Enter Invoices'

Entering a New Invoice

The procedure to enter a New Invoice is listed below.

Restrictions

Inventory Worksheets must be defined before entering New Invoices. Invoices must be Posted before they are added to the Inventory. The Invoice may be entered and then Posted at a later time.

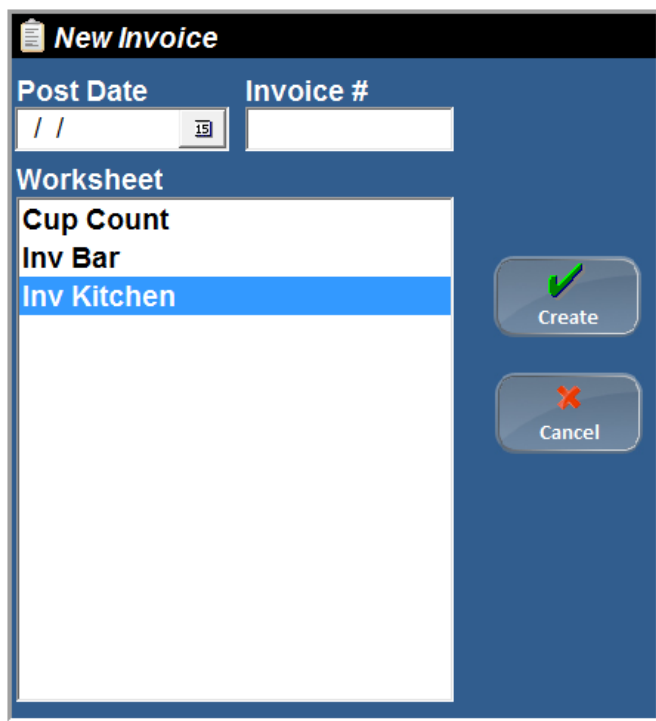


Figure 4.8 New Invoice Window

Figure 4.9 New Invoice Window Fields

Field	Description
Post Date	Required - The date the invoice was received.
Invoice #	The Invoice Number.
Worksheet	Required - The Inventory Worksheet that will be used to enter the Invoice.

Figure 4.9.1 New Invoice Window Commands

Command	Description
Create	Creates a New Invoice.
Cancel	Closes the New Invoice Window.

Procedure to Add a New Invoice

- Access the Inventory > Enter Invoices Window.
- Select the date of the Invoice.
- Enter the Invoice Number.
- Select the Worksheet to add an Invoice.
- Click Create.

Invoice (11/9/2012 - Inv Kitchen)

Item	Qty	Unit	Price	Extension
Bread Slice	5.00	Flat	4.13	20.65
Grape Jelly	1.00	Qt	6.85	6.85
Peanut Butter	2.00	Qt	4.52	9.04
Subtotal				36.54

Commands: Close, Save, Post, Print, Reopen

Figure 4.10 Invoice Window

Figure 4.11 Invoice Window Fields

Field	Description
Item	The Item received.
Qty	The Quantity received.
Unit	The purchase Unit of the selected Item.
Price	The Price of the Item received. The Price defaults to the Purchase Cost of the Item.
Extension	Automatic calculation of (Qty * Price).

Figure 4.12 Invoice Window Commands

Command	Description
Close	Closes the Invoices Window.

Save	Saves the Invoice without posting.
Post	Posts the Invoice. Counts are updated for Inventory Items that are also sold (i.e. bottled beer). The formula to compute the Count is (Existing Count plus (Quantity entered divided by the Stock to Purchase Conversion) divided by the Sale to Stock Conversion).
Print	Prints the Invoice.
Reopen	Reopens an Invoice that has been Posted so corrections can be made.

- Double-click the Item to receive. A scanner may also be used to receive the Item.
- Enter the quantity and Price of the Item.
- Click Save to save the Invoice.
- Click Post to post the Invoice.

Related Topics

Job Right 'Office – Enter Invoices'

Editing an Invoice

The procedure to edit an Invoice is listed below.

Procedure to Edit an Invoice

- Access the Inventory > Enter Invoices Window.

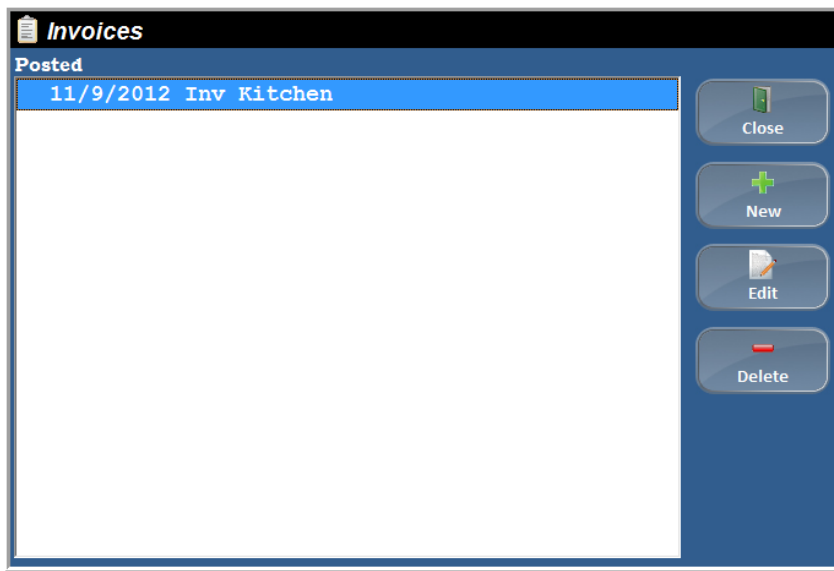


Figure 4.10 Invoice Window

- Select the Invoice to edit.
- Click Edit.

Invoice (11/9/2012 - Inv Kitchen)

Bread Slice
Grape Jelly
Peanut Butter

Item	Qty	Unit	Price	Extension
Bread Slice	5.00	Flat	4.13	20.65
Grape Jelly	1.00	Qt	6.85	6.85
Peanut Butter	2.00	Qt	4.52	9.04
Subtotal				36.54

Close

Save

Post

Print

Reopen

Figure 4.10 Invoice Window

- Click Reopen if the Inventory has already been Posted.
- Double-click an Item to edit.
- Enter the quantity and price of the Item.
- Click Post to post the edited Invoice.

Related Topics

Job Right 'Office – Enter Invoices'

Inventory Groups Window

The Inventory Groups Window is used to establish up to 100 Inventory Groups. Inventory Groups are the highest level grouping of Inventory Items (Examples: Meat, Produce, etc).

Accessing the Inventory Groups Window

While in Focus Setup, select Inventory > Groups.

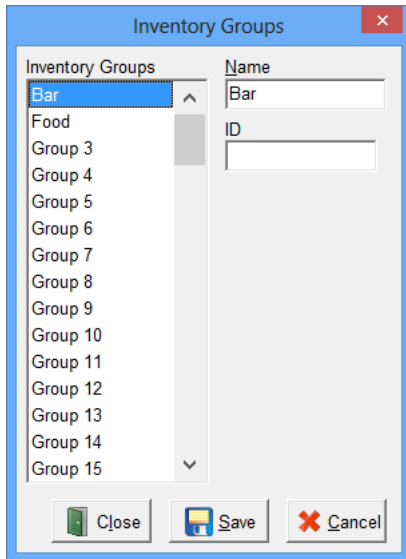


Figure 4.13 Inventory Groups Window

Figure 4.14 Inventory Groups Window Fields

Field	Description
Name	A unique name for each Inventory Group, up to 15 alphanumeric characters.
ID	A unique identifier for the Inventory Group, up to 10 alphanumeric characters.

Figure 4.14.1 Inventory Groups Window Commands

Commands	Description
Close	Closes the Inventory Groups Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Inventory Groups

- Click on the Name field
- Enter the Groups name.
- Click Save.

Related Topics

Job Right 'Office – Inventory Setup'

Inventory Items Window

The Inventory Items Window is used to establish and configure the items that will be inventoried. Inventory Items are counted in Inventory, received via Invoices and depleted through sales. Inventory Items as well as Menu Items with the "Inventoried" option are configured from this interface. An example of a Menu Item with the "Inventoried" option is bottled beer because it is sold as well as Inventoried.

Accessing the Inventory Items Window

While in Focus Setup, select Inventory > Inventory Items.

The screenshot shows the 'Ingredients' window with the 'Inventory Items (8)' list on the left. The 'Bread Slice' item is selected. The right pane shows the configuration for this item. The 'Name' field is 'Bread Slice' and the 'ID' field is empty. The 'Inventory Subgroup' is 'Kitchen'. The 'Vendor' is 'Sysco' and the 'Vendor Item Number' is '265475-67r857'. The 'Unit Conversions' section shows 'Recipe Unit' as 'Slic' (multiplied by 24.00), 'Stock Unit' as 'Loaf' (multiplied by 4.00), and 'Purchase Unit' as 'Flat'. The 'Ordering Information' section shows 'Par Level' as 3.00 Flat(s) and 'Min. Purchase' as 2.00 Flat(s). The 'Beginning Information' section shows 'Purchase Cost' as \$4.13. At the bottom are buttons for Close, Save, Add, Delete, Recipe, and Cancel.

Figure 4.15 Inventory Items Window

Figure 4.16 Inventory Items Window Fields

Field	Description	
Filters	Subgroup	Filters Inventory Items by Subgroup.
	Vendor	Filters Inventory Items by Vendor.
Inventory Items	Items that are entered in the Inventory Items Window, or Menu Items that have the Inventoried Option are displayed in the list. The number of Inventory Items are displayed at the top of the Inventory Items list box.	
Name	The name of the Inventory Item, up to 32 alphanumeric characters.	
ID	A unique ID of the Inventory Item, up to 25 alphanumeric characters.	
Inventory Sub-group	Required - The Inventory Subgroup that the item belongs. Clicking on the words "Inventory Subgroup" will open the Inventory Subgroup Window.	
Vendor	Required - The Vendor from which the Inventory Item is purchased. Clicking the word "Vendor" will open the Vendors Window.	
Vendor Item Number	The Item Number the Vendor uses on the Vendor's Invoice, up to 20 alphanumeric characters. This number appears on the Inventory Reorder Report.	
Recipe Unit	Required - The Unit that describes the quantity of the item as it is used in Recipes. Clicking the words "Recipe Unit"	

	will open the Units Window.
Sale Unit	The Unit that describes the container as the item is sold (i.e., bottle). The Recipe Unit is replaced with the Sale Unit for Menu Items that have the "Inventoried" Option. Clicking on the words "Sale Unit" will open the Units Window.
Recipe to Stock Conversion	The Recipe to Stock Conversion is the number of Recipe Units in one Stock Unit (Example: If the Unit used in the Recipe is ounces and the Inventoried Item is counted in pounds, then the Recipe to Stock Conversion value is 16.).
Stock Unit	Required - The Unit that describes the container for the item as it is counted for inventory. Clicking the words "Stock Unit" will open the Units Window.
Stock to Purchase Conversion	The Stock to Purchase Conversion is the quantity of Stock Units in one Purchase Unit (Example: If the Stock Unit is bottle (beer) and the Purchase Unit is case (assuming 24 bottles per case), then the Stock to Purchase Conversion value is 24). Note: The Stock to Purchase Conversion field is not displayed for Inventoried Items if a Recipe has been specified.
Purchase Unit	The Unit that describes the container for the item as it is purchased from the Vendor. Clicking the words "Purchase Unit" will open the Units Window. Note: The Purchase Unit field is not displayed for Inventoried Items if a Recipe has been specified.
Par Level	The minimum quantity that is expected to be in stock. The Inventory Reorder Report subtracts the Par Level from the Expected On Hand quantity to determine the number of items to purchase.
Min. Purchase	The minimum quantity that may be ordered from the Vendor. The Min. Purchase is used in conjunction with the Par Level on the Inventory Reorder Report to determine the size of the order.
Purchase Cost	The Purchase Cost of the Inventory Item. The Purchase Cost is automatically updated when Invoices are entered.

Figure 4.17 Inventory Items Window Commands

Command	Description
Close	Closes the Inventory Items Window.
Save	Saves current changes.
Add	Adds a new Inventory Item to be added. Default values for all fields except Name and ID are set to the previously selected item.
Delete	Deletes the selected Inventory Item.
Print	Prints the Inventory Items and Recipe information.
Recipe	Displays the Recipe for the Inventory. The Recipe Cost is calculated automatically from the cost of the Ingredients.
Items	Displays the Items Window.
Cancel	Cancels changes made prior to Saving.

Related Topics

See also 'Recipe'

See also 'Adding Inventory Items'

Job Right 'Office – Inventory Setup'

Inventory Recipe Window

The Inventory Items Recipe Window is used to input the Recipe of Inventory Items.

Accessing the Inventory Items Window

While in Focus Setup, select Inventory > Inventory Items > Recipe.

Figure 4.18 Inventory Items Recipe Window

Figure 4.19 Inventory Items Recipe Window Fields

Field	Description
Ingredients	The Inventory Items that may be used in the Recipe. Upon selection of the Inventory Item, the Unit and Cost fields are displayed.
Qty	The Quantity of each Ingredient in the Recipe. Note: An Ingredient may not be included in the Recipe more than once otherwise the error message "The Recipe is invalid. It contains the same Recipe Item multiple times." is displayed.
Unit	The Unit of the Ingredient.
Cost	The extended Cost of the Ingredient.
Total	The Total Cost for all Ingredients in the Recipe.

Related Topics

See also 'Inventory > Inventory Items'

See also 'Adding Inventory Items'

Job Right 'Office – Inventory Setup'

Adding New Inventory Items

The procedure to add new Inventory Items is listed below.

Procedure to Add Inventory Items

- Access the Inventory > Inventory Items Window.
- Click Add. Note: The new Inventory Item will automatically retain the fields from the previously selected Item.
- Enter the Name of the Inventory Item.
- Enter the fields necessary for the Inventory Item.
- Click the Recipe Button and enter any necessary information.
- Click Save.

Related Topics

See also 'Inventory > Inventory Items'

See also 'Inventory > Inventory Items > Recipe'

Job Right 'Office – Inventory Setup'

Inventory Subgroups Window

The Inventory Subgroups Window is used to define up to 100 separate Inventory Subgroups. Subgroups are a way to further group similar Inventory Items (i.e., the Meat Group may be divided into poultry, fish and beef). Inventory Worksheets can be setup to use Inventory Subgroups to facilitate the counting of Inventory. Inventory Items must be associated with an Inventory Subgroup. Inventory Subgroups can be used as a sort option for the Inventory Worksheet, Inventory On Hand and Inventory Usage Analysis reports.

Accessing the Inventory Subgroups Window

While in Focus Setup, select Inventory > Subgroups.

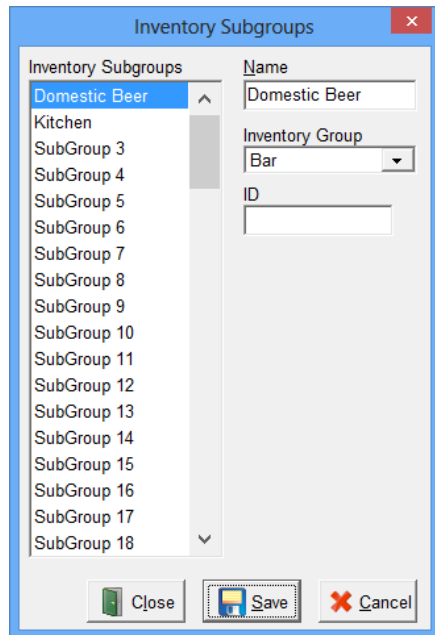


Figure 4.20 Inventory Subgroups Window

Figure 4.21 Inventory Subgroups Window Fields

Field	Description
Name	A unique name for each Inventory Subgroup, up to 15 alphanumeric characters.
Inventory Group	Required - Select the Inventory Group that the Inventory Subgroup belongs.

Figure 4.21.1 Inventory Subgroups Window Commands

Commands	Description
Close	Closes the Inventory Subgroups Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Inventory Subgroups

- Click on an unused Subgroup.
- Enter the Subgroup Name.

- Select the Inventory Group that the new Subgroup belongs.
- Click Save.

Related Topics

Job Right 'Office – Inventory Setup'

Inventory Units Window

The Inventory Units Window is used to define the units of measurement that will be used throughout the Inventory process. Up to 100 separate Inventory Units can be established. The Inventory Units are the base units used in recipe measurements, inventory counts and receiving stock (i.e., each, lb, oz, box or case).

Accessing the Inventory Units Window

While in Focus Setup, select Inventory > Units.

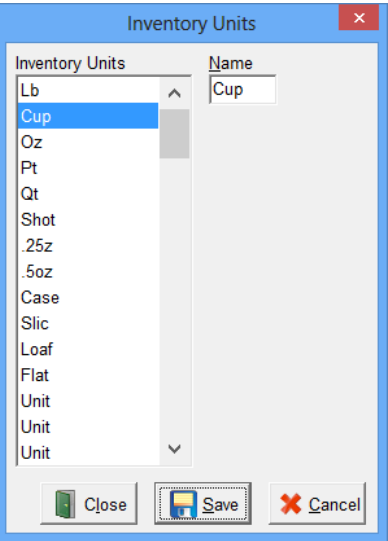


Figure 4.22 Inventory Units Window

Figure 4.23 Inventory Units Window Fields

Field	Description
Name	A unique name for each Inventory Unit, up to 4 alphanumeric characters.

Figure 4.23.1 Inventory Units Window Commands

Commands	Description
Close	Closes the Inventory Units Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Inventory Units

- Click on an unused Unit.
- Click on the Name field.
- Enter the Unit Name.
- Click Save.

Related Topics

Job Right 'Office – Inventory Setup'

Inventory Vendors Window

The Inventory Vendors Window is used to enter the Vendors that will be used throughout the Inventory process. Up to 100 separate Inventory Vendors can be established.

Accessing the Inventory Vendors Window

While in Focus Setup, select Inventory > Vendors.

Figure 4.24 Inventory Vendors Window

Figure 4.25 Inventory Vendors Window Fields

Field	Description	
Name	A unique name for each Inventory Vendor, up to 15 alphanumeric characters.	
ID	The Vendor ID, up to 15 alphanumeric characters.	
Address	The Address of the Vendor, up to 40 alphanumeric characters.	
City	The City for the Vendor, up to 20 alphanumeric characters.	
State	The State for the Vendor, up to 2 alphanumeric characters.	
Zip Code	The Zip code for the Vendor, up to 11 numeric characters.	
Phone Number	The Phone number for the Vendor (xxx-xxx-xxxx).	
Ext	The phone Extension number for the Vendor, up to 5 numeric characters.	
Fax Number	The Fax Number for the Vendor (xxx-xxx-xxxx).	
E-mail Address	The E-mail address for the Vendor, up to 30 alphanumeric characters.	
Contact	The Contact for the Vendor, up to 20 alphanumeric characters.	
Delivery Information	Route	Information about the Route, up to 30 alphanumeric characters.
	Arrival Infor-	Information about Arrivals (i.e., expected day and time), up to 30 alphanumeric char-

	mation	acters.
	Order Information	Information about ordering (i.e., cut off day and time for placing the order), up to 30 alphanumeric characters.
	Terms	Identifies the Vendor's purchase Terms, up to 25 alphanumeric characters
Notes	Notes about the Vendor, up to 3 lines with 35 alphanumeric characters each.	

Figure 4.26 Inventory Vendors Window Commands

Command	Description
Close	Closes the Inventory Vendors Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Add Inventory Vendors

- Click on an unused Vendor.
- Click on the Name field.
- Enter the Vendor Name.
- Click Save.

Related Topics

Job Right 'Office – Inventory Setup'

Sample Inventory Process

The Steps for an example simple inventory process for a Cheeseburger are shown below.

The Ingredients for the Cheeseburger are:

- 1 Hamburger Patty
- 1 Hamburger Bun
- 1 American Cheese Slice

Step 1: Setup the Inventory Items for a Cheeseburger

Inventory Groups, Subgroups, Units and Vendors must be established before completing the following steps.

- Enter the Inventory Item, Hamburger Patty. In this example, Hamburger Patties are sold by the Recipe Unit "Each" and counted in the Stock Unit "Each". The Purchase Unit is "Case". The Par Level is 3 Cases and the Min. Purchase is 1 Case. The Purchase Cost of a Case is \$12.00 or \$0.50 a Hamburger Patty (see Figure 4.27).

The screenshot shows the 'Ingredients' window with 'Hamburger Patty' selected in the 'Inventory Items (11)' list. The 'Name' field is 'Hamburger Patty' and the 'ID' field is 'Hamburger Patty'. The 'Inventory Subgroup' is 'Kitchen'. The 'Vendor' is 'Sysco' and the 'Vendor Item Number' is '265475-67r820'. The 'Unit Conversions' section shows 'Recipe Unit' as 'Each' (1.00), 'Stock Unit' as 'Each' (24.00), and 'Purchase Unit' as 'Case'. The 'Ordering Information' section shows 'Par Level' as 3.00 Case(s) and 'Min. Purchase' as 1.00 Case(s). The 'Beginning Information' section shows 'Purchase Cost' as \$12.00. The window has buttons for 'Close', 'Save', 'Add', 'Delete', 'Recipe', and 'Cancel'.

Figure 4.27

- Enter the Inventory Item, Hamburger Bun. In this example, Hamburger Buns have a Recipe Unit of "Each" and a Stock Unit of "Each". The Purchase Unit is "Case". The Par Level is 3 Cases and the Min. Purchase is 1 Case. The Purchase Cost of a Case is \$6.00 or \$0.25 a Hamburger Bun (see Figure 4.28).

The screenshot shows the 'Ingredients' window with 'Hamburger Bun' selected in the 'Inventory Items (11)' list. The 'Name' field is 'Hamburger Bun' and the 'ID' field is 'Hamburger Bun'. The 'Inventory Subgroup' is 'Kitchen'. The 'Vendor' is 'Sysco' and the 'Vendor Item Number' is '265475-67r821'. The 'Unit Conversions' section shows 'Recipe Unit' as 'Each' (1.00), 'Stock Unit' as 'Each' (24.00), and 'Purchase Unit' as 'Case'. The 'Ordering Information' section shows 'Par Level' as 3.00 Case(s) and 'Min. Purchase' as 1.00 Case(s). The 'Beginning Information' section shows 'Purchase Cost' as \$6.00. The window has buttons for 'Close', 'Save', 'Add', 'Delete', 'Recipe', and 'Cancel'.

Figure 4.28

- Enter the Inventory Item, American Cheese Slice. In this example, American Cheese Slices have a Recipe Unit of "Each" and a Stock Unit of "Each". The Purchase Unit is "Pkg". The Par Level is 2 Pkgs and the Min. Purchase is 1 Pkg. The Purchase Cost of a Pkg is \$10.00 or \$0.10 an American Cheese Slice (see Figure 4.29).

Figure 4.29

Step 2: Procedure to enter the Recipe for the Cheeseburger Menu Item

- Create a Menu Item named "Cheeseburger" and set the price to \$5.95 for this example (see Figure 4.30).

Figure 4.30

- Enter the Recipe for the Cheeseburger as shown in Figure 4.31. The Total Ingredient Cost is \$0.85 bringing the Food Cost percentage for the Cheeseburger to 14.28% (see Figure 4.31)

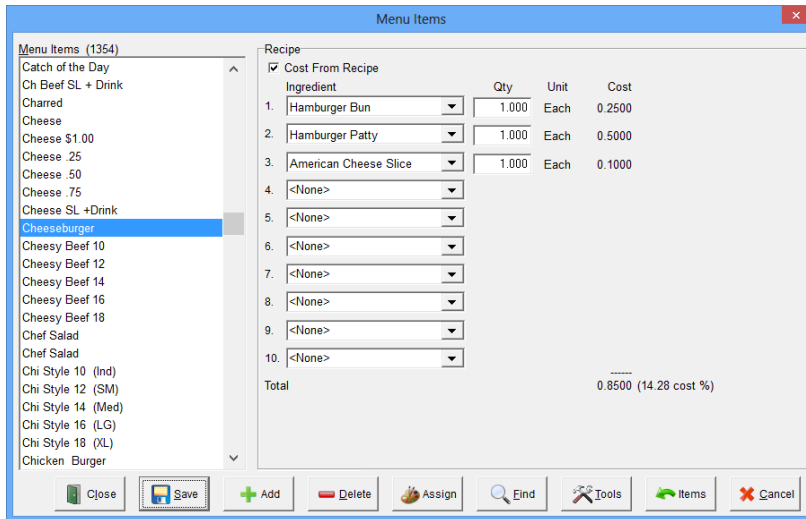


Figure 4.31

Step 3: Create an Inventory Worksheet Report

- Select the Items (American Cheese Slice, Hamburger Bun and Hamburger Patty) used for the Cheeseburger that will be used to Enter Inventory, Enter Invoices and view the Inventory Usage Analysis Report. In this example, the Inventory Worksheet is named "Cheeseburger Worksheet" (see Figure 4.32).

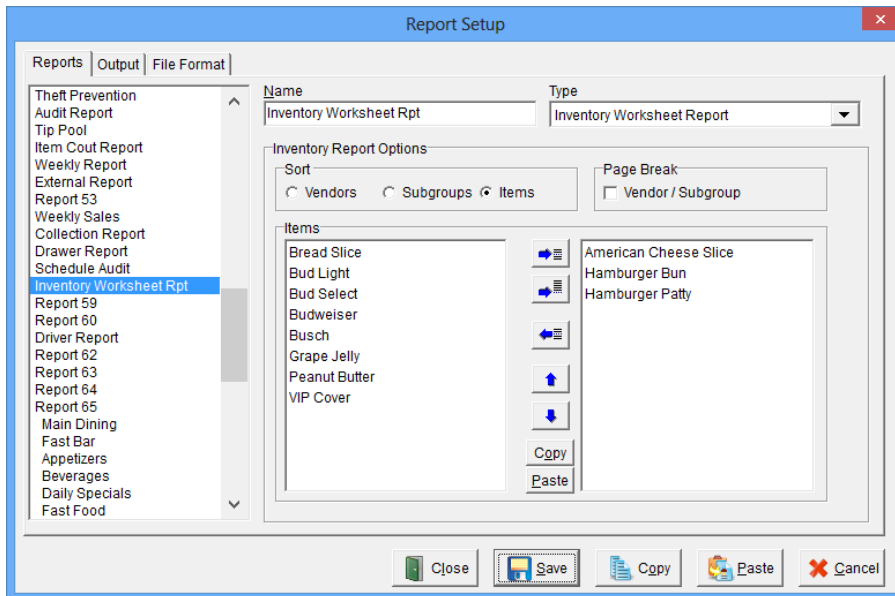


Figure 4.32

Step 4: Enter the Initial Inventory

- For this example, the Inventory was taken at the end of the day on 06/01/200X. The Inventory is calculated at the end of the business day it was taken (see Figure 4.33).

New Inventory

Post Date

Worksheet
Cheeseburger Worksheet

Inv Bar
 Inv Kitchen

Create

Cancel

Figure 4.33

- For this example, 67 American Cheese Slices, 32 Hamburger Buns and 48 Hamburger Patties were counted at the end of the business day 06/01/200X and entered into the Cheeseburger Worksheet below. Verify the Qty and Post the Inventory (see Figure 4.34).

Inventory (07/09/2008 - Cheeseburger Worksheet)

Item	Qty	Unit
American Cheese Slice	67.00	Each
Hamburger Bun	32.00	Each
Hamburger Patty	48.00	Each

Close

Save

Post

Print

Reopen

Adjust Date

Use up and down arrow keys to move between items.

Figure 4.34

Step 5: Enter the Invoice of any purchases between taking Inventories.

- Select the Post Date and the Invoice # for the Invoice. Select the Cheeseburger Worksheet and select Create (see Figure 4.35).

Figure 4.35

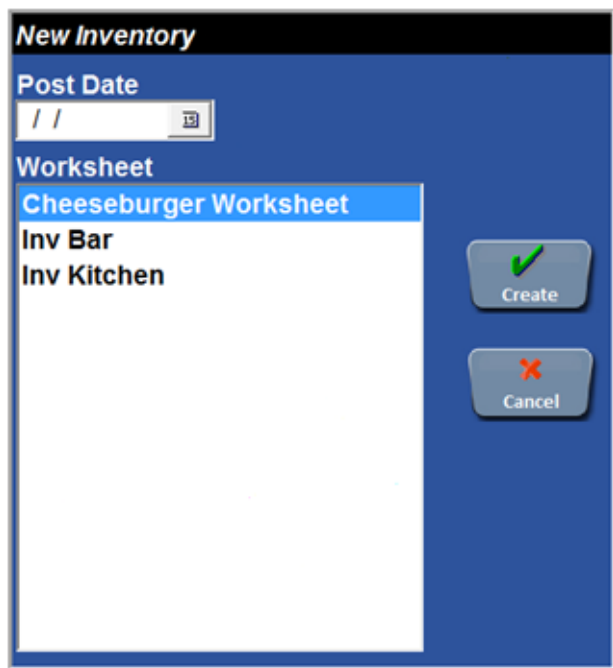
- Enter the Qty for the Items received on the Invoice. For this example, 3 Cases of Hamburger Patties, 3 Cases of Hamburger Buns and 1 Pkg of American Cheese Slices were received (see Figure 4.36). Verify the Qty and Price and Post the Invoice.

Item	Qty	Unit	Price	Extension
American Cheese Slice	1.00	Each	10.00	10.00
Hamburger Bun	3.00	Each	6.00	18.00
Hamburger Patty	3.00	Each	12.00	36.00
Subtotal				64.00


Figure 4.36

Step 6: Enter the Ending Inventory to calculate the Variance on the Inventory Usage Analysis Report.

- In this example, the Inventory was taken 06/08/200X, a week after the previous Inventory was taken (see Figure 4.37).




New Inventory

Post Date
 

Worksheet
Cheeseburger Worksheet

Inv Bar
 Inv Kitchen

 Create


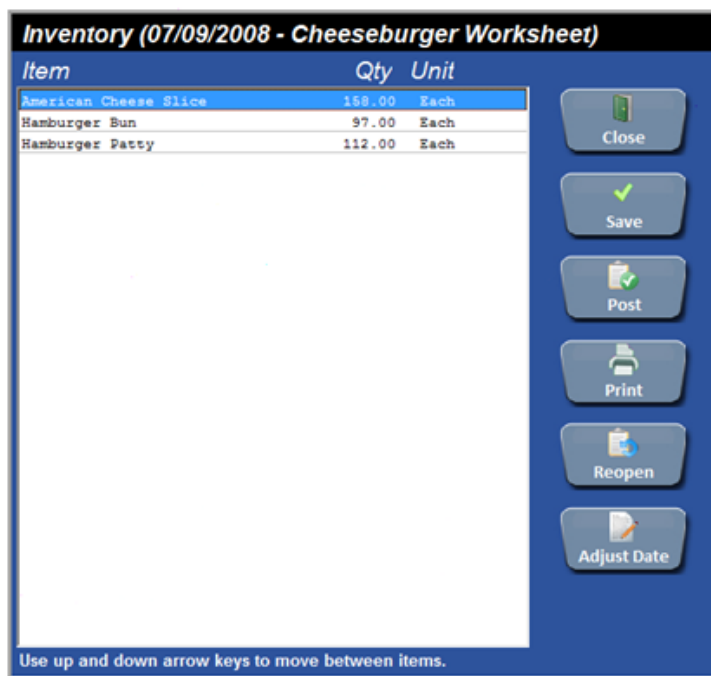
 Cancel


Figure 4.37


- For this example, 158 American Cheese Slices, 97 Hamburger Buns and 112 Hamburger Patties were counted at the end of the business day 06/08/200X and entered into the Cheeseburger Worksheet below. Verify the Qty and Post the Inventory.





Inventory (07/09/2008 - Cheeseburger Worksheet)


Item	Qty	Unit
American Cheese Slice	158.00	Each
Hamburger Bun	97.00	Each
Hamburger Patty	112.00	Each


 Close

 Save

 Post

 Print

 Reopen

 Adjust Date

Use up and down arrow keys to move between items.

Figure 4.38

Step 7: Viewing the Inventory Usage Analysis Report.

- Select the latest Inventory Cheeseburger Worksheet to view the report (see Figure 4.39).

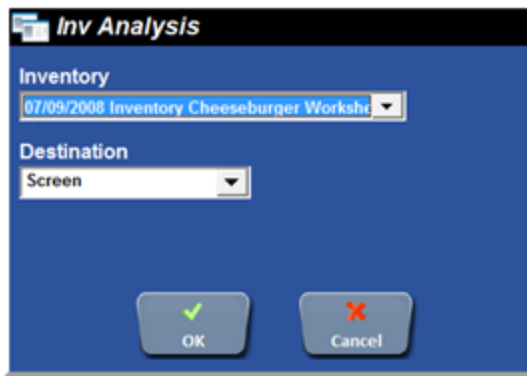


Figure 4.39

- The Inventory Usage Analysis Report is displayed below (see Figure 4.40). For this example, 7 Cheeseburgers were sold between 06/02/200X and 06/08/200X.
- **Note:** In this example, the Actual Quantities are not equal to the ideal quantity to better illustrate the various computation on the Inventory Usage Analysis Report.

The Actual End Inv. should equal the Initial Inventory + Purchases – QTY Sold. However, the actual number is not equal to the ideal number in this example and will show up on the Inventory Usage Analysis Report.


<div>  <div> Inventory Usage Analysis for 3/2/200X created at 6/9/200X 4:16:36 PM </div> </div>													
Item	Beg Date	Unit Cost	Stock Unit	Unit Usage						Dollar Usage			
				Begin Inv	+ Purchases	Qty Sold	Proj = End Inv	Actual End Inv =	Variance	Proj End Inv	Actual End Inv =	Variance	% Variance
American Cheese Slice	06/02/200X	0.19	Each	67.00	100.00	7.00	160.00	158.00	-2.00	16.00	15.80	-0.20	-1.27
Hamburger Bun	06/02/200X	0.25	Each	32.00	72.00	7.00	97.00	97.00	0.00	24.25	24.25	0.00	0.00
Hamburger Patty	06/02/200X	0.50	Each	48.00	72.00	7.00	113.00	112.00	-1.00	56.50	56.00	-0.50	-0.89
<u>Totals</u>				147.00	244.00	21.00	370.00	367.00	-3.00	96.75	96.05	-0.70	-0.82

Figure 4.40

Figure 4.40.1 American Cheese Slice Usage Analysis

Heading	Description	
Unit Usage	Field	Formula
	Projected Ending Inventory	Proj. End Inv. (160) = Begin Inv. (67) + Purchases (100) – QTY Sold (7).
	Actual Ending Inventory	The actual number of American Cheese Slices on hand was 158 (as entered in Figure 4.38).
	Variance	Variance (-2) = Actual End Inv. (158) – Proj. End Inv. (160). Note: There are 2 fewer American Cheese slices than expected.
Dollar Usage	Field	Formula
	Projected Ending Inventory	Proj. End Inv. Dollar Usage (\$16.00) = Unit Cost (\$0.10) x Proj. End Inv. Unit Usage (160).

	Actual Ending Inventory	Actual End Inv. Dollar Usage (\$15.80) = Unit Cost (\$0.10) x Actual End Inv. Unit Usage (158).
	Variance	Variance (-\$0.20) = Actual End Inv. (\$15.80) - Proj. End Inv. (\$16.00). Note: The cost of the missing American Cheese Slices is \$0.20.
Food Cost	Field	Formula
	Cost of Goods Sold	Cost of Goods Sold (\$0.70) = Unit Usage QTY Sold (7) * American Cheese Slice Each Cost (\$0.10).
	Cost of Goods Used	Cost of Goods Used (\$0.90) = Actual Usage * American Cheese Slice Each Cost (\$0.10).
	Food Cost Variance	Food Cost Variance (-\$0.20) = Cost of Goods Sold (\$0.70) - Cost of Goods Used (\$0.90).

Figure 4.40.2 Hamburger Bun Usage Analysis

Heading	Description	
Unit Usage	Field	Formula
	Projected Ending Inventory	Proj. End Inv. (97) = Begin Inv. (32) + Purchases (72) – QTY Sold (7).
	Actual Ending Inventory	The actual number of Hamburger Buns on hand was 97 (as entered in Figure 4.38).
	Variance	Variance (0) = Actual End Inv. (97) – Proj. End Inv. (97). Note: There is exactly the number of Hamburger Buns on hand as expected.
Dollar Usage	Field	Formula
	Projected Ending Inventory	Proj. End Inv. Dollar Usage (\$24.25) = Unit Cost (\$0.25) x Proj. End Inv. Unit Usage (97).
	Actual Ending Inventory	Actual End Inv. Dollar Usage (\$24.25) = Unit Cost (\$0.25) x Actual End Inv. Unit Usage (97).
	Variance	Variance (0) = Actual End Inv. (\$24.25) - Proj. End Inv. (\$24.25). Note: The cost of the missing American Cheese Slices is \$0.20.
Food Cost	Field	Formula
	Cost of Goods Sold	Cost of Goods Sold (\$1.75) = Unit Usage QTY Sold (7) * Hamburger Bun Each Cost (\$0.25).
	Cost of Goods Used	Cost of Goods Used (\$1.75) = Actual Usage * Hamburger Bun Each Cost (\$0.25).
	Food Cost Variance	Food Cost Variance (\$0.00) = Cost of Goods Sold (\$1.75) - Cost of Goods Used (\$1.75).

Figure 4.40.3 Hamburger Patty Usage Analysis

Heading	Description	
Unit Usage	Field	Formula
	Projected Ending Inventory	Proj. End Inv. (113) = Begin Inv. (48) + Purchases (72) – QTY Sold (7).
	Actual Ending Inventory	The actual number of Hamburger Patties on hand was 112 (as entered in Figure 4.38).
	Variance	Variance (-1) = Actual End Inv. (112) – Proj. End Inv. (113). Note: There are 1 fewer Hamburger Patties than expected.
Dollar Usage	Field	Formula
	Projected Ending Inventory	Proj. End Inv. Dollar Usage (\$56.50) = Unit Cost (\$0.50) x Proj. End Inv. Unit Usage (113).
	Actual Ending Inventory	Actual End Inv. Dollar Usage (\$56.00) = Unit Cost (\$0.50) x Actual End Inv. Unit Usage (112).
	Variance	Variance (-\$0.50) = Actual End Inv. (\$56.00) - Proj. End Inv. (\$56.50). Note: The cost of the missing Hamburger Patty is \$0.50.
Food Cost	Field	Formula
	Cost of Goods Sold	Cost of Goods Sold (\$3.50) = Unit Usage QTY Sold (7) * Hamburger Patty Each Cost (\$0.50).
	Cost of Goods Used	Cost of Goods Used (\$4.00) = Actual Usage * Hamburger Patty Each Cost (\$0.50).
	Food Cost Variance	Food Cost Variance (-\$0.50) = Cost of Goods Sold (\$3.50) - Cost of Goods Used (\$4.00).

Setting up and Maintaining Inventory

The process of setting up and maintaining an Inventory is outlined below.

Steps to Setting up and Maintaining an Inventory (Click on step for detailed information)

- Establish [Inventory Groups](#)
- Establish [Inventory Subgroups](#)
- Establish [Inventory Vendors](#)
- Establish [Inventory Items](#)
- Enter the Menu Item that needs a recipe
- Create an [Inventory Worksheet](#)
- Enter the [Initial Inventory](#)
- [Enter Invoices](#) when new product arrives

Related Topics (none)

Printers Menu

The Printers Window is used to establish and maintain the Check and Remote Printers. All Remote Printers must be RS232/Serial or Parallel.

Accessing the Printers Window

While in Focus Setup, select Printers.

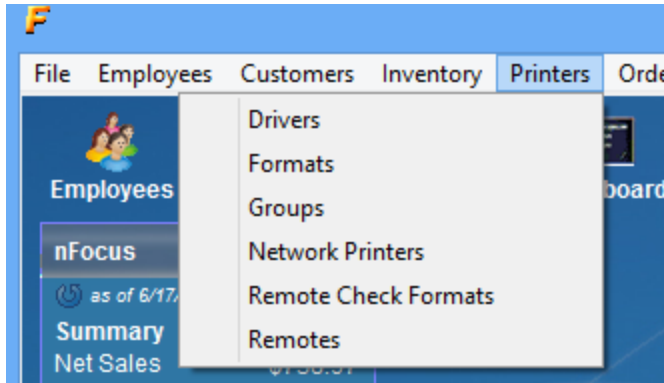


Figure 5.0 Printers Menu List

Figure 5.1 Printers Menu List Options

Option	Description
Drivers	Controls the printer operations.
Formats	Manage the printing styles used for printing.
Groups	Manage logical Printer Groups.
Network Printers	Manage IP/Network 'Guest Check' printers.
Remote Check Formats	Manage the look and feel of kitchen chits.
Remotes	Manage Remote Printers.

Related Topics (none)

Printer Drivers Window

The Printer Drivers Window is used to establish and configure the set of control codes that activate and control the printer operation. The printer codes are entered in hexadecimal format.

Accessing the Printers Drivers Window

While in Focus Setup, select Printers > Drivers.

Printer Drivers	Name	Bar Code Format	Use Windows Printer Driver	
Epson T88	Epson T88	Epson Format	<input type="checkbox"/>	
Epson 300				
Star SP312				
StarDP8340				
CITIZEN DP3541				
Epson Office				
HP Jet/PCL				
Epson 200				
Default				

	Format	Cancel	Columns	Lines Per Page
Initialize	1B45		42	0
Normal	1B2100	1B2100	42	0
Compress	1B2101	1B2100	60	0
Red/Reverse	1B21301B7201	1B21001B7200	21	0
Expanded	1B2130	1B2100	21	0
Bold	1B2131	1B2100	28	0
Underline	1B2180	1B2100	42	0
Beep			0	0
Beep_Bold			0	0
Full Cut	0A0A0A0A0A0D1B69		0	0
Double Height	1B2111	1B2100	42	0
8 Lines/Inch			0	0
Image	1B61011D2F031B6100		0	0
Green			0	0
Blue			0	0

Figure 5.2 Printer Drivers Window

Figure 5.3 Printer Drivers Window Fields

Field	Description										
Name	A unique name for each Printer Driver, up to 15 alphanumeric characters.										
Bar Code Format	The Bar Code Format to print on the guest check. If a bar code scanner is present, the guest check may be accessed by scanning the bar code on the printed guest check.										
Use Windows Printer Driver	<div> <div>The default Windows printer will be used.</div> <table> <tr> <td>Font</td><td>The Font Name.</td></tr> <tr> <td>Size</td><td>The Font Size.</td></tr> <tr> <td>Style</td><td>The Font Style.</td></tr> <tr> <td>Color</td><td>The Font Color.</td></tr> <tr> <td>Landscape</td><td>The Format will print Landscape.</td></tr> </table> </div>	Font	The Font Name.	Size	The Font Size.	Style	The Font Style.	Color	The Font Color.	Landscape	The Format will print Landscape.
Font	The Font Name.										
Size	The Font Size.										
Style	The Font Style.										
Color	The Font Color.										
Landscape	The Format will print Landscape.										
Format	The hexadecimal code for the Format.										
Cancel	The hexadecimal code that cancels the Format.										
Columns	The number of columns the printer supports using the Format.										
Lines Per Page	The number of lines per page the printer supports using the Format.										

Figure 5.3.1 Printer Drivers Window Commands

Command	Description
Close	Closes the Printer Drivers Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Printer Drivers

- Prepare a list of all printer types.
- Enter the name or the printer description of each printer in a separate Name text box.
- Select the Bar Code Format if used.
- Enter the hexadecimal printer control codes for the selected format.
- Enter the number of columns.
- Click Save.

Related Topics

See also (Printers > Formats)

Job Right – 'Printer Drivers'

Sample Epson TM-88 Drivers

A list of Printer Formats and Drivers are displayed below to work with the specified printer.

Note: The Access Code (setup in Locations > Stations) to operate a printer driven cash drawer for the printer below is 1B70000A6.

Sample Epson TM-88 Drivers

Format Name	Format	Cancel	Columns	Lines Per Page	Description
Initialize	1B45		42	0	Resets the printer to the default setting.
Normal	1B2100	1B2100	42	0	Prints a medium size font.
Compress	1B2101	1B2100	60	0	Prints a smaller sized font and has less space between the characters.
Expanded	1B2130	1B2100	21	0	Prints Bold, Double High and Double Wide.
Bold	1B2131	1B2100	28	0	Prints Bold, 1.5 High
Underline	1B2180	1B2100	42	0	Normal Format that is underlined.
Full Cut	0A0A0D1B69		0	0	Initiates the Auto-Cut feature of the printer. Extra lines may be set to feed before cutting by adding "0A" at the beginning of the Format.
Double Height	1B2111	1B2100	42	0	Normal Format printed in Double Height.
Image	1B61011D2F031B6100		0	0	Used to print a logo for the check.
Red/Reverse	1B21301B7201	1B21001B720-0	21	0	Expanded printed in a red color. Note: The TM88 Is not capable of color printing.

Printer Formats Window

The Printer Formats Window is used to establish the name of up to 15 Formats used in Printers Drivers.

Accessing the Printer Formats Window

While in Focus Setup, select Printers > Formats.

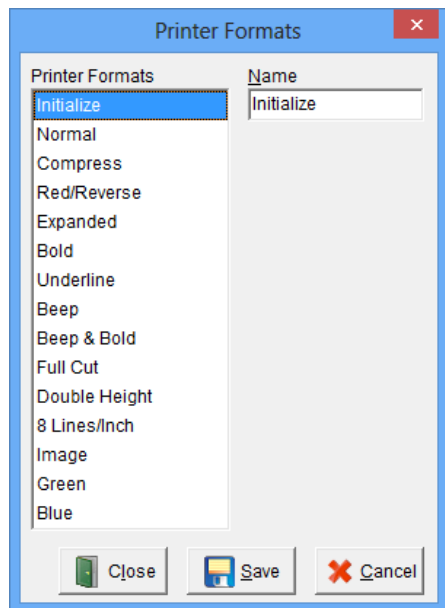


Figure 5.4 Printer Formats Window

Figure 5.5 Printer Formats Window Fields

Field	Description
Name	A unique name for each Format, up to 15 alphanumeric characters.

Figure 5.5.1 Printer Formats Window Commands

Command	Description
Close	Closes the Printer Formats Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Printer Formats

- Prepare a list of Printer Formats.
- Enter the name of each Printer Format in a separate Name text box.
- Click Save.

Related Topics

See also (Printers > Drivers)

Job Right – ‘Printer Formats’

Printer Group Window

The Printer Groups Window is used to establish a maximum of 32 Printer Groups. Printer Groups are logical groupings of similar Menu Items that are assigned to Remote Printers.

Accessing the Printer Groups Window

While in Focus Setup, select Printers > Groups.

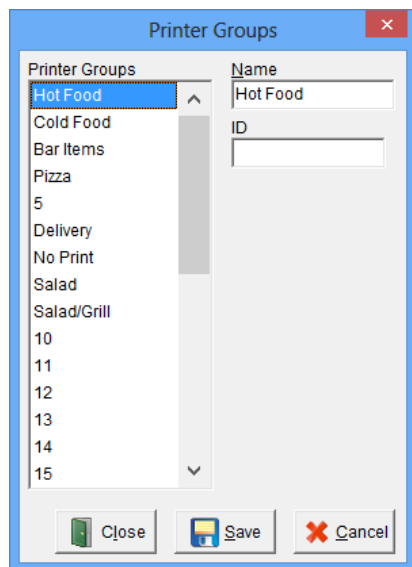


Figure 5.6 Printer Groups Window

Figure 5.7 Printer Groups Window Fields

Field	Description
Name	A unique name for each Group, up to 15 alphanumeric characters.
ID	A unique identifier for the Printer Group, up to 10 alphanumeric characters.

Figure 5.7.1 Printer Groups Window Commands

Command	Description
Close	Closes the Printer Groups Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Printer Groups

- Prepare a list of Printer Groups.
- Enter the name of each Printer Group in a separate Name text box.
- Click Save.

Related Topics

See also (Printers > Remotes)

Job Right – ‘Printer Groups’

Network Printers Window

The Network Printers Window is used to establish Guest Check Printers.

Accessing the Printers Window

While in Focus Setup, select Printers > Printers.

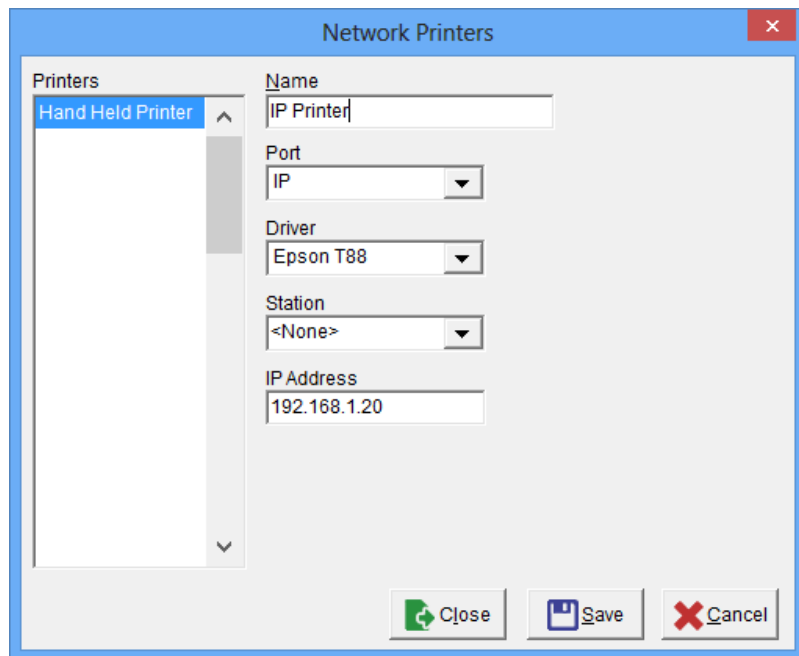


Figure 5.17.1 Remote Printers Window

Figure 5.18.1 Printers Window Fields

Field	Description	
Name	A unique name for each Printer, up to 15 alphanumeric characters.	
Port	Com 1-32	The Com port the printer is connected.
	LPT 1-2	The LPT port the printer is connected.
	The printer is connected to the local area network.	
	IP	<div>The printer is connected via an IP address. (V 7.4 Build 13.4.01)</div>
Driver	The Driver associated with the installed Printer. Drivers are setup in Printers > Drivers.	
Station	The Station that will print the Remote Check. If a Station is not selected then the printer is not operational.	
IP Address	IP Address for the printer. (For information on changing the default IP address consult your printers product manual.)	

Figure 5.18.1a Printers Window Commands

Command	Description
Close	Closes the Remote Printers Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to create IP Printers

- Prepare a list of IP Printers.
- Select 'Port' IP.
- Select appropriate Driver for the printer. See [Printer Drivers](#).
- Do not select a Station. Hit the 'Delete' key on the keyboard to 'de-select' a station.
- Enter the IP address of the printer. For information on changing the default IP address consult the printers product manual.
- Click Save.



This printer will now be available as a Guest Check Printer in Locations > Stations. For use with a Mobile Device, select this printer as the Guest Check printer and enable '[Allow Mobile Printing](#)'.

Related Topics

[See also IP Printer Setup PDF](#)

[See also IP Printer Setup](#)

[Assigning Printers to Stations](#)

See also [\(Printers > Drivers\)](#)

See also [\(Printers > Formats\)](#)

Remote Check Formats Tabs

The Remote Check Formats Window is used to establish up to 10 different Remote Check Formats. Remote Checks Formats determine the format of the Remote Check.

Accessing the Remote Check Formats Window

While in Focus Setup, select Printers > Remote Check Formats.

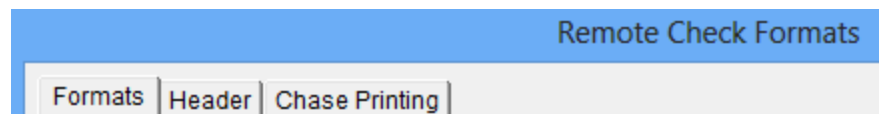


Figure 5.8 Remote Check Formats Tabs

Figure 5.9 Remote Check Formats Tabs

Tab	Description
Formats	Used to determine the content and appearance of the Remote Check.
Header	Used to format the Remote Check Header.
Chase Printing	Used to setup Chase Printing.

Related Topics

Job Right – 'Remote Check Formats'

[Chase Printing Window](#)

[Formats Window \(Remote Check\)](#)

[Header Window \(Remote Check Formats\)](#)

Formats Window (Remote Check)

The Formats Window is used to establish how the information is printed on the Remote Check, as well as what information is printed.

Restrictions

Formats are required for all attributes except Void, Recipe, Timed Orders and Future Orders.

Accessing the Formats Window

While in Focus Setup, select Printers > Remote Check Formats > Formats.

Figure 5.10 Formats Window

Figure 5.11 Formats Window Fields

Field	Description	
Name	A unique name for each Remote Check Format, up to 15 alphanumeric characters.	
Lines at Top	The number of blank lines at the top of the check.	
Lines at Bottom	The number of blank lines at the bottom of the check.	
Append Guest Check Location	The guest check (configured using the Location selected) to append to the Remote Check. If no header attributes are specified for the Remote Check then only the guest check is printed on the Remote Printer.	
Options	Print Header at Top of Check	Prints the Header at the top of the check. Turn this option off to print the header at the bottom of the check.

	Print Modifiers	Modifiers will be printed on the check.	
	Consolidate	Menu Items that have the same Menu Name, Price, Modifiers and have not been split will be consolidated.	
	Separate by Seat	Menu Items will be printed by seat order. Note: The Sort by Priority and Consolidate Options are not used when this option is on. Note: The check is sorted by Position not by Seat if the "Display Position" option is on for the Location.	
	Separate Chit by Item	Each Menu Item will print on a separate chit. Note: The Consolidate option is not used when the Separate Chit by Item option is on.	
		Chit Item Count	Number of Items before splitting chit. V7.4 Build 14.9.22
	Wrap Around Modifiers	Modifiers will print on the same line, separated by commas, and wrap around to the next line if necessary.	
	Wrap Long Names	Names that do not fit on one line will wrap around to the next line.	
	Separate by Course	Each course will be separated by a line break. See Video Courses .	
	Course/Position	Menu Items will be grouped by Courses and sorted within each Course by Position, beginning with Position 1. V 7.4 Build 13.1.03	
	Print Single Quantity	Will display the Quantity of 1 on each item there is a single quantity. V7.4 Build 14.9.22	
	Separate Chit by Seat	A separate kitchen chit will for each Seat. See Video V7.4 Build 14.10.27	
Priority Options	Sort by Priority	Items are printed in ascending priority order followed by items with a zero priority. Note: Items are printed in the order that they were entered if this option is off.	
	Prints First	Items with this priority will always print first if this value is not zero.	
Formats	Items	The Printer Format used to print the Item name.	
	Modifier	The Printer Format used to print the Modifier name.	
	Printer Name	The Printer Format used to print the Printer name.	
	Revenue Center	The Printer Format used to print the Revenue Center name.	
	Order Type	The Printer Format used to print the Order Type name.	
	Server	The Printer Format used to print the Server name.	
	Time/Date	The Printer Format used to print the Time/Date.	
	Station	The Printer Format used to print the Station name.	

	Table/Tab	The Printer Format used to print the Table/Tab name.
	Check	The Printer Format used to print the Check number.
	Guests	The Printer Format used to print the number of Guests.
	Seat Separator	The Printer Format used to print the Seat Separator divider.
	Dash Line	The Printer Format used to print the Dash Line separator.
	Complete	The Printer Format used at the end of the check (i.e., paper cut).
	Void	The Printer Format used to print Voided Items. Voided items will only print if a Format is selected.
	Recipe	The Printer Format used to print the Recipe. The recipe file is printed after each Menu Item if a Format is selected.
	Timed Orders	The Printer Format used to print the Menu Item Cook Time. The cook time will only print if a Format is selected.
	Future Orders	The Printer Format used to print Future Order information. Future Order information will only print if a Format is selected. See Video: Future Orders
	Report Group Counts	The Printer Format used to print Report Group Counts. Report Group Counts only print if a Format is selected.
	Course Line	The Printer Format used to print the Course Line. (V 7.4 Build 13.9.12)
	Item Summary	The Printer Format used to print the Item Summary. (V 7.4 Build 13.9.12)
	Delivery Information	The Printer Format used to print the Delivery Information. (V 7.4 Build 13.9.12)
	Customer Account #	The Printer Format used to print the Customer Account #. (V 7.4 Build 13.9.12)

Figure 5.11.1 Formats Window Commands

Commands	Description
Close	Closes the Window.
Save	Saves the current changes.
Copy	Copies the selected Format.
Paste	Pastes the copied information into the selected position.
Cancel	Cancels the changes made prior to saving.

Procedure to Establish Remote Check Formats

- Enter the name for the Remote Check.
- Enter the number of blank lines for the top of the check.

- Enter the number of blank lines for the bottom of the check.
- Select the appropriate Options.
- Click Save.

Related Videos

[Courses](#)

[Future Orders](#)

Related Topics

See also 'Printers > Remote Check Formats > Header'

See also 'Printers > Remote Check Formats > Chase Printing'

Job Right – 'Remote Check Formats'

Example Remote Check

Examples of the Remote Check are displayed depending on the Remote Check Format Options set.

In the following examples, Seat 1 orders a Filet (Rare), Seat 2 orders a Filet (Rare) and Seat 3 orders a Filet (Well).

Example 1 Remote Check Options

Option	Status
Print Header at Top of Check	On
Print Modifiers	On
Consolidate	Off
Separate by Seat	On

Example 1

6/7/200X	4:10 PM
Hot Kitchen	Check 6
Dine In	Guests 3
Mike M.	Table 23

===== SEAT 1 =====	
10oz Filet Mignon	
Rare	
===== SEAT 2 =====	
10oz Filet Mignon	
Rare	
===== SEAT 3 =====	
10oz Filet Mignon	
Well	

Example 2 Remote Check Options

Option	Status
Print Header at Top of Check	On
Print Modifiers	On
Consolidate	On
Separate by Seat	Off

Example 2


```

-----
6/7/200X          4:10 PM
Hot Kitchen       Check 6
Dine In           Guests 3
Mike M.           Table 23
-----

2 10oz Filet Mignon
  Rare
  10oz Filet Mignon
  Well

```

Example 3 Remote Check Options

Option	Status
Print Header at Top of Check	On
Print Modifiers	Off
Consolidate	On
Separate by Seat	Off

Example 3

```

-----
6/7/200X          4:10 PM
Hot Kitchen       Check 6
Dine In           Guests 1
Mike M.           Table 23
-----

3 10oz Filet Mignon

```

Example 4 Remote Check Options

Option	Status
Print Header at Top of Check	On
Print Modifiers	On
Consolidate	Off
Separate by Seat	Off

Example 4


```

-----
6/7/200X          4:10 PM
Hot Kitchen       Check 6
Dine In          Guests 3
Mike M.          Table 23
-----

10oz Filet Mignon
Rare
10oz Filet Mignon
Rare
10oz Filet Mignon
Well

```

Example 5 Remote Check Options

Option	Status
Print Header at Top of Check	On
Print Modifiers	Off
Consolidate	Off
Separate by Seat	Off

Example 5

```

-----
6/7/200X          4:10 PM
Hot Kitchen       Check 6
Dine In          Guests 3
Mike M.          Table 23
-----

10oz Filet Mignon
10oz Filet Mignon
10oz Filet Mignon

```

Related Topics (none)

Sample Remote Check with Recipe

Examples of the Remote Check with the Recipe Option set are displayed below.

In the following examples, the Recipe File contains the following information:

20oz Strawberry Shake

Pump	Water	4
Scoop	Strawberry	2
Scoop	Ice Cream	1
Tsp	Vanilla	1
Cup	Milk	1

Blend for 30 Seconds

Example 1 Modifier Options

Option	Description
No	None
Extra	None

Example 1

Pantry	4:10 PM
Dine In	Check 6
Mike M.	Guests 1

20oz Strawberry Shake	
20oz Strawberry Shake	
Pump	Water 4
Scoop	Strawberry 2
Scoop	Ice Cream 1
Tsp	Vanilla 1
Cup	Milk 1
Blend for 30 seconds	

Example 2 Modifier Options

Option	Description
No	Vanilla
Extra	None

Example 2


```

-----
Pantry                4:10 PM
Dine In               Check 6
Mike M.               Guests 1
-----

  20oz Strawberry Shake
    No Vanilla
20oz Strawberry Shake

Pump  Water          4
Scoop Strawberry     2
Scoop Ice Cream      1
Cup   Milk           1

Blend for 30 seconds

```

Example 3 Modifier Options

Option	Description
No	None
Extra	Milk

Example 3

```

-----
Pantry                4:10 PM
Dine In               Check 6
Mike M.               Guests 1
-----

  20oz Strawberry Shake
    Extra Milk
20oz Strawberry Shake

Pump  Water          4
Scoop Strawberry     2
Scoop Ice Cream      1
Tsp   Vanilla        1
Extra Cup   Milk           1

Blend for 30 seconds

```

Example 4 Modifier Options

Option	Description
No	Vanilla
Extra	Milk

Example 4

```
-----  
Pantry                4:10 PM  
Dine In              Check 6  
Mike M.             Guests 1  
-----  
20oz Strawberry Shake  
  No Vanilla  
  Extra Milk  
20oz Strawberry Shake  
  
Pump   Water         4  
Scoop  Strawberry     2  
Scoop  Ice Cream     1  
Extra Cup   Milk      1  
  
Blend for 30 seconds
```

Related Topics(none)

Sample Remote Check with Positions

Examples of the Remote Check with the Display Position Option set in Locations > Locations are displayed below.

In the following examples, Position 1 orders a Filet (Rare), Position 2 orders a Filet (Rare) and Position 3 orders a Filet (Well).

Example 1 Location/Remote Check Options

Option	Status
Display Position	On
Separate by Seat	On

Example 1

6/7/200X 4:10 PM
Hot Kitchen Check 6
Dine In Guests 3
Mike M. Table 23

===== POSITION 1 =====
10oz Filet Mignon 1
Rare
===== POSITION 2 =====
10oz Filet Mignon 2
Rare
===== POSITION 3 =====
10oz Filet Mignon 3
Well

Example 2 Location/Remote Check Options

Option	Status
Display Position	On
Separate by Seat	Off

Example 2


6/7/200X 4:10 PM
Hot Kitchen Check 6
Dine In Guests 3
Mike M. Table 23

10oz Filet Mignon 1
Rare
10oz Filet Mignon 2
Rare
10oz Filet Mignon 3
Well

Related Topics(none)

Header Window (Remote Check Formats)

The Header Window is used to determine what attributes appear on the Remote Check Header, as well as the position for specified attributes.

 If no Header Attributes are selected then the Remote Check will not print. For example, this may be the case for delivery restaurants that just want the guest check to print on the Remote Printer instead of the remote check.

Accessing the Header Window

While in Focus Setup, select Printers > Remote Check Formats > Header.

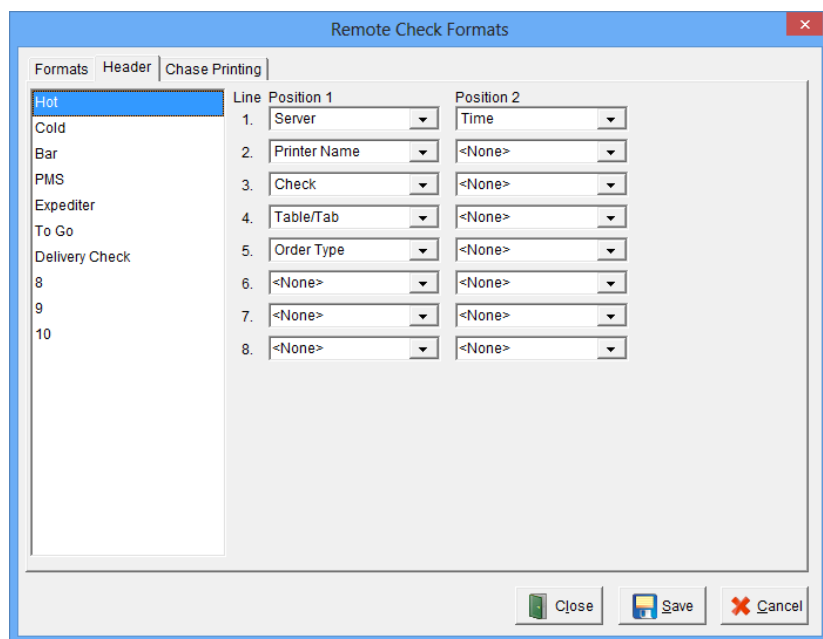


Figure 5.12 Header Window

Figure 5.13 Header Window Fields

Field	Description
Line (1-8) Position 1	The attribute that will print in position 1 of each line.
Line (1-8) Position 2	The attribute that will print in position 2 of each line.

Figure 5.14 Header Window Attributes

Attribute	Description
Printer Name	The name of the Remote Printer.
Revenue Center	The Revenue Center of the order.
Order Type	The Order Type of the order.
Server	The Server who took the order.

Time	The Time the order was taken.
Station	The Station where the order was taken.
Table/Tab	The Table/Tab name of the order.
Check	The Check Number of the order.
Guests	The number of Guests on the order.
Date	The Date the order was taken.
User (Not Owner)	The Employee who fired the order, not necessarily the Owner of the check. (V 7.4 Build 13.1.17)

Related Topics

See also 'Printers > Remote Check Formats > Formats'

See also 'Printers > Remote Check Formats > Chase Printing'

Job Right – 'Remote Check Formats'

Chase Printing Window

The Chase Printing Window is used to establish conditional printing based on Printer Groups, Order Types and Remote Check Formats. When using Chase Printing a Remote Check will only be printed if there is a Menu Item on the check that satisfies the selected Printer Groups set to a particular Remote Check Format with Chase Printing Assignments.

For example, there are two Printer Groups (pizza and hot food). The pizza items and hot food items always go to their respective printers (pizza and hot food) but the pizza items need to go to the sandwich printer if both a pizza and a sandwich are ordered on the same check. The sandwich Printer Group should be turned on to prevent checks from printing on the sandwich printer that just have pizza items (this is accomplished through the Remote Check Formats assigned to the Remote Printers). A Remote Check will not print on the sandwich printer unless an item with the 'Hot Food' printer group is in the print job.

Accessing the Chase Printing Window

While in Focus Setup, select Printers > Remote Check Formats > Chase Printing.

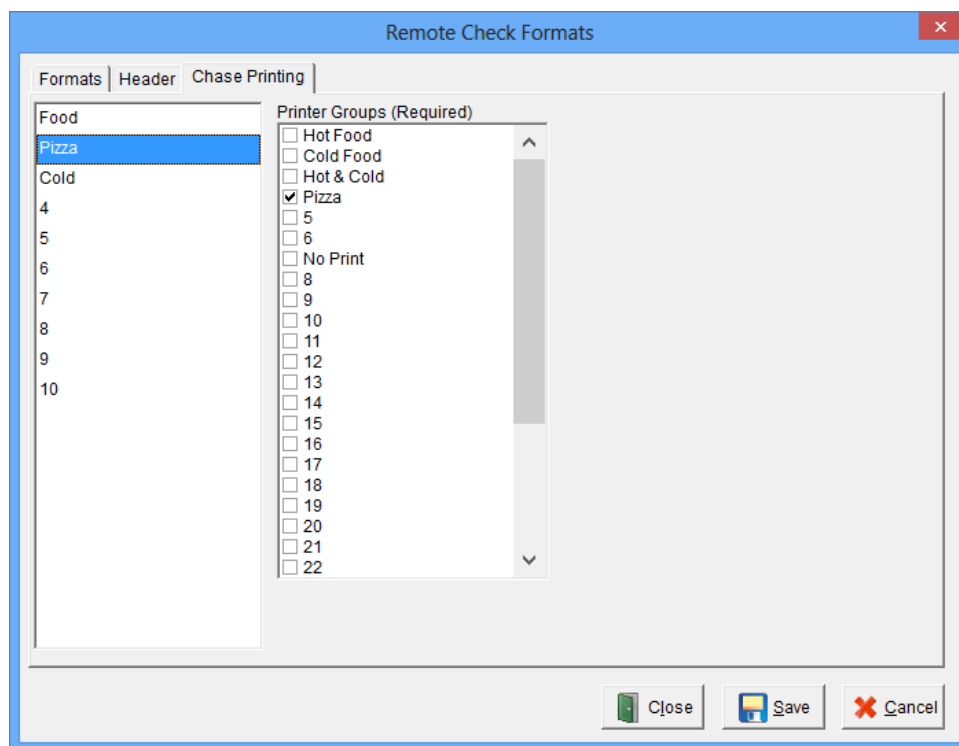


Figure 5.15.2 Chase Printing Window 2

Figure 5.16 Chase Printing Window Fields

Field	Description
Printer Groups (Required)	The Printer Group required for the Remote Check to print. The Remote Check will not print unless it contains one or more items assigned to one of the selected Printer Groups.

Related Topics

[Chase Printing Example 1 \(Pizza and Sandwiches\)](#)

[Chase Printing Example \(Steak and Salad\)](#)

[Flow Chart - Pizza and Sandwich Chase Printing](#)

[Flow Chart - Steak and Salad Chase Printing](#)

[See also 'Printers > Remote Check Formats > Formats'](#)

[See also 'Printers > Remote Check Formats > Header'](#)

[Job Right – 'Remote Check Formats'](#)

Chase Printing Example 1 (Pizza and Sandwiches)

It takes 20 minutes to cook a pizza and only 6 minutes to cook a sandwich. The establishment wants the pizza to print with the sandwich so the cook knows to wait 10 minutes before preparing the sandwich. However they do not want every pizza to print to the sandwich station, only if there is a sandwich ordered with the pizza.

Process to setup Chase Printing

📄 See [Flow Chart - Pizza and Sandwich Chase Printing](#)

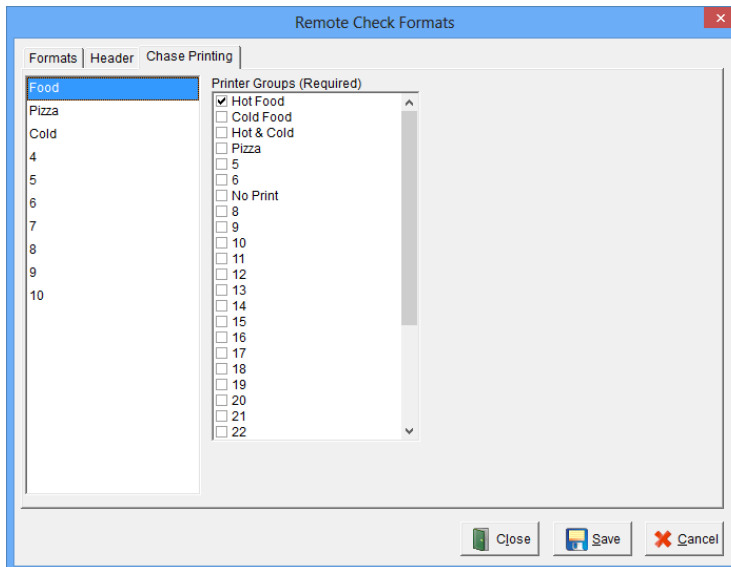
- In Locations > Locations > Printer Assignments set the appropriate Printer Assignments
 - Items with the Printer Group 'Hot Food' will only print to the 'HOT FOOD' remote printer.

The screenshot shows the 'Locations' window with the 'Printer Assignments' tab selected. The 'Assignment Names' section has '1. Main' selected. The 'Active' section has 'Main' selected. The 'Printer Groups' list on the left includes 'Hot Food', 'Cold Food', 'Hot & Cold', 'Pizza', and 'No Print'. The 'Remote Printers' list on the right includes 'HOT FOOD', 'Cold', and 'Pizza'. The 'Active Time' dropdown is set to '<None>'. The 'Close', 'Save', 'Copy', 'Paste', and 'Cancel' buttons are at the bottom.

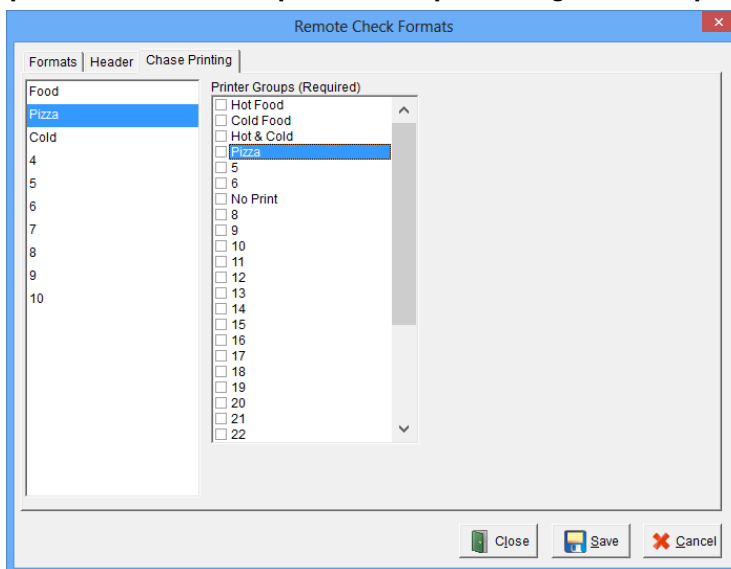
- Items with the Printer Group 'Pizza' will always go to the 'Pizza' remote printer and sometimes go to 'HOT FOOD' remote printer (select both).

The screenshot shows the 'Locations' window with the 'Printer Assignments' tab selected. The 'Assignment Names' section has '1. Main' selected. The 'Active' section has 'Main' selected. The 'Printer Groups' list on the left includes 'Hot Food', 'Cold Food', 'Hot & Cold', 'Pizza', and 'No Print'. The 'Remote Printers' list on the right includes 'HOT FOOD', 'Cold', and 'Pizza'. The 'Active Time' dropdown is set to '<None>'. The 'Close', 'Save', 'Copy', 'Paste', and 'Cancel' buttons are at the bottom.

- Create two separate Remote Check Formats 'Food' and 'Pizza'.
 - On the 'Food' Remote Check Format, on the Chase Printing tab select 'Hot Food'. **Note: This tells the printer to only send items in the print job if there is an item in the print job that has the 'Hot Food' printer group associated with it.**



- On the 'Pizza' Remote Check Format, on the Chase Printing tab do not select anything. **Note: This tells the printer to print all items sent to the printer via the printer assignments setup in Locations > Locations.**



Related Topics

[Flow Chart - Pizza and Sandwich Chase Printing](#)

See also 'Printers > Remote Check Formats > Formats'

See also 'Printers > Remote Check Formats > Header'

Job Right – 'Remote Check Format

Chase Printing Example (Steak and Salad)

It takes 15 minutes to prepare the Porterhouse Steak Dinner and only 2 minutes to prepare the Chef Salad. The establishment wants the salad station to know if there is a Porterhouse on the ticket so the salad does not sit in the kitchen for 13 minutes and get warm. However, they don't want every Porterhouse to print to the salad station they only want the Porterhouse to print to the salad station if a salad is ordered with the steak.

Process to setup Chase Printing

📄 See [Flow Chart - Steak and Salad Chase Printing](#)


- In Locations > Locations > Printer Assignments set the appropriate Printer Assignments
 - Items with the Printer Group 'Salad' will only print to the 'Cold Kitchen' remote printer.

The screenshot shows the 'Locations' window with the 'Printer Assignments' tab selected. The 'Locations' sidebar on the left lists various locations, with 'Restaurant' highlighted. The main panel displays configuration options for printer assignments. Under 'Assignment Names', there are three input fields: '1. Normal', '2. Hot Only', and '3. Cold Only'. Below these, the 'Active' section has radio buttons for 'Time Activated', 'Normal' (which is selected), 'Hot Only', and 'Cold Only'. The 'Printer Groups' list on the left includes 'Hot Food', 'Salad' (selected), 'Bar Items', 'Pizza', 'Delivery', 'No Print', 'Salad', 'Salad/Grill', and numbers 10 through 17. The 'Remote Printers' list on the right includes 'KDS', 'Bar Prep', 'Cold Kitchen' (selected), 'Delivery', 'Expo', 'Grill', and numbers 7 through 17. An 'Active Time' dropdown menu is set to '<None>'. At the bottom of the window, there are buttons for 'Close', 'Save', 'Copy', 'Paste', and 'Cancel'.

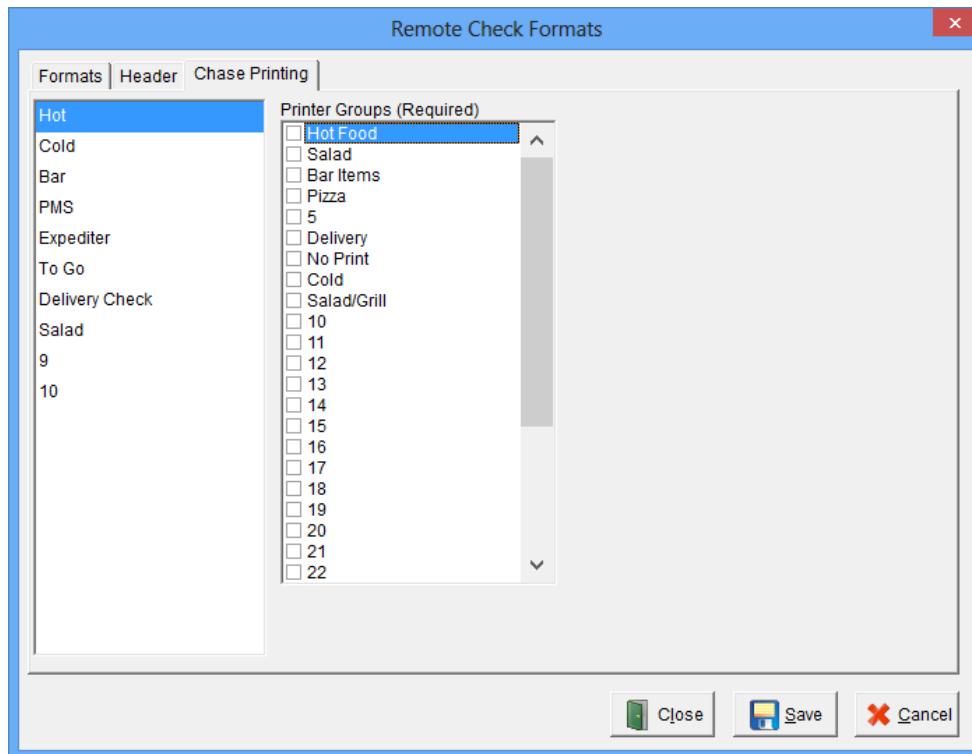
- Items with the Printer Group 'Hot Food' will always go to the 'Grill' remote printer and sometimes go to the 'Cold Kitchen' printer.

Select both.

- Create two separate Remote Check Formats 'Cold' and 'Hot'.
 - On the 'Cold' Remote Check Format, on the Chase Printing tab select 'Salad'. **Note: This tells the printer to only send items in the print job if there is an item in the print job that has the 'Salad' printer group associated with it.**

 When the Porterhouse is ordered, the location tells it to send to both the Salad and Grill. If there is not a salad in the print job, the Porterhouse will not print.

- On the 'Hot' Remote Check Format, on the Chase Printing tab do not select anything. **Note: This tells the printer to print all items sent to the printer via the printer assignments setup in Locations > Locations.**



When the Porterhouse is ordered, the location tells it to send to both the 'Salad' and 'Grill'. The Grill is not using Chase Printing and will print all print jobs sent via printer assignments setup in Locations > Locations.

Related Topics

[Flow Chart- Steak and Salad Chase Printing](#)

See also 'Printers > Remote Check Formats > Formats'

See also 'Printers > Remote Check Formats > Header'

Job Right – 'Remote Check Formats'

Remotes Printers Window

The Remote Printers Window is used to establish the types and names of the Remote Printers. Remote Printers are the printers physically attached to a Station. Guest check printers may also be used as Remote Printers. See Knowledge Based Article: [Remote Printer Setup](#).

Accessing the Remote Printers Window

While in Focus Setup, select Printers > Remotes.

Figure 5.17 Remote Printers Window

Figure 5.18 Remote Printers Window Fields

Field	Description	
Name	A unique name for each Printer, up to 15 alphanumeric characters.	
Station	The Station that will print the Remote Check. If a Station is not selected then the printer is not operational.	
Driver	The Driver associated with the installed Printer. Drivers are setup in Printers > Drivers.	
Port	Com 1-32	The Com port the printer is connected.
	LPT 1-2	The LPT port the printer is connected.
	IP	The printer is connected to the local area network.
	IP Address	The printer is connected via an IP address.
Logic Controls KDS	Interfaces with the Logic Controls KDS.	

	<table> <tr> <td>PartnerTech KVS</td><td>Interfaces with the PartnerTech KVS.</td></tr> </table>	PartnerTech KVS	Interfaces with the PartnerTech KVS.
PartnerTech KVS	Interfaces with the PartnerTech KVS.		
IP Address	IP Address for the printer. (For information on changing the default IP address consult your printers product manual.)		
Baud	The Baud Rate of the Port.		
Backup Printer	The Printer that will be used if the status of the original printer is offline.		
Use Local Printer	Remote Checks will print at the Station's Guest Check Printer where the order was entered.		
Rerouted	This box is checked if the Reroute Command has been used to reroute the Remote Printer.		
Remote Check Format	The Remote Check Format for each Order Type.		

Figure 5.18.1 Remote Printers Window Commands

Command	Description
Close	Closes the Remote Printers Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Remote Printers

- Prepare a list of Remote Printers.
- Enter the name of each Remote Printer in a separate Name text box.
- Select a Station from the drop-down list. Make sure the selected Station name displays in the Station text box.
- Select the Port from the list of available Ports.
- Select a Remote Check format from the list of available Formats.
- Select a Backup Printer from the list of available Remote Printers.
- Select the Use Local Printer option, if appropriate.
- Click Save.

Related Topics

See also (Printers > Drivers)

See also (Printers > Formats)

See also (Printers > Groups)

See also (Printers > Remote Check Formats)

Order Entry Menu

The Order Entry Menu contain a variety of options for managing Focus Order Entry: Auto Combos, Blackboards, Checks, Check Filters, Discounts, Gratuities, Order Types, Packages, Paid Ins, Paid Outs, Payments, Price Levels, Table Types, Tare Weights, Taxes and Voids.

Accessing the Order Entry Window

While in Focus Setup, select Order Entry.

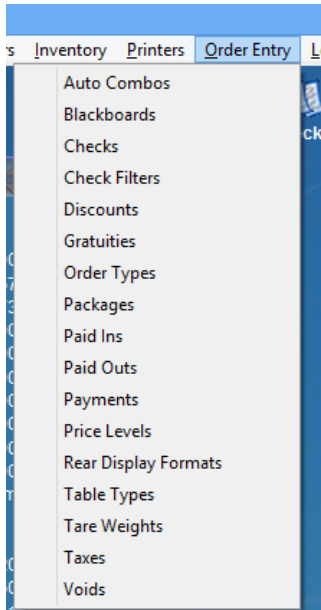


Figure 6.0 Order Entry Menu List

Figure 6.1 Order Entry Menu List Options

Option	Description
Auto Combos	Add, remove and maintain Auto Combos.
Blackboards	Add, remove and maintain Blackboards.
Checks	View the Checks Window.
Check Filters	Add, remove and maintain Check Filters.
Discounts	Add, remove and maintain Discounts.
Gratuities	Add, remove and maintain Gratuities.
Order Types	Add, remove and maintain Order Types.
Packages	Add, remove and maintain Packages.
Paid Ins	Add, remove and maintain Pain Ins.
Paid Outs	Add, remove and maintain Paid Outs.
Payments	Add, remove and maintain Payments.
Price Levels	Add, remove and maintain Price Levels.

Rear Display Formats	Add, remove and maintain Rear Display Formats.
Table Types	Add, remove and maintain Table Types.
Tare Weights	Add, remove and maintain Tare Weights.
Taxes	Add, remove and maintain Taxes.
Voids	Add, remove and maintain Void reasons.

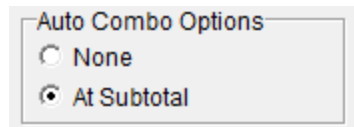
Related Topics (none)

Auto Combos

The Auto Combo feature allows an automatic price adjustment when a predefined group of items is ordered.

Restrictions

For combos to work, the location must have Auto Combo Options set to "At Subtotal". In Focus Setup, select Locations > Locations.



Accessing the Auto Combos Window

While in Focus Setup, select Order Entry > Auto Combos.

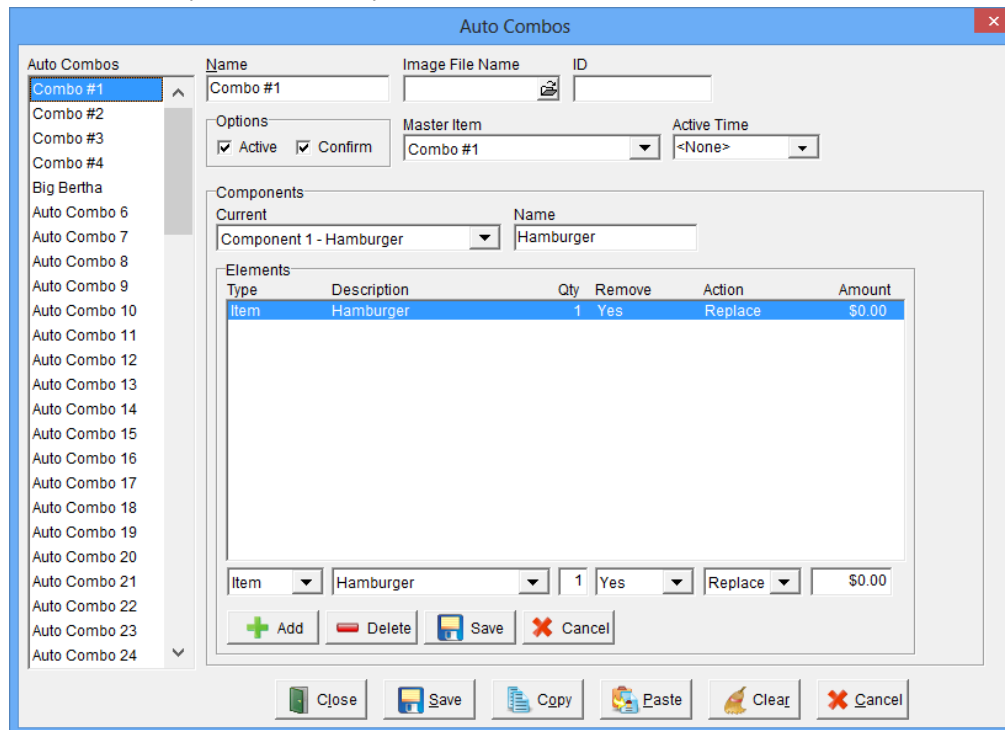


Figure 6.2.1 Auto Combo Window

Figure 6.3.1 Auto Combos Window Fields

Field	Description				
Name	The Auto combo name, up to 15 alphanumeric characters.				
Image File Name	An image that represents the Auto Combo.				
ID	A unique identifier for the Auto Combo, up to 10 alphanumeric characters.				
Options	<table><tr><td>Active</td><td>The Auto Combo will be Active.</td></tr><tr><td>Confirm</td><td>Prompts the user to verify the Auto Combo adjustment.</td></tr></table>	Active	The Auto Combo will be Active.	Confirm	Prompts the user to verify the Auto Combo adjustment.
Active	The Auto Combo will be Active.				
Confirm	Prompts the user to verify the Auto Combo adjustment.				

Master Item	The Master Item (if selected) will display above the items that satisfy the Auto Combo requirements.			
Active Time	The Time Range the Auto Combo is Active.			
Components (1-10)	Current	The selected Component is used to define the Auto Combo requirement.		
	Name	The Component name, up to 15 alphanumeric characters.		
	Elements (1-10)	Note: If multiple Elements are defined for a Component, then each Element must be satisfied in order to satisfy the Auto Combo requirements.		
		Type	Filter	The Element uses a Menu Item Filter to define the Component requirement. <div>Description The Menu Item Filter containing the Menu Items required for the Auto Combo.</div>
			Item	The Element uses a Menu Item to define the Component requirement. <div>Description The Menu Item required for the Auto Combo.</div>
		Qty	The number of Menu Items needed to meet the Auto Combo requirement.	
		Remove	No	The Menu Items will not be removed from the check when the Auto Combo requirements are satisfied.
			Yes	The Menu Items are removed from the check when the Auto Combo requirements are satisfied.
	Action	Adjust	The price of the Menu Item will be adjusted by Amount. <div>Amount The amount to adjust the Menu Item Price (i.e., - \$1.25)</div>	
		Replace	The price of the Menu Item will be replaced by Amount. <div>Amount The The amount to replace the Menu Item Price (i.e., \$0.00)Item required for the Auto Combo.</div>	

Figure 6.3.1 Auto Combo Window Commands

Command	Description
Close	Closes the Auto Combo Window.
Save	Saves current changes.
Copy	Copies an auto combo that has already been configured.
Paste	Pastes an auto combo that you copied to allow a basis point to begin configuration.

Clear	
Cancel	Cancels changes made prior to saving.

Related Topics

[Auto Combo Example - Reduce Price](#)

[Auto Combo Example - Replace Item](#)

Job Right – 'Office – Configure Blackboards'

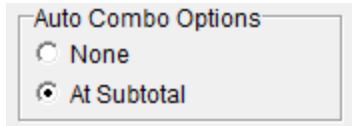
Auto Combo Example - Reduce Price

The steps to setup an example Auto Combo where the price of an item is reduced are listed below.

Restrictions

The [Subtotal Command](#) is used to process Auto Combos.

For combos to work, the location must have [Auto Combo Options](#) set to "At Subtotal". In Focus Setup, select Locations > Locations.



Example 1: Combo #1 (Cheeseburger, Fries & Soda)

Outcome: The price of a Cheeseburger will be reduced by \$1.25 when a Cheeseburger, Fries and a Soda are ordered.

Step 1: Configure Combo #1

- While in Focus Setup, select Order Entry > Auto Combos.
- Enter the name, 'Combo #1'.
- Select Active to make the Auto Combo Active.
- Select Confirm to prompt for the Auto Combo Confirmation Window

Step 2: Configure 'Component 1'

- Select 'Component 1 -' from the drop down list.
- Enter the name for Component 1, 'Cheeseburger'.
- Click Add.
- Select 'Item' for the 'Type'.
- Select the Cheeseburger Menu Item.
- Enter the quantity of '1'.
- Set the Remove Option to 'No'.
- Set the Action Option to 'Adjust'.
- Enter '-\$1.25' for the Price Adjustment.
- Click Save.

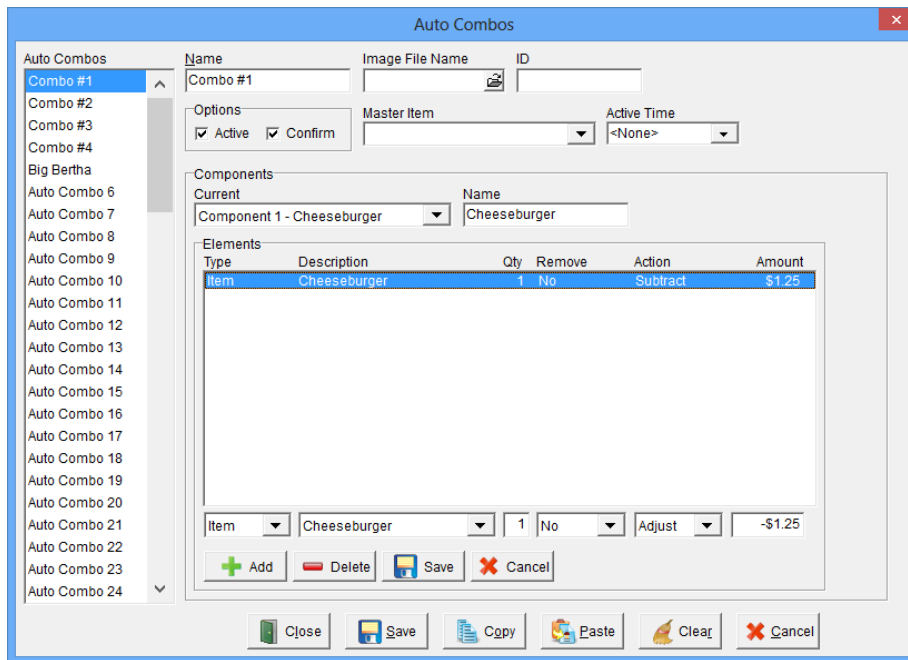


Image 25.2.1 Component 1 Setup

Step 3: Configure 'Component 2'

- Select 'Component 2 -' from the drop down list.
- Enter the name for Component 2, 'French Fries'.
- Click Add.
- Select 'Item' for the 'Type'.
- Select French Fries for the Menu Item.
- Enter the quantity of '1'.
- Set the Remove Option to 'No'.
- Set the Action Option to 'Adjust'.
- Enter \$0.00 for the Price Adjustment.
- Click Save.

Auto Combos

Auto Combos

- Combo #1
- Combo #2
- Combo #3
- Combo #4
- Big Bertha
- Auto Combo 6
- Auto Combo 7
- Auto Combo 8
- Auto Combo 9
- Auto Combo 10
- Auto Combo 11
- Auto Combo 12
- Auto Combo 13
- Auto Combo 14
- Auto Combo 15
- Auto Combo 16
- Auto Combo 17
- Auto Combo 18
- Auto Combo 19
- Auto Combo 20
- Auto Combo 21
- Auto Combo 22
- Auto Combo 23
- Auto Combo 24

Name: Combo #1

Image File Name:

ID:

Options: ☒ Active ☒ Confirm

Master Item:

Active Time: <None>

Components

Current: Component 2 - French Fries

Name: French Fries

Type	Description	Qty	Remove	Action	Amount
Item	French Fries	1	No	None	\$0.00

Item: French Fries

Qty: 1

Remove: No

Action: Adjust

Amount: \$0.00

Image 25.2.2 Component 2 Setup

Step 3: Configure Component 3

- Select 'Component 3 -' from the drop down list.
- Enter the name for Component 3, 'Soda'.
- Click Add.
- Select 'Item' for the 'Type'.
- Select the Menu Item 'Fountain Drink'.
- Enter the quantity of '1'.
- Set the Remove Option to 'No'.
- Set the Action Option to 'Adjust'.
- Enter \$0.00 for the Price Adjustment.
- Click Save.

Image 25.2.3 Component 3 Setup

Image 25.2.6 Combo #1 On Screen Check Before and After Auto Combo Applied

Check 19 (1)	Table		
Mike M.	Guests 1		
1 Cheeseburger	5.95	1	
1 French Fries	1.25	1	
1 Fountain Soda	1.25	1	
Subtotal	8.45		
Sales Tax	0.75		
Total	9.20		
BALANCE DUE	9.20		

Check 19 (1)	Table		
Mike M.	Guests 1		
1 Cheeseburger	4.70	1	
1 French Fries	1.25	1	
1 Fountain Soda	1.25	1	
Subtotal	7.20		
Sales Tax	0.50		
Total	7.70		
BALANCE DUE	7.70		

Subtotal Before - \$8.45

Subtotal After - \$7.20 (Savings of \$1.25)

Menu Items contained in the Auto Combo are displayed based on the order of the Component . For example, Component 1 - Cheeseburger (Cheese Burger), Component 2 – French Fries, Component 3 - Fountain Soda. If they are rang in a different order, the computer will adjust the location on the guest check to match the order of the components configured in the Auto Combo settings.

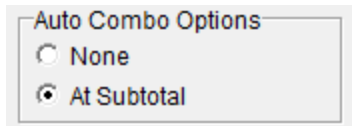
Auto Combo Example - Replace Item

The steps to setup an example Auto Combo are listed below.

Restrictions


The [Subtotal Command](#) is used to process Auto Combos.

For combos to work, the location must have [Auto Combo Options](#) set to "At Subtotal". In Focus Setup, select Locations > Locations.



Example 2: Combo #1 (Hamburger, Fries & Soda)

Outcome: The price of a Hamburger, Fries and Soda will be \$3.99.

 The Menu Item 'Combo #1' will replace the Menu Item 'Hamburger' when the Auto Combo is processed.

Step 1: Create Menu Item 'Combo 1'

- Navigate to Menu > Menu Items.
- Create new menu item with appropriate properties including pricing, taxes and printer assignments.

Step 2: Configure Combo #1

- Enter the name, 'Combo #1'.
- Select Active to make the Auto Combo Active.
- Select Confirm to prompt for the Auto Combo Confirmation Window.
- Select the 'Combo #1' item created above as the 'Master Item'.

Step 3: Configure 'Component 1'

- Select 'Component 1 -' from the drop down list.
- Enter the name for Component 1, 'Hamburger'.
- Click Add.
- Select 'Item' for the 'Type'.
- Select the Cheeseburger Menu Item for 'Description'.
- Enter the quantity of '1'.
- Set the Remove Option to 'Yes'.
- Set the Action Option to 'Replace'.
- Enter '\$0.00' for the Price Adjustment.
- Click Save

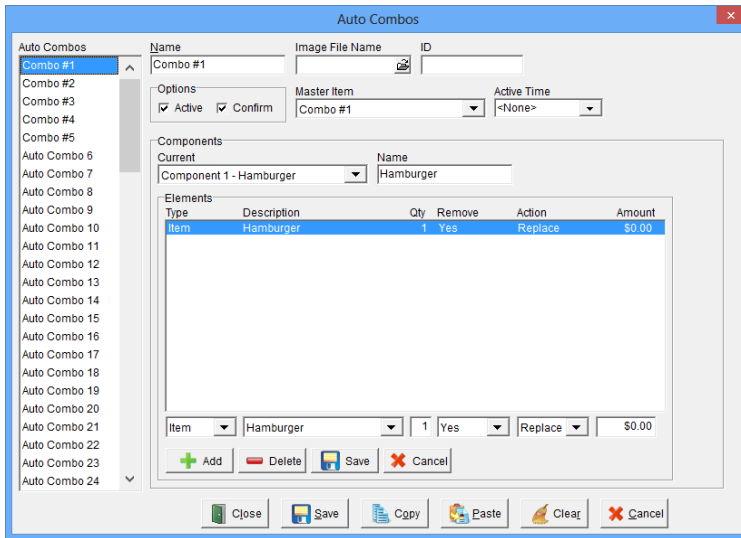


Image 23.4.3 Component 1 Setup

Step 4: Configure Component 2

- Select the Components drop down box and select 'Component 2'.
- Enter the name for Component 2, 'French Fries'
- Click Add
- Select 'Item' for the 'Type'.
- Select 'French Fries' for the 'Item'.
- Enter the quantity of '1'.
- Set the Remove option to 'No'.
- Set the Action Option to 'Replace'.
- Click Save.

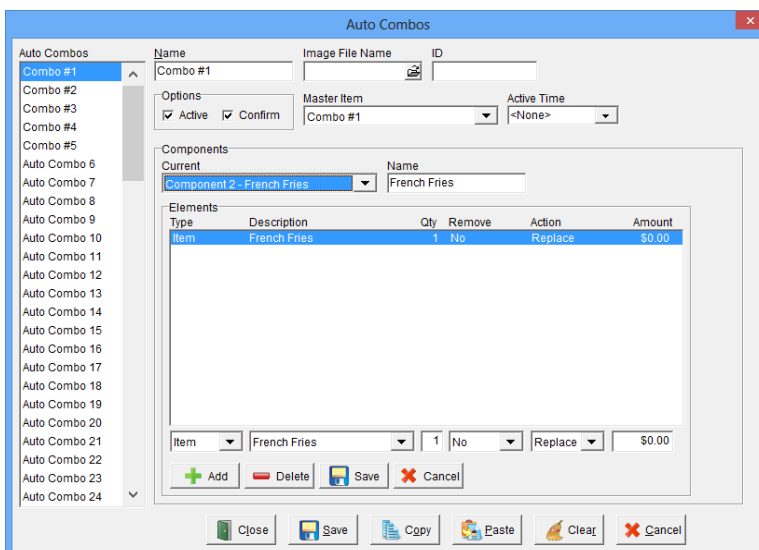


Image 23.4.4 Component 2 Setup

Step 5: Configure Component 3

- Select the Components drop down box and select 'Component 3'.
- Enter the name for Component 3, 'Drink'.
- Click Add.
- Select 'Item' for the 'Type'.
- Select 'Fountain Drink' for the 'Item'.
- Enter the quantity of '1'.
- Set the Remove Option to 'No'.
- Set the Action Option to 'Replace'.
- Enter '\$0.00' for the Price Adjustment.
- Click Save.

Image 23.4.5 Component 3 Setup

Combo #1 On Screen Check Before and After Auto Combo Applied

Check 21		Check 21	
Counter S.	Guests 1	Counter S.	Guests 1
1 Hamburger	2.99	1 Combo #1	3.99
1 Small Drink	0.95	1 Small Drink	0.00
1 Small Fries	0.95	1 Small Fries	0.00
Subtotal	4.89	Subtotal	3.99
Sales Tax	0.50	Sales Tax	0.25
Total	5.39	Total	4.24
BALANCE DUE	5.39	BALANCE DUE	4.24



Menu Items contained in the Auto Combo are displayed based on the order of the Component. For example, Component 1 - Hamburger (Hamburger), Component 2 – French Fries (French Fries), Component 3 - Fountain Soda. The Hamburger has been replace on the check with the Master Item 'Combo #1'.

Blackboards Window

The Blackboards Window provides a convenient way to configure information that will be communicated to the staff. Some common examples of Blackboards include Weekly Specials, Employee Meetings and Staff Sales Contests.

Restrictions

Blackboards are configurable to display at all or only selected Stations. The blackboard files must be stored in the \\Focus\C\Focus\Board folder. Editing Blackboards should be done at the file server. The Focus system will update all Stations when editing Blackboards. The file types that are displayed are .txt (Text files), .rtf (Rich text files), .jpg (Jpeg files) and .bmp (Bitmap files).

Note: The Blackboard dimensions are 530 pixels wide by 580 pixels high when using a resolution of 1024x768.

Hint: The Blackboard border may be hidden and no border displayed if a file containing the word "noborder" is set as the Top Image located in Miscellaneous > General > General > Screen Layout > Entry Screen > Top Image.

Accessing the Blackboards Window

While in Focus Setup, select Order Entry > Blackboards.

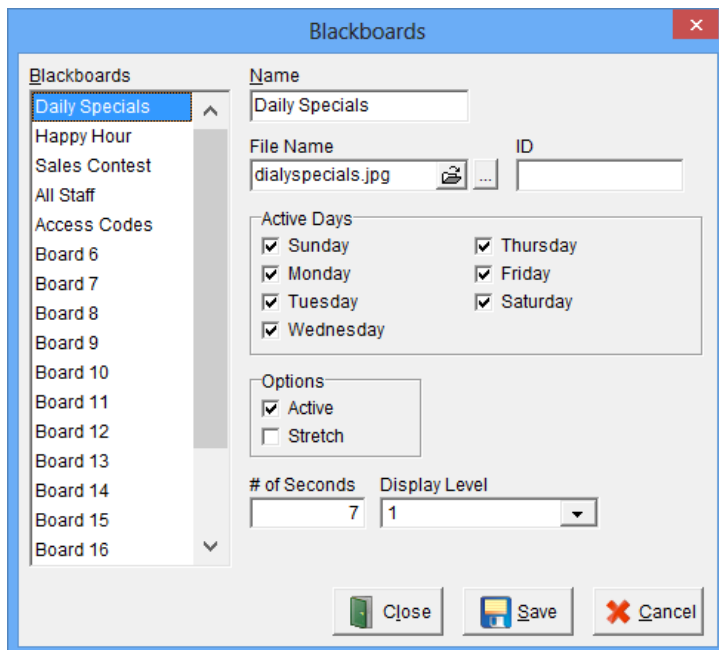


Figure 6.2 Blackboards Window

Figure 6.3 Blackboards Window Fields

Field	Description
Name	A unique name for each Blackboard, up to 15 alphanumeric characters.
File Name	The file to display on the Blackboard.
ID	A unique identifier for the Blackboard, up to 10 alphanumeric characters.
Active Days	Select the days that the Blackboard will be displayed.
Active	Turn this option on if the Blackboard should be displayed.
Stretch	Used to stretch a picture to fit the entire Blackboard.

# of Seconds	Enter the number of seconds that the Blackboard will remain on the screen.
Display Level	The Display Level for each Blackboard along with the Display Level set in Locations > Stations > Stations > Display Blackboards determine the Stations the Blackboard will appear.

Figure 6.3.1 Blackboards Window Commands

Command	Description
Close	Closes the Blackboards Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Related Topics

[Job Right](#) – 'Office – Configure Blackboards'

Check Window

The Check Window is used to view checks from the back office computer. See Video: [Check Filters](#).

Accessing the Check Window

While in Focus Setup, select Order Entry > Checks.

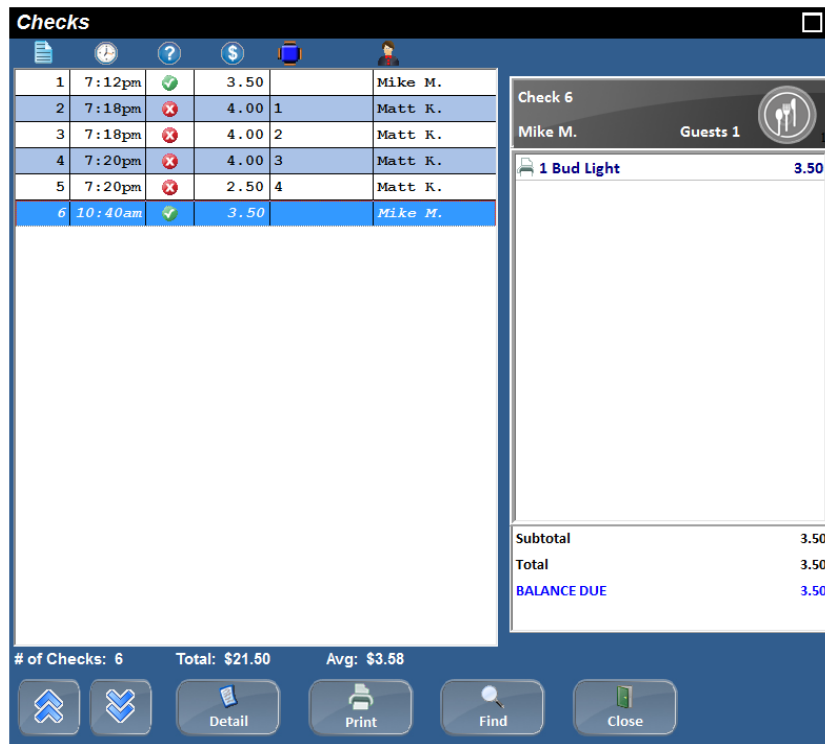


Figure 6.4 Check Window

Figure 6.5 Check Window Sort Options








Option	Description
	Sort the checks by the date and time the check was started. Note: This field is only displayed when filtering checks for a multiple date range. See Video: Multiple Date Range Check Viewer
	Sort the checks by check number.
	Sort the checks by the time the check was started.
	Toggle between Open and All checks.
	Sort the checks by Dollar Amount.
	Sort the checks by Table Number or Tab Name.
	Sort the checks by the Server who opened the check.

Figure 6.5.01 Check Window Check List Colors






Color	Description
 Red	Checks on Hold are displayed in red.
 Green	Checks that are pending transfer are displayed in green.
 Yellow	Checks that are pending delivery are displayed in yellow

Figure 6.5.02 Check Window Totals

Field	Description
# of Checks	The number of checks listed.
Total	The sales amount of the checks listed.
Avg	The average amount per check listed.

Figure 6.5.1 Check Window Commands

Command	Description
	Pages down through the checks.
	Pages up through the checks.
Detail	Toggles the check between Detail mode and View mode.
Print	Prints the currently selected check, all checks or list of checks. If the current check is printed while in "Detail" mode then the detailed order information is printed on the guest check (i.e., Time Ordered, Employee that Ordered the Item, Time Voided, Employee that Voided the Item, Void Reason, etc.).
Find	Finds checks based on date, payment types etc.
Close	Closes the Check Window.

Clicking Detail will display the currently selected check in Detail Mode.

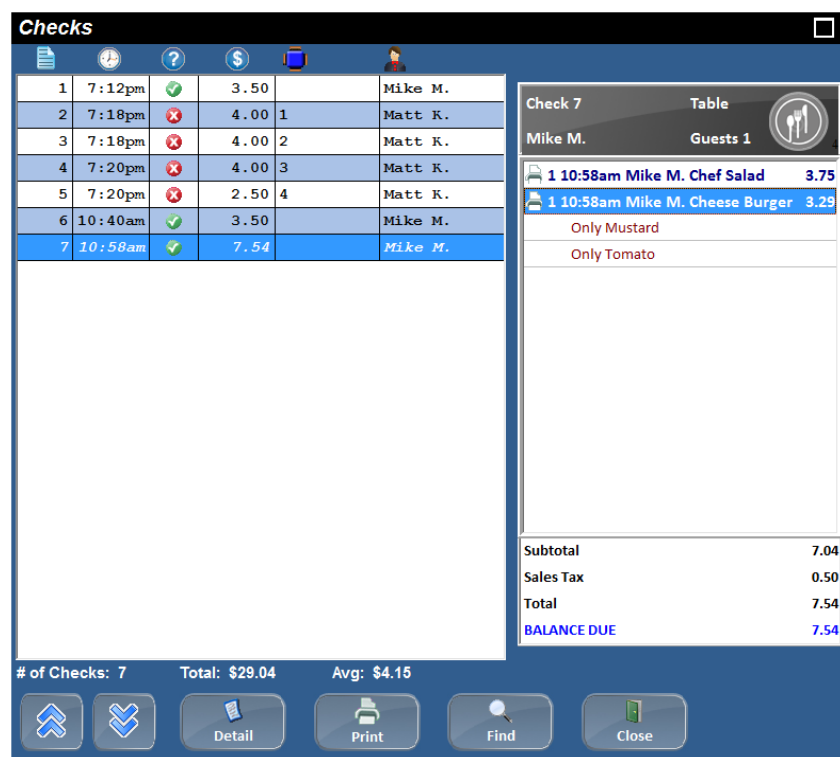


Figure 6.6 Check Detail Window

The Check Header can be clicked to display the following information.

Figure 6.7 Check Detail Window Fields

Field	Description
Date	The date the check
Check Number	Number of the check.
Server Name	The Server who is responsible for the check.
Date of the Check	Date the check was opened.
Time Opened	Time the check was opened.
Time Closed	Time the check was closed.
Time Reopened	Time the check was reopened.
Time Transferred	Time the check was transferred.
Transferred by	The employee that transferred the check.
Table/Tab	Table or Tab Name of the check.
Guests	Number of Guests on the check.
Order Type	Order Type of the check.

Closer of Check	Employee who closed the check.
Revenue Center	Revenue Center of the check.
Station	The station where the check was created.
Station Closed	The station where the check was closed.

The body of the check may be clicked to display the following information.

Figure 6.7 Check Detail Window Fields

Field	Description		
Menu Item	Time Sent	The time the Menu Item was sent.	
	Ordered By	The Employee that ordered the Menu Item.	
	Void Information	Time	The time the item was Voided.
		Employee	The employee that Voided the item.
		Reason	The Reason for the Void.
Payment	Time	The time the Payment was entered.	
	Void Information	Time	The time the Payment was Voided.
		Employee	The employee that Voided the Payment.
	Adjustment Information	Time	The time the Payment was adjusted.
		Employee	The employee that adjusted the Payment.
		Adjusted Amount	The amount the Payment was Adjusted.
Discount	Time	The time the Discount was applied.	
	Employee	The employee who applied the Discount.	
Gift Card	Time Ordered	The time the Gift Card was ordered.	
	Ordered By	The Employee that ordered the Gift Card.	
	Void Information	Time	The time the Gift Card was Voided.
		Employee	The employee that Voided the Gift Card

Checks

1

7:12pm

✓

3.50

Mike M.

2

7:18pm

✗

4.00

1

Matt K.

3

7:18pm

✗

4.00

2

Matt K.

4

7:20pm

✗

4.00

3

Matt K.

5

7:20pm

✗

2.50

4

Matt K.

6

10:40am

✓

3.50

Mike M.

7

10:58am

✓

7.54

Mike M.

8

11:01am

✓

8.24

KOVO

Order T.

MATT KOVO

(800) 775-0996

123 MAIN ST

VIP

1

2

1 Cheese Burger

3.29

Only Mustard

Only Tomato

1 Apple Pie

1.45

Subtotal

4.74

Sales Tax

0.50

Delivery

3.00

Total

8.24

of Checks: 8

Total: \$37.28

Avg: \$4.66

Detail

Print

Find

Close

Figure 6.7.1 Check Detail Window Fields

Figure 6.7.2 Check Detail Window Fields

Field	Description	
Name	The Customer’s name.	
Phone Number	The Customer’s phone number.	
Address	The Customer’s street address.	
Delivery Instructions	The Customer’s delivery instructions.	
Future Order Information	Click on the label to display the date, time and notes when it was originally entered as a future order.	
	Figure 6.7.3 Check Detail Future Order Information	
	Name	The Customer’s name.
	Phone Number	The Customer’s phone number.
	Date	The date of the future order.
	Time	The time the future order should be available.
	Notes	Notes about the future order.

Related Videos

[Check Filters](#)
[Check List Video](#)
[Multiple Date Range Check Viewer](#)

Related Topics

See also 'Find (Checks)'

Job Right – 'Office – Checks'

Find Button

The Find button is used to search for checks for the current or selected date based on real time search criteria or predefined Check Filters.

Restrictions

The user must have the [Job Right](#) 'Order Access - Filter Checks' and 'Office - Checks' in order to use the Find feature.

Accessing the Check Filter Options Window

While in Focus Setup, select Order Entry > Checks > Find.

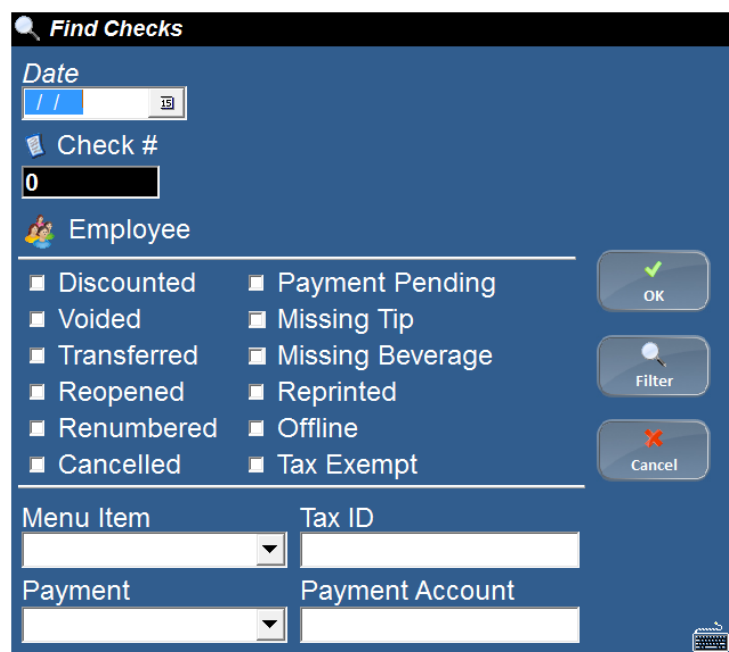



Figure 6.8 Check Filter Options Window

Figure 6.9 Check Filter Options Window Fields

Field	Description
Date	Finds checks for the Date specified. If the Date is not specified, the current business date is used. Note: Clicking the Date label allows the user to select a date range. See Video: Multiple Date Range Check Viewer
Check #	Finds checks with the specified Check #. Note: The Check # may be entered by touching the check icon  .
Employee	Finds checks that are owned by the specified employee. Note: The Job Right 'Order Access - Other's Checks' is necessary to view other employee's checks.
Discounted	Finds checks with Discounts applied.
Voided	Finds checks with Voids applied.
Transferred	Finds checks that have been transferred or have had items transferred to them via the Transfer Item Command.
Reopened	Finds checks that have been reopened.


Renumbered	Finds checks that have been renumbered.
Cancelled	Finds checks that have been started but all items have been deleted and not sent.
Payment Pending	Finds checks that have a Pending Payment.
Missing Tip	Finds checks that have Payments with Missing Tips. A Missing Tip is a Payment that has the Tip Required Option on but has not had a tip entered.
Missing Beverage	Finds checks that are missing beverages. Checks have Missing Beverages if they have a greater number of Menu Items with the Require Beverage Option than the Satisfies Beverage Option. Menu Items can be set as beverages as an option in Menu > Menu Items.
Reprinted	Finds checks that have been printed more than once.
Offline	Finds checks that have credit card Payments that were entered while in Offline Mode.
Tax Exempt	Finds checks that have Tax Exempt status.
Menu Item	Finds checks with the Menu Item specified.
Payment	Finds checks that have the specified Payment.
Tax ID	Finds checks that have the specified Tax ID.
Payment Account	Finds checks that have the specified Account Number. The Account Number may be entered by touching the on-screen Keyboard  . Wildcard character "X" searches may be used. For Example, if a search was done for the Account "4003XXXXXXXX1234" then all checks will be found that have a Payment with an Account Number with "4003" at the beginning and "1234" at the end and are 16 digits in length. A partial search may also be used. For example, if a search was done for the Account "4003" then all checks will be found that end with the Account Number "4003".

Figure 6.9.1 Check Filter Options Window Commands

Command	Description
OK	Closes the Check Filter Options Window and displays the checks with the filter options specified.
Filter	Displays the Select Check Filter Window (see Figure 6.10). User defined Check Filters are setup in Order Entry > Check Filters. Select the desired Check Filter or press Cancel to return to the Check Filter Options Window. See Video: Check Filters
Cancel	Cancels changes made prior to saving.

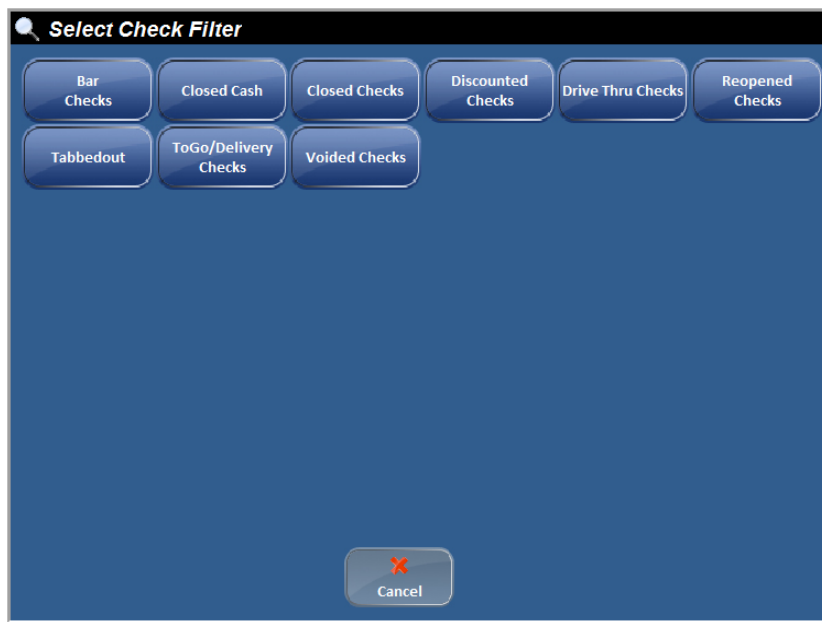


Figure 6.10 Select Check Filter Window

Note: The combination of the filter options specified on the Check Filter Options Window and the Check Filter are used. For example, if the user specifies a date on the Check Filter Options Window and the Void option in the selected Check Filter was on then all Voided checks for the specified date are found.

Related Videos

[Check Filters](#)

[Check List Video](#)

[Multiple Date Range Check Viewer](#)

Related Topics

See also (Order Entry > Check Filters)

Job Right – 'Office – Checks'

Job Right – 'Office – Check Filters'

Job Right - 'Order Access - Other's Checks'

Check Filters Window

The Check Filters Window is used to establish groups of settings to filter checks. Check Filters can be used in the Checks Window or Packages. See Video: [Check Filters](#)

Accessing the Check Filters Window

While in Focus Setup, select Order Entry > Check Filters.

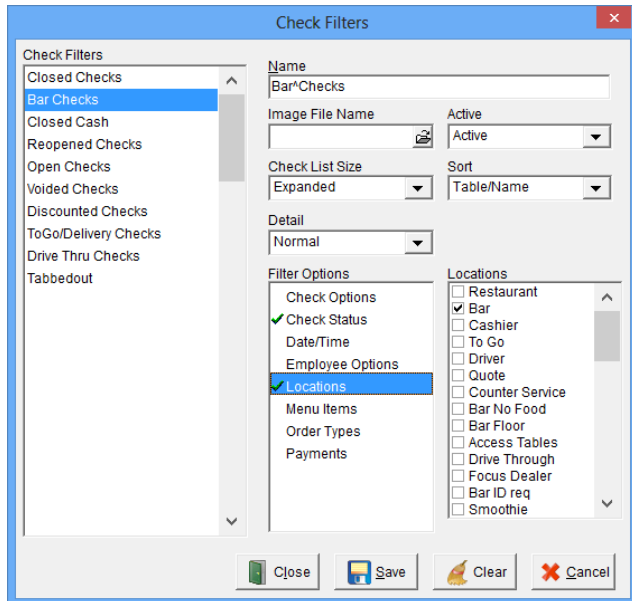


Figure 6.11 Check Filters Window

Figure 6.12 Check Filters Window Fields

Field	Description	
Name	A unique name for each Check Filter, up to 40 alphanumeric characters.	
Image File Name	Image that will appear on the Check Filter button on the Select Check Filter Window.	
Check List Size	Size the screen defaults to when viewing. Default is "<None>". Expanded displays an additional column of checks.	
Detail	Normal	Defaults the check view to Order mode. See Checks for more information.
	Detail	Defaults the check view to Detail mode. See Checks for more information.
Active	Active Check Filters are displayed on the Select Check Filter Window.	
Sort	Server	Sorts checks by Server Name.
	Table/Tab	Sorts checks by Table Number or Tab Name.
Check Options	Canceled	Finds checks that have been started but all items have been deleted and not sent.
	Discounted	Finds checks with Discounts applied.

	Missing Beverage	Finds checks that are missing beverages. Checks have Missing Beverages if they have a greater number of Menu Items with the Require Beverage Option than the Satisfies Beverage Option. Menu Items can be set as beverages as an option in Menu > Menu Items.	
	Missing Tip	Finds checks that have Payments with Missing Tips. A Missing Tip is a Payment that has the Tip Required Option on but has not had a tip entered.	
	Moved Checks	Finds checks that were moved to the current business day.	
	Offline	Finds checks that have credit card Payments while entered in Offline Mode.	
	Payment Pending	Finds checks that have a Pending Payment.	
	Reopened	Finds checks that have been reopened.	
	Reprinted	Finds checks that have been printed more than once.	
	Transferred	Finds checks that have been transferred or have had items transferred to them via the Transfer Item Command.	
	Voided	Finds checks with Voids applied.	
	Override Location	This option allows the user to override the Job Right "Order Access – Checks by Location" so that checks for other Locations may be accessed.	
Check Status	Open	Checks currently open.	
	Closed	Checks currently closed.	
	All	All Checks.	
Date/Time	Date	Defaults to the current date or previous Date.	
	Time Range	Finds Checks that have been opened during a user-defined time period set in Miscellaneous > Time Ranges.	
Employee Options	Specific	Finds all checks for a specific employee (i.e. AM BAR). This option must be on before the Employee option will work.	
		Employee	Select the Employee's checks to view.
Locations	Finds checks for the specified Locations.		
Menu Items	Finds checks containing the specified Menu Item.		
Order Types	Finds checks for the specified Order Types.		
Payments	Finds checks containing the specified Payments.		

Figure 6.13 Check Filters Window Commands

Field	Description
Close	Closes the Check Filters Window.

Save	Saves current changes.
Clear	Clears the content of the currently selected Check Filter.
Cancel	Cancels changes made prior to saving.

Related Videos

[Check Filters](#)

[Check List Video](#)

[Multiple Date Range Check Viewer](#)

Related Topics

See also (Order Entry > Checks > Find)

Job Right – 'Office – Check Filters'

Discounts Window

The Discounts Window is used to establish and maintain Discounts. Discounts may be applied to Menu Items and Gift Cards. Discounts may be a percentage or a dollar amount and may be used to enter coupons or promotions.

A specific Discount Canvas may be created to show all Discounts, or individual Discounts may be shown on various Canvases. The use of Discounts may be strictly controlled using the Required Items and Application Items features. In addition to management authorization, use of specific Discounts at a Location may be inhibited by the configuration of Canvases.

Accessing the Discounts Window

While in Focus Setup, select Order Entry > Discounts.

Figure 6.14 Discounts Window

Figure 6.15 Discounts Window Fields

Field	Description
Name	A unique name for each Discount, up to 15 alphanumeric characters.
Image File Name	The graphic that represents the Discount.
Active Time	The Time Range the Discount is active.
Reporting ID	A unique identifier for the Discount, up to 10 alphanumeric characters (ID Explicit). Field used to lookup Discount with ID Lookup Barcode.
ID	A unique identifier for the Discount, up to 8 alphanumeric characters.
Bar Code	The Bar Code used to identify the Discount when scanned or using ID Lookup Barcode and there is no Reporting ID.
Loyalty Plan	The Loyalty Plan associated with the Discount.
Required Minimum	The minimum dollar amount that must be on the check before the discount is active.

Computation	Subtotal %	The Discount is a percentage of the Subtotal Amount.	
		Rate	A percentage between 0 and 100.00.
		Amount	The maximum dollar amount that may be Discounted.
	Subtotal \$	The Discount is a maximum dollar amount deducted from the Check Subtotal.	
		Rate	Disabled.
		Amount	The maximum dollar amount that may be Discounted for the entire check.
	Item %	The Discount is a percentage deducted from an Item Price.	
		Rate	A percentage between 0 and 100.00.
		Amount	The maximum dollar amount that may be Discounted.
	Item \$	The Discount is a dollar amount deducted from an Item Price.	
		Rate	Disabled.
		Amount	The maximum dollar amount that may be Discounted for each item.
Item Selection (Not applicable to the Buy and Get Discount)	Buy and Get	The Buy and Get Discount requires the purchase of specific items (Buy and Get Requirement Items) in order to apply a discount to eligible items (Application Items). Note: The Discount is applied to the lowest priced eligible item.	
		Rate	The % applied to Application Items. For example, if the promotion is a Buy a Dinner - Get an Appetizer Free, the rate would be 100%. If the promotion is a Buy a Dinner - Get an Appetizer for Half Price, the rate would be 50%.
		Amount	The maximum dollar amount that may be Discounted.
	Selected Items	The Discount is applied to the selected items on the On-Screen Check.	
		The Discount is applied to the first eligible item on the On-Screen Check. Note: This option is not used by Subtotal \$ or Subtotal % Discounts.	
		The Discount is applied to all eligible items on the On-Screen Check.	
Options	Active	The Discount is active.	
	Variable Rate	The Discount rate is variable. The operator will be prompted to enter the discount % rate or dollar amount. If appropriate, a default percentage may be entered into the rate field. No percentage or dollar limit may be set for a variable rate.	
	Enter Source	The user will be prompted to enter the source of the discount. For example, a coupon may have a code that identifies its origin, such as an advertisement or magazine. The Discount Report can be sorted by source.	

	Customer Pays Tax	The tax is calculated on the pre-discounted value.
	Discount Order Type Charges	The Discount is applied to the Order Type Charge.
	Require Approval	The Discount requires the 'Discounts - Approve' Job Right.
	Include Modifiers	The Discount is applied to the item as well as its modifiers. For example, If a Cheeseburger is ordered for \$5.95 and modified with Bacon for \$0.50, the Discount is applied to the Cheeseburger and Bacon for a total of \$6.45. The Buy and Get Discount will Discount the lowest price Application Item based on the total cost of the item including the modifiers.
	Discount Gift Card	The Discount is applied to Gift Cards.
	Require Customer	The Discount requires a customer on the check.
	Item \$ (Minimum)	The minimum price before an item may be discounted.
	Print Chit	Prints a discount chit after the discount is applied.
	MyFocus	The Discount is used with myFocus Loyalty. This field is used in conjunction with the ID field and the ID Explicit field established in the myFocus Loyalty Setup.
	Loyalty Eligible	Items that have been discounted will count towards points for myFocus Loyalty.
Subtotal \$ Taxes	The Taxes that are removed from the Subtotal \$ Discount if the "Customer Pays Tax" option is off.	
Buy and Get Requirement Items	Applies only to Buy and Get Discounts. The Menu Item Filters containing the items that must be ordered before the Discount can be applied to the items contained in the Application Items.	
Application Items	The Menu Item Filters that determine the items eligible to Discount. All items are eligible if a Filter is not selected.	

Figure 6.15.1 Discounts Window Commands

Command	Description
Close	Closes the Discounts Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Discounts

- Prepare a list of Discount types.
- Enter the name of each Discount.
- Select the appropriate Discount options.
- Click Save.

Discount Example - Percentage Discount During Set Timeframe

Example

In the following example, customers get a 20% discount on all Entrees when they order between 4:30 PM and 6:00 PM Monday - Friday. Discounts can be created in a variety of different manners.

Discounts

Variable %
Variable \$
30% Off
10% Seniors
\$1 Off Item
Buy 1 Get 1
100% Off Item
Buy 1 Get 1/2
10% Off All
10% Off 1 Item
20% Off Entree
\$5 Off App
Early Bird
Comp Food
Comp Bar
Test
Charity
Coffee 10th
Instant
20
\$10 Discount
Loyalty Test
Free Appetizer
Free Burger
Free Meal

Name: Early*Bird
Image File Name: bird.bmp
Active Time: Early Bird

Reporting ID:
ID:
Bar Code:
Loyalty Plan: <None>

Computation

Method:
☐ Subtotal %
☐ Subtotal \$
☒ Item %
☐ Item \$
☐ Buy and Get

Rate: 20.00
Amount: 0.00

Item Selection

☐ Selected Items
☐ One Item
☒ All Items

Options

☒ Active
☐ Variable Rate
☐ Enter Source
☐ Customer Pays Tax
☐ Discount Order Type Charges
☐ Require Approval
☒ Include Modifiers
☐ Discount Gift Card
☐ Require Customer
☐ Item \$ (Minimum)
☐ Print Chit
☐ myFocus
☐ Loyalty Eligible

Subtotal \$ Taxes

☐ Sales Tax
☐ Dining Rm Liqueur
☐ Bar Rm. Liquor
☐ 4
☐ POS Tax
☐ 6
☐ 7
☐ 8

Buy and Get Requirement Items

1. <None>
2. <None>
3. <None>
4. <None>
5. <None>

Application Items

1. Entree
2. <None>
3. <None>
4. <None>
5. <None>

Close Save Cancel

Settings to Configure

1. Active Time - The Active Time will designate what time the Discount is available.
 1. While in Setup select Miscellaneous > Time Ranges and enter the correct times for the correct days the discount is available.
 2. In this example, the discount is active Monday - Friday from 4:30 PM - 6:00 PM.

Time Ranges

Time Ranges

- All Day
- Happy Hour
- Early Bird**
- Wed
- 5
- 6
- Late Night
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19

Name Early Bird **ID**

Start Date / / **End Date** / /

Days of Month

1. 0 2. 0 3. 0 4. 0

5. 0 6. 0 7. 0

Other Dates

<None>

Days After 0

	Start	Stop	Start	Stop
Sunday	:	:	:	:
Monday	04:30 PM	06:00 PM	:	:
Tuesday	04:30 PM	06:00 PM	:	:
Wednesday	04:30 PM	06:00 PM	:	:
Thursday	04:30 PM	06:00 PM	:	:
Friday	04:30 PM	06:00 PM	:	:
Saturday	:	:	:	:

Close **Save** **Cancel**

- 3.
2. Computation Method - The computation method describes how the discount will be applied.
 1. In this example it the discount will be computed bases on an 'Item %'.
3. Rate - The amount of the discount.
 1. In this example, the items will be discounted 20%.
4. Item Selection - Designates what items on the guest check the discount will be applied to.
 1. In this example, 'All Items' will be selected. This will allow all the items on the guest check to be discounted.
 1. Note that we will use an Item Filter in the Application Items section to filter the available items to be discounts.
5. Options - Designates the options for the discount.
 1. In this example, Active and Include Modifiers are selected. This will enable the modifiers underneath the parent item to be discounted as well.

6. Application Items - The items we want to include in the discount.

1. In this example, all entrees on the Entree Menu Canvas will available for the Early Bird Discount.

Menu Item Filters

Menu Item Filters

All (Reserved)
Food
Bar
All
Entree
Beer
Appetizers
Domestic Beer
DESSERTS
Coffee
Verify Age
Suggestive Sell
Covers
Apple Pie
Fast Suggestion
Over 21
17
18
19
Entree
Drink
App
LBW
Loyalty Burger
25
26

Name
Entree
ID
Sort

Type
Item

1.	Canvases	Entree Menu	<input checked="" type="checkbox"/> Include
2.	<None>	<None>	<input type="checkbox"/> Include
3.	<None>	<None>	<input type="checkbox"/> Include
4.	<None>	<None>	<input type="checkbox"/> Include
5.	<None>	<None>	<input type="checkbox"/> Include
6.	<None>	<None>	<input type="checkbox"/> Include
7.	<None>	<None>	<input type="checkbox"/> Include
8.	<None>	<None>	<input type="checkbox"/> Include
9.	<None>	<None>	<input type="checkbox"/> Include
10.	<None>	<None>	<input type="checkbox"/> Include
11.	<None>	<None>	<input type="checkbox"/> Include
12.	<None>	<None>	<input type="checkbox"/> Include
13.	<None>	<None>	<input type="checkbox"/> Include
14.	<None>	<None>	<input type="checkbox"/> Include
15.	<None>	<None>	<input type="checkbox"/> Include
16.	<None>	<None>	<input type="checkbox"/> Include
17.	<None>	<None>	<input type="checkbox"/> Include
18.	<None>	<None>	<input type="checkbox"/> Include


Options

- ☒ Variable Price
- ☒ Repeat Round
- ☒ Kitchen Comment
- ☒ Follow Item
- ☒ Requires Beverage
- ☒ Satisfies Beverage
- ☒ Kitchen Price
- ☒ Out of Stock
- ☒ Scale
- ☒ Request Tare Weight
- ☒ Increment Guests
- ☒ Include in Item Price
- ☒ Countdown
- ☒ Guest Check
- ☒ Fraction Quantity
- ☒ Inventoried
- ☒ Cost from Recipe
- ☒ Food Stamp Eligible
- ☒ Timed Rate
- ☒ Steering Modifier
- ☒ Require Approval
- ☒ Reclassify Tax
- ☒ Quantity Prompt
- ☒ Position Prompt










Close Save Find Clear Unattached Cancel

- 2.

7. Example of Guest Check before and after Discount is applied.

Check 9	Table 32	
Mike M.	Guests 4	
1 Filet Mignon	24.95	
Butterfly		
Potatoes Au Gratin		
Sauteed Veggies		
1 Texas Porterhouse	19.95	
Medium Well		
Sweet Potato Fries		
Onion Rings		
Subtotal	44.90	
Sales Tax	3.75	
Total	48.65	
BALANCE DUE	48.65	

1.

Check 9		Table 32	
Mike M.		Guests 4	
 1 Filet Mignon			24.95
 Butterfly			
 Potatoes Au Gratin			
 Sauteed Veggies			
 1 Texas Porterhouse			19.95
 Medium Well			
 Sweet Potato Fries			
 Onion Rings			

Discount Example - % Discount On One Item During Set Timeframe

Example

In the following example, customers get a 20% discount on one (1) Entree when they order between 4:30 PM and 6:00 PM Monday - Friday.

The screenshot shows the 'Discounts' configuration window. The left sidebar lists various discount types, with 'Early Bird' selected. The main configuration area includes fields for Name, Image File Name, Active Time, Reporting ID, ID, Bar Code, and Loyalty Plan. The 'Computation' section shows 'Method' set to 'Item %' with a 'Rate' of 20.00. The 'Item Selection' section shows 'One Item' selected. The 'Options' section includes checkboxes for 'Active', 'Variable Rate', 'Enter Source', 'Customer Pays Tax', 'Discount Order Type Charges', 'Require Approval', 'Include Modifiers', 'Discount Gift Card', 'Require Customer', 'Item \$ (Minimum)', 'Print Chit', 'myFocus', and 'Loyalty Eligible'. The 'Subtotal \$ Taxes' section lists 'Sales Tax', 'Dining Rm Liquor', 'Bar Rm. Liquor', '4', '6', '7', and '8'. The 'Buy and Get Requirement Items' and 'Application Items' sections are also visible.

Settings to Configure

1. Active Time - The Active Time will designate what time the Discount is available.
 1. While in Setup select Miscellaneous > Time Ranges and enter the correct times for the correct days the discount is available.
 2. In this example, the discount is active Monday - Friday from 4:30 PM - 6:00 PM.

Time Ranges

Time Ranges

- All Day
- Happy Hour
- Early Bird**
- Wed
- 5
- 6
- Late Night
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19

Name **ID**

Start Date **End Date**

Days of Month

1. 2. 3. 4.

5. 6. 7.

Other Dates

<None>

Days After

	Start	Stop	Start	Stop
Sunday	<input type="text" value=":"/>	<input type="text" value=":"/>	<input type="text" value=":"/>	<input type="text" value=":"/>
Monday	<input type="text" value="04:30 PM"/>	<input type="text" value="06:00 PM"/>	<input type="text" value=":"/>	<input type="text" value=":"/>
Tuesday	<input type="text" value="04:30 PM"/>	<input type="text" value="06:00 PM"/>	<input type="text" value=":"/>	<input type="text" value=":"/>
Wednesday	<input type="text" value="04:30 PM"/>	<input type="text" value="06:00 PM"/>	<input type="text" value=":"/>	<input type="text" value=":"/>
Thursday	<input type="text" value="04:30 PM"/>	<input type="text" value="06:00 PM"/>	<input type="text" value=":"/>	<input type="text" value=":"/>
Friday	<input type="text" value="04:30 PM"/>	<input type="text" value="06:00 PM"/>	<input type="text" value=":"/>	<input type="text" value=":"/>
Saturday	<input type="text" value=":"/>	<input type="text" value=":"/>	<input type="text" value=":"/>	<input type="text" value=":"/>

Close
 Save
 Cancel

2. Computation Method - The computation method describes how the discount will be applied.
 1. In this example it the discount will be computed bases on an 'Item %'.
3. Rate - The amount of the discount.
 1. In this example, the items will be discounted 20%.
4. Item Selection - Designates what items on the guest check the discount will be applied to.
 1. In this example, 'One Item' will be selected. This will allow all the items on the guest check to be discounted.
 1. Note that we will use an Item Filter in the Application Items section to filter the available items to be discounts.
5. Options - Designates the options for the discount.
 1. In this example, Active and Include Modifiers are selected. This will enable the modifiers underneath the parent item to be discounted as well.

6. Application Items - The items we want to include in the discount.

1. In this example, only entrees on the Entree Menu Canvas will available for the Early Bird Discount.

Menu Item Filters

Menu Item Filters	Name	ID	Sort
All (Reserved)	Entree		
Food			
Bar			
All			
Entree			
Beer			
Appetizers			
Domestic Beer			
DESSERTS			
Coffee			
Verify Age			
Suggestive Sell			
Covers			
Apple Pie			
Fast Suggestion			
Over 21			
17			
18			
19			
Entree			
Drink			
App			
LBW			
Loyalty Burger			
25			
26			

Type	Item	Include
1. Canvases	Entree Menu	<input checked="" type="checkbox"/>
2. <None>	<None>	<input type="checkbox"/>
3. <None>	<None>	<input type="checkbox"/>
4. <None>	<None>	<input type="checkbox"/>
5. <None>	<None>	<input type="checkbox"/>
6. <None>	<None>	<input type="checkbox"/>
7. <None>	<None>	<input type="checkbox"/>
8. <None>	<None>	<input type="checkbox"/>
9. <None>	<None>	<input type="checkbox"/>
10. <None>	<None>	<input type="checkbox"/>
11. <None>	<None>	<input type="checkbox"/>
12. <None>	<None>	<input type="checkbox"/>
13. <None>	<None>	<input type="checkbox"/>
14. <None>	<None>	<input type="checkbox"/>
15. <None>	<None>	<input type="checkbox"/>
16. <None>	<None>	<input type="checkbox"/>
17. <None>	<None>	<input type="checkbox"/>
18. <None>	<None>	<input type="checkbox"/>

Options


- ☒ Variable Price
- ☒ Repeat Round
- ☒ Kitchen Comment
- ☒ Follow Item
- ☒ Requires Beverage
- ☒ Satisfies Beverage
- ☒ Kitchen Price
- ☒ Out of Stock
- ☒ Scale
- ☒ Request Tare Weight
- ☒ Increment Guests
- ☒ Include in Item Price
- ☒ Countdown
- ☒ Guest Check
- ☒ Fraction Quantity
- ☒ Inventoried
- ☒ Cost from Recipe
- ☒ Food Stamp Eligible
- ☒ Timed Rate
- ☒ Steering Modifier
- ☒ Require Approval
- ☒ Reclassify Tax
- ☒ Quantity Prompt
- ☒ Position Prompt

Close Save Find Clear Unattached Cancel







2.

7. Example of Guest Check before and after Discount is applied.

1. Note - The item with the lowest dollar amount will be the item discounted if more than one item on the guest check meets the requirements.

Check 9	Table 32	
Mike M.	Guests 4	
1 Filet Mignon	24.95	
Butterfly		
Potatoes Au Gratin		
Sauteed Veggies		
1 Texas Porterhouse	19.95	
Medium Well		
Sweet Potato Fries		
Onion Rings		
Subtotal	44.90	
Sales Tax	3.75	
Total	48.65	
BALANCE DUE	48.65	

1.

Check 9	Table 32	
Mike M.	Guests 4	
 1 Filet Mignon	24.95	
Butterfly		
Potatoes Au Gratin		
Sauteed Veggies		
 1 Texas Porterhouse	19.95	
 Medium Well		
 Sweet Potato Fries		
 Onion Rings		

Multiple Discounts Using a Package

A user may need the capability of applying multiple discounts to a guest check with one button. Simply create a Package with multiple discounts attached to it.

Discount Example: Early Bird Percent Discount One Item plus 10% Discount on beverages for Seniors.

In the following example, customers get a 20% discount on one (1) Entree when they order between 4:30 PM and 6:00 PM Monday - Friday and 10% off Coffee and Orange Juice at all times.

Settings to Configure

1. Create a discount similar to the Discount 'Early Bird Example'. [See Early Bird Percent Discount One Item](#).
2. Create a similar discount which discounts 10% off of selected beverages.

3. Create a package with both Discounts.
 1. While in Setup select Order Entry > Packages.
 2. Create a new Package with both Discounts.

3. Add the Package to your Discount Canvas.

4. Example of Guest Check before and After the Package is applied.

Check 10 Table 42		Check 10 Table 42	
Mike M. Guests 4		Mike M. Guests 4	
 1 Filet Mignon	24.95	 1 Filet Mignon	24.95
Medium		Medium	
Green Beans		Green Beans	
Potatoes Au Gratin		Potatoes Au Gratin	
 1 Texas Porterhouse	19.95	 1 Texas Porterhouse	19.95
Medium		 Medium	
Baked Potato		 Baked Potato	
Butter		 Butter	
Shredded Cheddar		 Shredded Cheddar	
Bacon Bits		 Bacon Bits	
Sour Cream		 Sour Cream	
1 Orange Juice	1.25	 1 Orange Juice	1.25
1 Medium Coffee	1.50	 1 Medium Coffee	1.50
Subtotal	47.65	Subtotal	47.65
Sales Tax	4.00	Sales Tax	3.50
Total	51.65	Early Bird	-3.99
BALANCE DUE	51.65	Senior Beverage	-0.27
		Total	46.89
		BALANCE DUE	46.89

5. Notice that the Early Bird Discount is applied to the cheaper Entree as created in the 'Early Bird' discount and the Senior Beverage Discount is applied to both beverages.



The name of your Discount will appear on the printed Guest Check. To avoid offending customers use discretion in the descriptions.

Discount Example - All Items Discounted To One Set Price

Example

In the following example, employees pay \$1.50 for all beers and wine.

Settings to Configure

1. Computation Method - The computation method describes how the discount will be applied.
 1. In this example it the discount will be computed bases on an 'Item \$'.
2. Amount - The amount of the discount.
 1. In this example, all items will be discounted to \$1.50.
3. Item Selection - Designates what items on the guest check the discount will be applied to.
 1. In this example, 'Selected Items' will be selected. This will allow only highlighted items on the guest check to be discounted.
 1. We are using 'Selected Items' so we can discount employees drinks that might be on a table or tab that has drinks that will not be discounted.
 2. Note that we will use an Item Filter in the Application Items section to filter the available items to be discounts.
4. Options - Designates the options for the discount.
 1. 'Item \$ (Minimum)' is the option that tells the discount to "Discount Down to \$1.50" instead of reducing the price \$1.50.
 2. In this example, Active and Include Modifiers and Require Approval are also selected.
 1. "Include Modifiers" enables the modifiers underneath the parent item to be discounted as well.

5. Application Items - The items we want to include in the discount.

1. In this example, all beer and wine.

Menu Item Filters

Name: Beer and Wine ID: Sort:

Type: Item

Type	Item	Include
1. Report Groups	Beer	<input checked="" type="checkbox"/>
2. Report Groups	Bottle Wine	<input checked="" type="checkbox"/>
3. Report Groups	<None>	<input type="checkbox"/>
4. Report Groups	<None>	<input type="checkbox"/>
5. Report Groups	<None>	<input type="checkbox"/>
6. Report Groups	<None>	<input type="checkbox"/>
7. Report Groups	<None>	<input type="checkbox"/>
8. Report Groups	<None>	<input type="checkbox"/>
9. Report Groups	<None>	<input type="checkbox"/>
10. Report Groups	<None>	<input type="checkbox"/>
11. Report Groups	<None>	<input type="checkbox"/>
12. Report Groups	<None>	<input type="checkbox"/>
13. Report Groups	<None>	<input type="checkbox"/>
14. Report Groups	<None>	<input type="checkbox"/>
15. Report Groups	<None>	<input type="checkbox"/>
16. Report Groups	<None>	<input type="checkbox"/>
17. Report Groups	<None>	<input type="checkbox"/>
18. Report Groups	<None>	<input type="checkbox"/>

Options:

- ☒ Variable Price
- ☒ Repeat Round
- ☒ Kitchen Comment
- ☒ Follow Item
- ☒ Requires Beverage
- ☒ Satisfies Beverage
- ☒ Kitchen Price
- ☒ Out of Stock
- ☒ Scale
- ☒ Request Tare Weight
- ☒ Increment Guests
- ☒ Include in Item Price
- ☒ Countdown
- ☒ Guest Check
- ☒ Fraction Quantity
- ☒ Inventoried
- ☒ Cost from Recipe
- ☒ Food Stamp Eligible
- ☒ Timed Rate
- ☒ Steering Modifier
- ☒ Require Approval
- ☒ Reclassify Tax
- ☒ Quantity Prompt
- ☒ Position Prompt

Buttons: Close, Save, Find, Clear, Unattached, Cancel

6. Example of Guest Check before and after Discount is applied. Notice that even though the prices vary for each beer, the discount marks them all down to \$1.50.

Check 19	Table	Check 19	Table
Mike M.	Guests 1	Mike M.	Guests 1
1 Corona Extra 4.00		1 Corona Extra 4.00	
1 Dos Equis 4.00		1 Dos Equis 4.00	
1 Coors Light 3.50		1 Coors Light 3.50	
1 Coors 3.50		1 Coors 3.50	
Subtotal 15.00		Subtotal 15.00	
Total 15.00		Emp Beer & Wine -9.00	
BALANCE DUE 15.00		Total 6.00	
		BALANCE DUE 6.00	

Related Videos

[Discount Down to a Set Price](#)

Gratuities Window

The Gratuities Window is used to establish and maintain up to 16 different Gratuities. Gratuities are activated based on Location, the number of guests in a party, and the Menu Items on the Check. An employee with the 'Gratuity - Select' [Job Right](#) may apply predefined or variable Gratuities to a Check. The [job right](#) 'Gratuity - Remove' is necessary to remove a Gratuity from a Check.

Accessing the Gratuities Window

While in Focus Setup, select Order Entry > Gratuities.

Figure 6.16 Gratuities Window

Figure 6.17 Gratuities Window Fields

Field	Description
Name	A unique name for each Gratuity type, up to 15 alphanumeric characters.
ID	A unique identifier for the Gratuity, up to 10 alphanumeric characters.
Image File Name	An image that represents the Gratuity.
Variable Rate	The server will be prompted to enter the Rate.
Flat Amount	The Rate is treated as a flat dollar amount for the Gratuity computation.
Rate	A rate (%) between 0.00 and 100.00 or a flat dollar amount for the Gratuity.
Taxes	The taxes applied to the Gratuity.

Figure 6.17.1 Gratuities Window Commands

Command	Description
Close	Closes the Gratuities Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Gratuities

- Prepare a list of Gratuities.
- Enter the name of each Gratuity in a separate Name text box.
- Select the appropriate options.
- Click Save.

Related Topics

See also (Locations > Locations)

[Job Right](#) – 'Office - Gratuities'

[Automatic Gratuity](#)

Order Types Tabs

The Order Types Window is used to establish and maintain up to 24 different Order Types such as Dine In, Take Out, Delivery, Room Charge etc. Each Order Type may be configured to permit an amount or percentage charge to be added to the order or to all items. Order Types also determine the taxes that are added to checks.

Accessing the Order Type Window

While in Focus Setup, select Order Entry > Order Types.

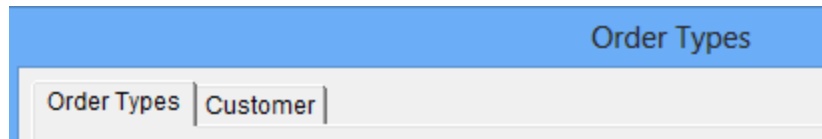


Figure 6.18 Order Type Tabs

Figure 6.19 Order Types Tabs Description

Tab	Description
Order Types	The Order Types Tab is used to setup the Order Type specific options.
Customer	The Customer Tab is used to customize the Edit Customer Window for delivery and pickup orders for FOH operations.

Related Videos

[Define Customer Fields in Order Entry](#)

Related Topics

Job Right – 'Office – Order Types'

Order Types Window

The Order Types Window is used to setup the Order Type specific options.

Accessing the Order Types Window

While in Focus Setup, select Order Entry > Order Types.

The screenshot shows the 'Order Types' window with the 'Customer' tab selected. The 'Dine In' order type is highlighted in the left sidebar. The main area displays the configuration for 'Dine In':

- Name:** Dine In
- Image File Name:** (empty)
- Check Header Color:** Blue
- ID:** (empty)
- Computation:**
 - Method: ☒ None, ☐ Check %, ☐ Check \$ Amount, ☐ Item %, ☐ Item \$ Amount
 - Rate: 3.00
 - Menu Items to Charge: <None>
- Options:**
 - ☒ Tipped
 - ☒ Display Charge at Bottom of Check
 - ☐ Delivery Pending
 - ☐ Delivery Zone Fee
 - ☐ Require Customer
- Prompt:** ☒ None, ☐ Name
- Prompt Keyboard:** Alphanumeric
- Prompt Caption:** (empty)
- Order Type Charge Taxes:**
 - ☒ Food Tax
 - ☒ State Tax
 - ☒ Liquor Tax
 - ☒ 4
 - ☒ POS Tax
 - ☐ Non Tax Item
 - ☐ Round Test
 - ☐ 8
 - ☐ 9
 - ☐ 10
 - ☐ 11
 - ☐ 12
 - ☐ 13
 - ☐ 14
 - ☐ 15
 - ☐ 16

At the bottom are buttons for Close, Save, and Cancel.

Figure 6.20 Order Types Window

Figure 6.21 Order Types Window Fields

Field	Description		
Name	A unique name for each Order Type, up to 15 alphanumeric characters.		
Image	An image that represents the Order Type.		
Check Header Color	The Check Header Color determines the color that is displayed on the On-Screen Check Header for orders with this Order Type. Note: An image may be displayed on the On-Screen Check Header by creating a file named ordertypeX.bmp where "X" is the number of the Order Type.		
ID	A unique identifier for the Order Type, up to 10 alphanumeric characters.		
Computation	Hint: Click any field below to view checks that contain a void.		
	None	No surcharge is added to checks with this Order Type.	
		Rate	Not applicable.
		Menu Items to	Not applicable.

		Charge	
	Check %	A surcharge percentage based on the subtotal value is applied to checks with this Order Type.	
		Rate	A percentage between 0.00 and 500.00.
		Menu Items to Charge	Not applicable.
	Check \$ Amount	A surcharge dollar (\$) amount is added to checks with this Order Type.	
		Rate	The surcharge dollar amount that is added to the check subtotal.
		Menu Items to Charge	Not applicable.
	Item %	A surcharge percentage is applied to eligible Items on checks with this Order Type.	
		Rate	A percentage between 0.00 and 500.00.
		Menu Items to Charge	The Menu Item Filter that includes the Menu Items that the Item \$ Amount is applied. If a Menu Item Filter is not selected then the surcharge is added to all the items on the check.
	Item \$ Amount	A surcharge dollar (\$) amount is added to eligible Items on checks with this Order Type.	
		Rate	The surcharge dollar amount that is added to each eligible item.
		Menu Items to Charge	The Menu Item Filter that includes the Menu Items that the Item % is applied. If a Menu Item Filter is not selected then the surcharge is added to all the items on the check.
Options	Tipped	The sales of the Order Type are included in the Tipped Sales total for IRS calculations. Tipped Sales appear on the Declare Cash Tips Window (CC Tip % Example on Declare Tips), Attendance Report, Payroll Report and the Activity Report (Gratuity Section).	
	Display Charge at Bottom of Check	The surcharge is printed at the bottom of the check. This option is required if the Computation Method is Check % or Check \$ Amount.	
	Delivery Pending	The Check is placed in the Delivery Pending state automatically. A check in the Delivery Pending state automatically appears on the Dispatch Window and the Check Window if the user has the Job Rights 'Customer - Dispatch' and 'Customer - Driver ' respectively. Checks in the Delivery Pending state are highlighted in yellow on the Check Window.	
	Delivery Zone Fee	If selected, the fees configured in Customers > Zones will apply to each customer tied to a particular Zone. See Video (V7.4 Build 13.9.12)	
	Require Customer	If selected, a Customer must be placed on the check prior to leaving the screen. V7.4 Build 14.9.29	
Prompt	None	Does not prompt for the Tab Name.	

	<table> <tr> <td>Name</td><td>Prompts for the Tab Name. Note: The user must have the Job Right 'Name - Enter'.</td></tr> </table>	Name	Prompts for the Tab Name. Note: The user must have the Job Right 'Name - Enter'.		
Name	Prompts for the Tab Name. Note: The user must have the Job Right 'Name - Enter'.				
Order Type Charge Taxes	The Taxes that are applicable to the surcharge on checks with this Order Type.				
Prompt Key-board	<table> <tr> <td>Alphanumeric</td><td>Displays an alphanumeric keyboard interface.</td></tr> <tr> <td>Numeric</td><td>Displays a number pad interface.</td></tr> </table>	Alphanumeric	Displays an alphanumeric keyboard interface.	Numeric	Displays a number pad interface.
Alphanumeric	Displays an alphanumeric keyboard interface.				
Numeric	Displays a number pad interface.				
Prompt Cap-tion	The caption to display at the top of the keyboard.				

Figure 6.21.1 Order Types Window Commands

Command	Description
Close	Closes the Order Types Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Order Types

- Prepare a list of Order Types.
- Enter the name of each Order Type in a separate Name text box.
- Select the appropriate fields.
- Click Save.

Related Topics

See also 'Order Entry > Order Types > Customer'

Job Right – 'Office – Order Types'

Customer Window (Order Types)

The Customer Window is used to customize the Edit Customer Window for Delivery and Pickup Orders.

 The Customer Window defines which fields are displayed in the Front of House when accessing a customer.

Accessing the Customer Window

While in Focus Setup, select Order Entry > Order Types > Customer.

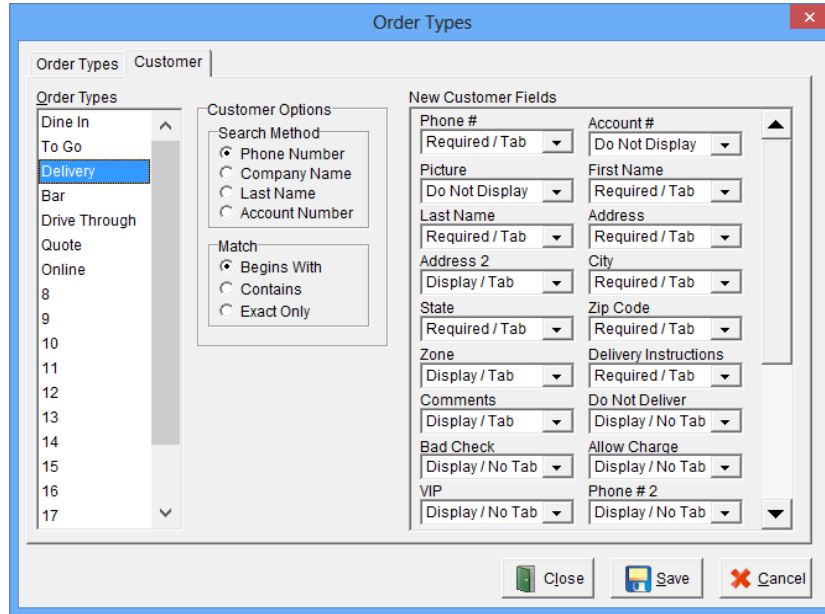


Figure 6.22 Order Types Customer Window

Figure 6.23 Order Types Customer Window Fields

Field	Description	
Search Method	Phone Number	The default Search Method on the Customer Search Window is Phone #.
	Company Name	The default Search Method on the Customer Search Window is Company Name.
	Last Name	The default Search Method on the Customer Search Window is Last Name.
	Account Number	The default Search Method on the Customer Search Window is Account Number.
Match	Begins With	The default Search Match on the Customer Search Window is Begins With. For example, if the Search Method is Last Name and the user enters "KO" in the Search Text box then all Customers with a last name that begins with "KO" are found.
	Contains	The default Search Match on the Customer Search Window is Contains. For example, if the Search Method is Last Name and the user enters "KO" then all Customers with "KO" in any part of their last name are found.
	Exact Only	The default Search Match on the Customer Search Window is Exact Only. For example, if the Search Method is Last Name and the user enters "KO" then only Customers with a last name of "KO" are found.

New Customer Fields	Field		Description		
	Option	Display	Required	Tabbed	Example
	Do Not Display	No	N/A	N/A	N/A
	Display / No Tab	Yes	No	No	Displays optional fields that rarely have to be entered (i.e., Delivery Instructions and Comments).
	Display / Tab	Yes	No	Yes	Displays optional fields that are often entered (i.e., Phone #2).
	Required / No Tab	Yes	Yes	No	Displays required fields that rarely have to be entered (i.e., City, State and Zip Code are configured based on the Phone Prefix).
	Required /Tab	Yes	Yes	Yes	Displays required fields that are often entered (i.e., Address).
	Phone #		The customer's phone number.		
	Account #		The customer's account number.		
	Picture		The customer's picture.		
	First Name		The customer's first name.		
	Last Name		The customer's last name.		
	Address		The customer's address.		
	Address 2		The customer's address.		
	City		The customer's city.		
	State		The customer's state.		
	Zip Code		The customer's zip code.		
	Zone		The customer's Delivery Zone.		
	Delivery Instructions		Special Delivery Instructions for the Customer Account.		
	Comments		Any other comments regarding the customer.		
	Do Not Deliver		Delivery is not allowed for the Customer.		
	Bad Check		The Customer has previously written a bad check.		
	Allow Charge		The Customer is allowed to charge.		
	VIP		The Customer will be noted as a VIP on the Customer Window in Focus Order Entry.		
	Phone #2		Displays the Customer's Phone #2.		

	Fax #	Displays the Customer's Fax Number.
	Birth Date	The customer's Birth Date (mm/dd/yyyy).
	Charge Limit	The Customer Account balance may not exceed this amount.
	E-mail Address	The customer's e-mail address.
	Company Name	The customer's Company Name.
	Returned Mail	Alerts the user that a new Address is needed the next time the Customer Account places an order.
	Require Approval	Approval will be required before an order may be placed for the Customer Account.
	Anniversary Date	The customer's Anniversary Date (mm/dd/yyyy).
	Apartment	The customer's apartment or suite number.

Related Videos

[Define Customer Fields in Order Entry](#)

Related Topics

See also 'Order Entry > Order Types > Order Types'

Job Right – 'Office – Order Types'

Packages Window

The Packages Window is used to establish macros that perform multiple actions with one push of a button. Up to 250 packages with each Package containing up to 25 commands can be created.

 **Note:** Commands available with Focus Mobile are denoted by the  icon.

Accessing the Packages Window

While in Focus Setup, select Order Entry > Packages.

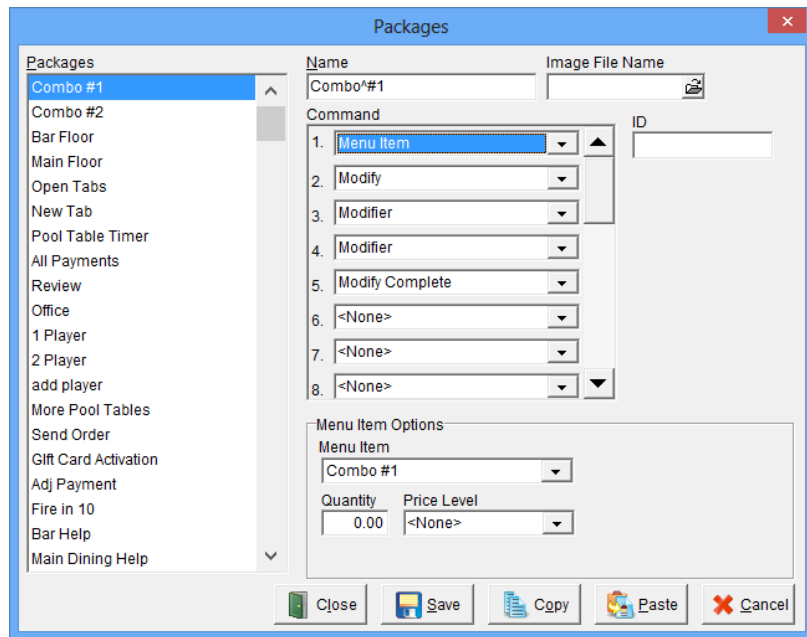





Figure 6.24 Packages Window




Figure 6.25 Packages Window Fields


Field	Description
Name	A unique name for each Package, up to 32 alphanumeric characters.
Image File Name	An image that represents the Package.
Command	The Package Types are: Menu Item, Discount, Order Type, Payment, Modifier, Command and Canvas.
ID	A unique identifier for the Package, up to 10 alphanumeric characters.




Figure 6.26 Package Commands

Field	Description		
Account	Allows the employee access to the Customer Account Window.		
Advance	Allows the employee to place a cash Advance on a check. <table border="1" data-bbox="350 1696 1459 1753"> <tr> <td>Amount</td><td>If, specified, the default amount for the Advance.</td></tr> </table>	Amount	If, specified, the default amount for the Advance.
Amount	If, specified, the default amount for the Advance.		
Canvas	<table border="1" data-bbox="350 1787 1459 1864"> <tr> <td>Canvas</td><td>The Canvas to be used in the Package. Note: A Package containing Canvas Type Commands can be used in place of the Canvas Ribbon.</td></tr> </table>	Canvas	The Canvas to be used in the Package. Note: A Package containing Canvas Type Commands can be used in place of the Canvas Ribbon.
Canvas	The Canvas to be used in the Package. Note: A Package containing Canvas Type Commands can be used in place of the Canvas Ribbon.		




Capture 	Allows the user to capture a credit card without authorizing that card.	
Cash Rounding	Round the amount of the guest check to the nearest amount specified.	
	Nearest	The amount specified will be used to round cash.
Cash Tray	The Cash Tray Command will be used in the Package.	
	Open	Allows the employee to open a Cash Tray.
	Close	Allows the employee to close the Cash Tray.
	Assign	Allows the employee to assign employees to the Cash Tray.
	Declare Bank	Allows the employee to declare a starting bank.
	Declare Cash	Allows the employee to enter the ending cash amount.
	Inventory Counts	Allows the employee to enter the Inventory Counts for the Cash Tray.
Check	Allows the user to access the Check Window.	
	Check Filter	A Check Filter may be specified so only checks that meet the filter criteria appear. For example, a Check Filter may be set to display only "Transferred", "Discounted" or "Voided" checks.
	Next Order	Automatically displays the first check that meets the check filter criteria.
Clear 	Clears the check from the screen (useful in counter or quick service environments).	
Close		
Combine Seats	Combines multiple seats on a check.	
Course	Prompts the user for a Course.	
	Course	The selected Course will be used by default.
Course Review	Displays the Course Review Screen.	
Customer	Allows the employee access to the Customer Search Window.	
Daily Inventory	Allows the employee to enter the Daily Inventory counts.	
Delay Print	Allows an employee to delay the order from printing to the Remote Printer. See Video: Delay Print	
	Minutes	The number of minutes to delay printing. Note: A 0 (zero) in this field will delay printing indefinitely.
Delay Print - Cancel Order	Allows the user to cancel an previously delayed order. See Video: Delay Print	
Delay Print - Modify Time	Allows the user to change the time a previously delayed order will print. See Video: Delay Print	
Delete 	Allows the employee to delete Menu Items that have not been saved or sent.	
Delete - No Con-	Allows the employee to delete multiple Menu Items that have not been saved or sent without having to confirm the	


firmation	Delete process. V7.4 Build 14.5.5		
Deposits	Allows access to the Deposits Window.		
Discounts 	Discount	The Discount to be used for the package.	
	Do Not Display Messages	If this option is on then the message “The discount was not applied. No eligible items.” is not displayed when the check has no items eligible to Discount. Example 1: The entire check should be Discounted with separate Discounts for food and liquor. In this situation a Package can be created that contains a food Discount and a Liquor Discount. If the check only has food items, the check will be Discounted when the Package is selected without warning messages displayed. Example 2: In this example a Package may be created with the Combo Discount followed by the Subtotal Command. This Combo Discount requires a cheeseburger, fries and drink to be ordered before applying the Discount. When the Package is selected the Discount is applied to the check if it has the eligible items. If the check does not have the eligible items, no warning message will be displayed and the Discount is not applied.	
	Price Level Restriction	The Discount is only applied to Menu Items with the selected Price level.	
		Price Levels	The selected Price Levels will be eligible to discount.
	Apply to All Seats	Turn this option on to apply the Discount to all seats. For example when 5 guests order and request separate checks, a Discount will be applied to each individual seat when this option is on.	
Edit Tips	Provides access to the Edit Tip function to add (or change) a tip of a preauthorized credit card Payment. An employee may be required to enter tips on all authorized credit card payments before Clock Out.		
Finalize 	Allows the employee to close a check that has been preauthorized or captured.		
Fire 	Allows an employee to send a Menu Item that has been on Hold.		
Fire Course	Allows an employee to send an entire Course that has been on Hold. See Video V7.4 Build 14.5.18		
Floor Plan - Name	Displays the employee's name on the floor plan.		
Floor Plan - Time	Displays the time the table was started on the floor plan.		
Future Orders	Allows an employee to enter a Future Order.		
Gift Card Activation	Amount	Allows the user to activate a gift card with a pre-configured amount. If an amount is pre-configured then the user cannot modify the amount.	
Gift Card Balance	Allows the user to verify the balance remaining on a gift card.		
Gift Card Increment	Amount	Allows the user to increment the balance of a gift card with a pre-configured amount. If an amount is pre-configured then the user cannot modify the amount.	



Gratuity	Prompts the user to enter a gratuity.			
	Gratuity	Allows the user to select a Gratuity to be applied to the check. The user will be prompted if a Gratuity is not selected.		
	All Seats	Allows the user to apply or remove a Gratuity to/from all seats.		
	Remove	Allows the user to remove a Gratuity.		
Guest Check Header/Footer	Allows the user to edit the guest check header and footer from Focus Order Entry.			
	Locations	The user may change the information on the selected Locations.		
	Apply All	Selects all Locations.		
Hold	Allows the employee to place an item that has not been sent on Hold. The guest check cannot be closed while an item is on Hold. The Job Right 'Check Items - Hold' is required.			
ID Lookup	Allows the user to find a Menu Item by entering in the ID manually or with a scanner.			
ID Lookup by Name 	Allows the user to find a Menu Item by entering the Menu Item Name. See Video: ID Lookup by Name			
	Menu Item Filter	Only Menu Items in the selected filter will be displayed during lookup.		
ID Lookup Discount	Allows the user to apply a Discount by entering the Discount Reporting ID, by scanning a bar code, or manually entering the Barcode ID if there is no Reporting ID associated with the Discount.			
Item Edit	Allows the user to access the functions in the Item Edit Window.			
Item Information	If a Menu Item is selected then the "Recipe, Nutrition, or Training" attribute is shown for this item. If a Menu Item is not selected then a Menu Item must be selected within 5 seconds.			
	Menu Item	The selected Menu Item to use for the Package.		
	Type	Recipe	The Recipe information will be displayed. See Video	
		Training	The Training information will be displayed.	
		Nutrition	The Nutrition information will be displayed.	
Location	Allows the user to select the Location.			
	Location	The Location selected will be used automatically.		
Login User	Allows the user to login another employee without having to logout first. The Logout User Command is then used to log-out the currently logged in employee and login the employee who initiated the login again. This Command is primarily used in bars to allow a bartender to ring orders for cocktail servers.			
	Location	Allows the user to login only employees with the selected Location. The user may login in any employee if a Location is not selected.		
Logout User	Allows the user to logout the employee previously logged in with the Login User Command.			

Loyalty	Allows the employee access to the Customer Loyalty Window.	
Loyalty Redeem Coupon	Allows the user to redeem their Loyalty Coupon.	
Manager Alert	Allows the user to notify the manager on duty.	
	Alert	The Alert to be used.
Menu	Allows the employee to select a Menu other than the default Menu of the current Location. The Menu may only be changed temporarily for the Station but a change for the Location will stay in effect until it is changed again. The Job Right 'Menu - Select' is required.	
Menu - Specific	Allows the employee to switch to a specific menu. V7.4 Build 13.9.13	
Menu Item	Menu Item	The selected Menu Item will be ordered on the guest check.
	Quantity	The quantity of the selected Menu Item will be ordered on the guest check.
	Price Level	The quantity of the selected Menu Item will be ordered on the guest check at the specified Price Level. Note: You must select 'Save' before the Price Level option appears.
	Price	The quantity of the selected Menu Item will be ordered on the guest check at the specified Price.. Note: You must select 'Save' before the Price options appear. V7.4 Build 13.9.12
Mobile Payment Code	Code associated with Mobile Payments. V7.4 Build 14.5.5	
Modifier	Modifier	The Menu Item to be used as a modifier.
	Quantity	The quantity of the modifier.
	Modifier Command	The Prep Modifier to use for the Modifier.
Modifier Canvas	Canvas	The selected Canvas to displayed in the Modifier Screen.
Modify 	Allows the employee to add optional modifiers to a Menu Item.	
Modify Complete	This command completes the modifying process. It is used in conjunction with Modifier and Modify commands to allow modifiers to be ordered from the Order Entry Screen. For Example, if a Cheeseburger is to be modified with bacon, the Package should read "Command > Modify", "Modifier > Bacon" and then "Command > Modify Complete". The modifier (Bacon) must be present on one of the Cheeseburger's Modifier Canvases for the Package to work correctly.	
Modify Next	The Modifier Window moves forward as if the user pressed the "Next" button on the Modifier Window.	
Name 	Allows the employee to enter/edit the Name or ID associated with an open guest check. The Job Right 'Name - Enter' is required.	
New Seat 	Allows the employee to add another seat to the check.	
New Seat Prompt	Prompts the user for a new seat.	

	<table> <tr> <td>Seat</td><td>If a value other than 0 is in this field then the user will be prompted to for a new seat with the specified position.</td></tr> </table>	Seat	If a value other than 0 is in this field then the user will be prompted to for a new seat with the specified position.		
Seat	If a value other than 0 is in this field then the user will be prompted to for a new seat with the specified position.				
Open	Allows the employee to open the cash drawer. The Job Right 'Cashier – Open Drawer' is required.				
Order Access Dashboard	Takes the user back to the Dashboard. (See Video on MCD Dashboard) Build 13.9.27				
Order Access Default	The user's default Order Access Method is displayed.				
Order Type	<p>Prompts the user to select an Order Type.</p> <table> <tr> <td>Order Type</td><td>The selected Order Type will be applied to the check.</td></tr> </table>	Order Type	The selected Order Type will be applied to the check.		
Order Type	The selected Order Type will be applied to the check.				
Paid Ins	<p>Allows the employee access to the Paid Ins Window.</p> <table> <tr> <td>Paid In</td><td>The selected Pain In will be automatically selected.</td></tr> <tr> <td>Amount</td><td>The amount entered will be automatically entered for the Paid In.</td></tr> </table>	Paid In	The selected Pain In will be automatically selected.	Amount	The amount entered will be automatically entered for the Paid In.
Paid In	The selected Pain In will be automatically selected.				
Amount	The amount entered will be automatically entered for the Paid In.				
Paid Outs	<p>Allows the employee access to the Paid Outs Window.</p> <table> <tr> <td>Paid Out</td><td>The selected Pain Out will be automatically selected.</td></tr> <tr> <td>Amount</td><td>The amount entered will be automatically entered for the Paid Out.</td></tr> </table>	Paid Out	The selected Pain Out will be automatically selected.	Amount	The amount entered will be automatically entered for the Paid Out.
Paid Out	The selected Pain Out will be automatically selected.				
Amount	The amount entered will be automatically entered for the Paid Out.				
Park	Allows the user to place an order in Park status in a drive-thru scenario.				
Payment	The selected Payment will be applied to the check.				
Payment Adjust	Allows the employee to adjust a credit card amount.				
Payment - Pay All					
Payment Reap- ply	Allows the user to reauthorize a credit card after it has been voided.				
Payment - Select Last	Unselects all items on the check and selects the last Payment that is not voided. To reopen a check the user can create a package that has the following Commands, "Payment - Select Last" followed by "Void".				
Points	Allows the user to check the balance of a loyalty member when using myFocus Loyalty.				
Points Add	Allows the user to send accumulate points when using myFocus Loyalty.				
Points Add Selected	Allows the user to send only the selected items to accumulated points using myFocus Loyalty.				
Points Offline	Allows the employee to put MyFocus Loyalty Offline and allows the user to accumulate points in 'Offline Mode'. V7.4 Build 13.9.13				
Points Void	Allows the user to void the previously added points when using myFocus Loyalty.				
Position Cur- rent	Allows the employee to select the current position if position seating is used.				

	<table> <tr> <td>Position</td><td>The specified Position will be automatically entered.</td></tr> <tr> <td>Apply Zero Position</td><td>The Menu Item will be associated with a center position.</td></tr> </table>	Position	The specified Position will be automatically entered.	Apply Zero Position	The Menu Item will be associated with a center position.
Position	The specified Position will be automatically entered.				
Apply Zero Position	The Menu Item will be associated with a center position.				
Position Edit	<p>Allows the employee to change the position of the Menu Item selected.</p> <table> <tr> <td>Position</td><td>The specified Position will be automatically entered.</td></tr> <tr> <td>Apply Zero Position</td><td>The Menu Item will be associated with a center position.</td></tr> </table>	Position	The specified Position will be automatically entered.	Apply Zero Position	The Menu Item will be associated with a center position.
Position	The specified Position will be automatically entered.				
Apply Zero Position	The Menu Item will be associated with a center position.				
Position Next	Allows the employee to advance the position if position seating is used.				
Position Review	Allows the employee to review the position information on the seat.				
Position Split	Allows the employee to convert the positions to split checks if position seating is used.				
Position Split All	All positions are split into separate seats.				
Pour	The Pour Command shows the Bar Vision "Pour" information.				
Preauth	Allows the employee to preauthorize checks and or tabs by verifying credit card funds.				
Previous Check	Allows the user to access the previous check. If a check has not been accessed since the user logged in then the message "No previous check." is displayed.				
Price Change	Allows the user to change / override the current price of the menu item. Function requires the Job Right "Ring Variable Price". Items that have received a Price Change can be viewed on the Audit Report with other Variable Price Items. V7.4 Build 14.12.4				
Price Level	<p>Allows the user to select a Price Level after ordering a Menu Item.</p> <table> <tr> <td>Price Level</td><td>If a Price Level is selected then it will be applied by default.</td></tr> </table>	Price Level	If a Price Level is selected then it will be applied by default.		
Price Level	If a Price Level is selected then it will be applied by default.				
Print 	Allows the employee to optionally print or reprint a guest check. If more than one seat on the check is present, the user will be prompted to print the current, selected, or all seats.				
Print - Email	Allows the user to Email the current Guest Check. (See Video on Emailing Guest Checks) V7.4 Build 14.7.1				
Print - Select Printer	<p>Allows the user to select where the Guest Check will print on the fly. See Video V7.4 Build 14.4.29</p> <table> <tr> <td>Station</td><td>The Station where the physical printer is located. Note: If '<None>' is selected, the user will be prompted to select a printer from a list of available printers.</td></tr> </table>	Station	The Station where the physical printer is located. Note: If '<None>' is selected, the user will be prompted to select a printer from a list of available printers.		
Station	The Station where the physical printer is located. Note: If '<None>' is selected, the user will be prompted to select a printer from a list of available printers.				
Printer Assignment	Allows the user to select the Remote Printer where the Remote Check for the current order will print.				
Quantity 	Allows the employee to enter the number of Menu Items they wish to order.				
Quit	Returns the employee to Focus Order Entry.				
Repeat 	Allows the employee to reorder highlighted Menu Items and their associated modifiers. Can be used in conjunction with				

	the 'Repeat Round' option in Menu Item Setup.	
Report	Allows the employee to reorder highlighted Menu Items and their associated modifiers. Can be used in conjunction with the 'Repeat Round' option in Menu Item Setup.	
	Report	The selected Report will automatically be displayed.
Reprint CC Voucher	Allows the user to reprint the credit card voucher for the check.	
Reroute Printer	Allows the user to reroute remote checks to another remote printer. If the Source and Destination printer are not selected, the user is prompted to select a printer from the Reroute Printer Window.	
	Source Printer	The selected printer will be rerouted.
	Destination Printer	The selected printer will be used to print orders originally designated for the Source Printer.
Return Item	Allows the user to place an item back into inventory and helps to refund a customer's money. Each item that is return is displayed as a negative amount on the check. See Video: Return Item .	
Return to Canvas	Allows the user to return to the initial Canvas after ordering an item. For example, if the customer wants to order a vodka that is not displayed on the Fast Bar Canvas, a Package can be created to switch to the Vodka Canvas and automatically return to the Fast Bar Canvas after ordering the vodka. This speeds up the order process by eliminating touches (selecting the Vodka Canvas, ordering the vodka and then selecting the Fast Bar Canvas) to return to the original Canvas. The Package would be setup as follows: Command > Return to Canvas, Canvas > Vodka.	
Revenue Center	Prompts the user to select a Revenue Center for the check.	
	Revenue Center	Allows the user to set the desired Revenue Center of the current check.
Review	Allows the employee to review the check on the full screen.	
	Canvas	The Canvas that will display when finished 'reviewing' check(s).
	Number of Checks	The number of checks to display.
	Consolidate	When selected, the items will be consolidated in the review process.
	Sort by Priority	When selected, the items will be sorted by priority in the review process.
Select All 	Selects all items on the check.	
Share	Allows the employee to split the check by the number of splits selected.	
Special Pricing	Allows the user to define the Price Number to charge for Menu Items in the associated Menu Item Filter and/or Location (s). See Video: Special Pricing	
	Active	Determines if the Special Pricing option is active.
	Menu Item Filter	Menu Items in the Filter will be charged the specified Price Number.
	Price Number	The specified Price Number that Menu Items will be charged.
	Locations	Special Pricing will be active in the selected Locations.

Split 	Allows the employee to create multiple seats on a check and move Menu Items between those seats. Also allows the employee to move the item portions from one seat to another.	
Split Item	Allows the employee to split a Menu Item.	
Stop Timer 	Allows the employee to stop the timer on an item that has the Timed Rate option set in Menu Items > Options > Timed Rate.	
Subtotal	Allows the items on a check to be saved and sent. If the Job Right 'Checks – Clear After Subtotal' is "ON" the check is subsequently removed from the screen.	
Tab	Allows the employee to associate a Name or ID with an open guest check.	
Tab List	Allows the employee access to the Tab List Window.	
	Order Type	Only checks with the selected Order Type will display on the Tab List Screen.
	Check Filter	Only checks that meet the criteria of the selected Check Filter will display on the Tab List Screen.
Tabbedout	Allows the user to associated a Tabbedout account to a check.	
Table	Allows the user access to the Table Selection Window.	
Table Clean	Allows the user to change the Table Stage from "Dirty" to "Clean".	
Table Status	Allows the employee to view the Status of a table.	
Tax Exempt	Allows the employee to cancel or restore the taxability of items on a guest check. See Video: Tax Exempt	
Teams	Allows the user to define Teams.	
Time Clock	Allows the user to access the Time Clock within Order Entry.	
Transfer All	Allows the user to transfer all open checks to another user.	
Transfer Combine	Allows the user to combine checks.	
Transfer Combine/No Seats	Allows the user to combine checks and then combines the seats.	
Transfer Employee	Allows the user to transfer a check to the selected employee. See Video Transfer Employee Package .	
	Employee	If an employee is not selected then the user is prompted to select an employee.
Transfer Items	Allows the user to transfer Items from one check to another check. (V7.4 Build 13.5.14)	
Transfer Seat	Allows the user to transfer a specific Seat from one check to another check. The transferred items will automatically be added as a New Seat on the guest check. (V7.4 Build 13.5.14)	
Transfer to Tab	Allows the user to transfer a check to the selected Tab.	
Unsplit Item	Allows the user to combine a previously split item. See Video: Unsplitting Items .	
Verify Age	Prompts the user to scan the customer's ID Card to determine if the Age Verification requirements have been met. Note: A Menu Item named "Age Verify" must be placed in the Package before the Verify Age Command.	

	Verify Age Package Setup Example <table> <tr> <td>Menu Item</td><td>Age Verify</td></tr> <tr> <td>Command</td><td>Verify Age</td></tr> </table>	Menu Item	Age Verify	Command	Verify Age
Menu Item	Age Verify				
Command	Verify Age				
Verify Age Display	<p>The latest legal date (mm/dd/yyyy) based on the Age specified is automatically displayed. This command allows the user to quickly compare a customer's birth date with the legal date to purchase age restricted Menu Items. For example, if a Package was setup for the age of 21 and the current date is 6/19/2008, the date displayed on the Canvas would be 06/19/1987. Thus the customer would have to be born no later than 06/19/1987 in order to purchase items that are restricted to customers 21 and over (i.e., alcohol).</p> <table> <tr> <td>Age</td><td>The Age used to calculate the date displayed on the Canvas.</td></tr> </table>	Age	The Age used to calculate the date displayed on the Canvas.		
Age	The Age used to calculate the date displayed on the Canvas.				
Verify Age Manual	<p>Prompts the user to manually input the the customer's birth date to determine if the Age Verification requirements have been met. Note: A Menu Item named "Age Verify" must be placed in the Package before the Verify Age Manual Command.</p> Verify Age Manual Package Setup Example <table> <tr> <td>Menu Item</td><td>Age Verify</td></tr> <tr> <td>Command</td><td>Verify Age Manual</td></tr> </table>	Menu Item	Age Verify	Command	Verify Age Manual
Menu Item	Age Verify				
Command	Verify Age Manual				
VIP Pricing	Allows an employee to designate the Menu Item Filter and Price Number to be used for a check. See Video: VIP Pricing				
Void	Allows an employee to Void an item on a saved check or to Void a Payment on a check. A reason code for the Void must be selected. The Job Right 'Check Items -Void' or 'Payments – Void' is required. Void Reasons are setup in Order Entry > Voids. See Video: Voiding a Payment .				

Figure 6.26.1 Packages Window Commands

Command	Description
Close	Closes the Packages Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Related Videos

[Special Pricing](#)
[VIP Pricing](#)
[Return Item](#)
[Delay Print](#)
[ID Lookup by Name](#)
[Unsplitting Items](#)
[Voiding a Payment](#)

Related Topics

[Job Right – 'Office – Packages'](#)

Paid Ins Window

The Paid Ins Window is used to establish and maintain a maximum of 50 specific Paid In types. Each Paid In can be assigned a specific Payment. In addition, each Paid In may be configured to Require Approval.

Accessing the Paid Ins Window

While in Focus Setup, select Order Entry > Paid Ins.

Figure 6.27 Paid Ins Window

Figure 6.28 Paid Ins Window Fields

Field	Description
Name	A unique name for each Paid In, up to 15 alphanumeric characters.
Payment	The Payment associated with the Paid In. Leave the field empty to allow Payments that have the "Allow Paid In" option to be selected.
# of Vouchers	The number of Vouchers, 0-9, that will be printed when a Paid In occurs.
Require Approval	Prompts the user for manager approval. The user must have the Cashier - 'Enter Paid Ins' Job Right to select this Paid In.
Received on Local Account	The Local Account will receive credit for the Payment.

Figure 6.28.1 Paid Ins Window Commands

Command	Description
Close	Closes the Paid Ins Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Paid Ins

- Prepare a list of Paid In types.
- Enter the name of each Paid In in a separate Name text box.
- Select the appropriate options.
- Click Save.

Related Topics

Job Right – 'Office – Paid Ins'

Paid Outs Window

The Paid Outs Window is used to establish and maintain up to 50 different Paid Out types. The 'Cashier – Enter Paid Outs' [Job Right](#) is required to enter a Paid Out. Paid Outs can be configured to Open the Drawer, Require an Invoice, Vendor and Comment.

Accessing the Paid Outs Window

While in Focus Setup, select Order Entry > Paid Outs.

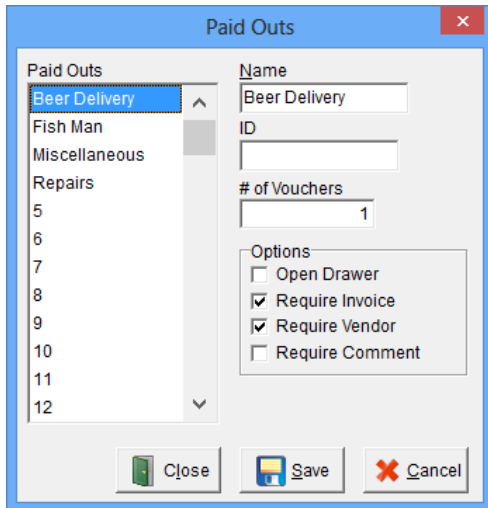


Figure 6.29 Paid Outs Window

Figure 6.30 Paid Outs Window Fields

Field	Description
Name	A unique name for each Paid Out, up to 15 alphanumeric characters.
ID	A unique identifier for the Paid Out, up to 10 alphanumeric characters.
# of Vouchers	The number of Vouchers, 0-9, that will be printed when a Paid Out occurs.
Open Drawer	Opens the cash drawer when the Paid Out is entered.
Require Invoice	Requires an Invoice Number for the Paid Out.
Require Vendor	Requires a Vendor Name for the Paid Out.
Require Comment	Requires a Comment for the Paid Out.

Figure 6.3.1 Paid Outs Window Commands

Command	Description
Close	Closes the Paid Outs Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Paid Outs

- Prepare a list of Paid Out types.
- Enter the name of each Paid Out type in a separate Name text box.
- Select the appropriate options.
- Click Save.

Related Topics

[Job Right](#) – 'Office – Paid Outs'

Payments Window

The Payments Window is used to establish and maintain up to 25 different Payments types. Each Payment may be of type: Cash, Check, Credit Card, Account, Gift Certificate, Local Account and Employee Meal.

Accessing the Payments Window

While in Focus Setup, select Order Entry > Payments.

Figure 6.31 Payments Window

Figure 6.32 Payments Window Fields

Field	Description		
Name	A unique name for each Payment, up to 15 alphanumeric characters.		
Image File Name	An image that represents the Payment.		
ID	A unique identifier for the Payment, up to 10 alphanumeric characters.		
Currency	The currency type associated with the Payment.		
Type	Cash	Cash Options	
		Tender Even	The amount of the cash tender is set to the balance due on the check.
		Next Highest	Sets the tender amount to the Balance Due, rounded up using the Cash Options Amount field. For example, if the Cash Options Amount field is \$1.00 and the Balance Due is \$4.50 then the amount of the tender

			would be \$5.00. If the Cash Options Amount field is \$10 and the Balance Due is \$12.50 then the amount of the tender would be \$20.00.
		Amount	The denomination of fixed amount cash tenders and/or the next highest denomination of cash tenders. Amount should be left blank if the Tender Even option is on.
	Check	The payment amount is received as a Check.	
	Credit Card	Credit Card Options	
		Amex	An American Express credit card Payment.
		Visa	A Visa credit card Payment.
		MasterCard	A MasterCard credit card Payment.
		Discover	A Discover credit card Payment.
		Carte Blanche	A Carte Blanche credit card Payment.
		Diners Club	A Diners Club credit card Payment.
		Other	A credit card Payment that is not listed above. The account number range for "Other" cards cannot be verified during the payment process.
		Tip Fee %	The percentage used to calculate a fee on credit card tips that must be paid to the house. The employee accountable for the Payment is responsible for the fee.
	Account	An Account Payment, such as a house charge or a guest's room account.	
Options	Gift Certificate	A Gift Certificate or Gift Card Payment.	
		Amount	The amount of the gift certificate that is redeemed. This option is used to redeem fixed amount paper gift certificates that allow over-tender. This option is also used for redemption of fixed amount tenders such as tokens.
	Local Account	A Local Account Payment.	
	Employee Meal	An Employee Meal Payment. In Front of House a list of Employees will populate when you touch 'Account' in the payment screen (V7.4 Build 13.9.12).	
	Open Cash Drawer	The cash drawer is opened when media is received (see Figure 6.32.1 for applicable Payment Types).	
	Require Approval	Manager approval is required for the Payment (see Figure 6.32.1 for applicable Payment Types).	
	Tip Required	A Tip is required for the Payment. A user can be prevented from clocking out with Missing Tips by using the Job Right 'Clock Out with Missing Tips' (see Figure 6.32.1 for applicable Payment Types).	
	Over-Tender Equal Tip	The tip amount on the tender is automatically set to the amount of the over-tender (see Figure 6.32.1 for applicable Payment Types).	

	Allow Over-Tender	Over-Tender is allowed for the Payment (see Figure 6.32.1 for applicable Payment Types).
	Verify	Verification is required for the Payment (see Figure 6.32.1 for applicable Payment Types).
	Print Check When Closed	Prints the guest check after close if the Job Right 'Print Check when Closed (Always)' is on (see Figure 6.32.1 for applicable Payment Types).
	Alphanumeric Input	Alphanumeric Input is required for the Payment (i.e., Check payments) (see Figure 6.32.1 for applicable Payment Types).
	Allow Paid In/Gift Card	The Payment can be used for a Paid In (see Figure 6.32.1 for applicable Payment Types).
	Prompt for Folio	The Payment is for a PMS that requires a folio number or name (see Figure 6.32.1 for applicable Payment Types).
	Post	The Payment will post to the PMS (see Figure 6.32.1 for applicable Payment Types).
	Edit Tips Open Drawer	The cash drawer is opened when editing tips for this Payment (see Figure 6.32.1 for applicable Payment Types).
Field Options	Display Tip	The Tip field is displayed for the Payment (see Figure 6.32.1 for applicable Payment Types).
	Require Account	An account number must be entered for the Payment (see Figure 6.32.1 for applicable Payment Types).
	Require Expiration Date	An Expiration Date is required for the Payment (see Figure 6.32.1 for applicable Payment Types.).
	Require Check Number	A Check Number is required for the Payment (see Figure 6.32.1 for applicable Payment Types).
	Require Drivers License #	A Drivers License Number is required for the Payment (see Figure 6.32.1 for applicable Payment Types).
	Require Checking Account #	A Checking Account Number is required for the Payment (see Figure 6.32.1 for applicable Payment Types).
	Require ABA Routing	An ABA routing is required for the Payment (see Figure 6.32.1 for applicable Payment Types).
	Require Date of Birth	A Birth Date is required for the Payment (see Figure 6.32.1 for applicable Payment Types).
	Require State	A State name is required for the Payment (see Figure 6.32.1 for applicable Payment Types).
	Require Gift Certificate #	A Gift Certificate number is required for the Payment (see Figure 6.32.1 for applicable Payment Types).
Voucher Options	# of Vouchers	The number of Vouchers to be printed for the Payment (see Figure 6.32.1 for applicable Payment Types).
	Printer	The Printer where the voucher for the Payment will be printed (see Figure 6.32.1 for applicable Payment Types).

PMS Options	Account	The PMS account that the Payment is posted (see Figure 6.32.1 for applicable Payment Types).
	Payment #	The PMS Payment number (see Figure 6.32.1 for applicable Payment Types).

Figure 6.32.1 Valid Options and Field Options for Payment Types

Options	Cash	Check	Credit Card	Account	Gift Certificate	Local Account	Employee Meal
Open Cash Drawer	•	•	•	•	•	•	•
Required Approval	•	•	•	•	•	•	•
Tip Required		•	•	•	•	•	
Over-Tender Equals Tip		•	•	•	•	•	
Allow Over-Tender	•	•	•	•	•	•	•
Verify			•	•	•	•	
Print Check When Closed	•	•	•	•	•	•	•
Alphanumeric Input	•	•	•	•	•	•	•
Allow Paid In/Gift Card	•	•	•	•	•	•	
Prompt for Folio	•	•	•	•	•	•	
Post	•	•	•	•	•	•	
Edit Tips Open Drawer	•	•	•	•	•	•	•
Field Options	Cash	Check	Credit Card	Account	Gift Certificate	Local Account	Employee Meal
Display Tip		•	•	•	•	•	•
Require Account		•	•	•	•	•	•
Require Expiration Date		•	•	•	•	•	
Require Check Number		•		•			
Require Drivers License #		•		•			
Require Checking Account #		•		•			
Require ABA Routing		•		•			
Require Date of Birth		•		•			
Require State		•		•			
Require Gift Certificate #				•	•		

Figure 6.32.1 Payments Window Commands

Command	Description
Close	Closes the Payments Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Payments

- Prepare a list of Payments.
- Enter the name of each Payment in a separate Name text box.
- Select the appropriate options.
- Click Save.

Related Topics

Job Right – 'Office - Payments'

Price Levels Window

The Price Levels Window is used to establish up to 10 different Price Levels. Price Levels may be assigned up to six Price Names. For example, if the Price Level is size, the Price Names may be Small, Medium, Large, Giant, etc. Menu Item Prices (1 – 6) will be activated by selection of Price Name (1 – 6). See [Menu Items](#).

Accessing the Price Levels Window

While in Focus Setup, select Order Entry > Price Levels.

Figure 6.33 Price Levels Window

Figure 6.34 Price Level Window Fields

Field	Description
Name	Enter a name for each Price Level, up to 15 alphanumeric characters.
ID	A unique identifier for the Price Level, up to 10 alphanumeric characters.
Price Name	Enter a name, up to 15 alphanumeric characters, for each price (1 – 6). For example, for a Price Level for soda sizes, enter Small, Medium, and Large, X-large for the Price Names.
Screen Format	The Screen Format used to display Price Level buttons.
Image File Name	A graphic that represents the Price Level.

Figure 6.34.1 Price Level Window Commands

Command	Description
Close	Closes the Price Levels Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Price Levels

- Prepare a list of Price Levels and Price Names.
- Enter the name of a Price Level in a separate Name text box.

- Select the appropriate options.
- Click Save.

Related Topics

See also (Menu > Menu Items)

Job Right – 'Office – Price Levels'

Rear Display Formats Window

The Rear Display Formats Window is used to establish up to 8 images/videos for the Rear Display. (Introduced in Focus v 9.1.5 and higher)

Accessing the Rear Display Formats Window

While in Focus Setup, select Order Entry > Rear Display Formats.

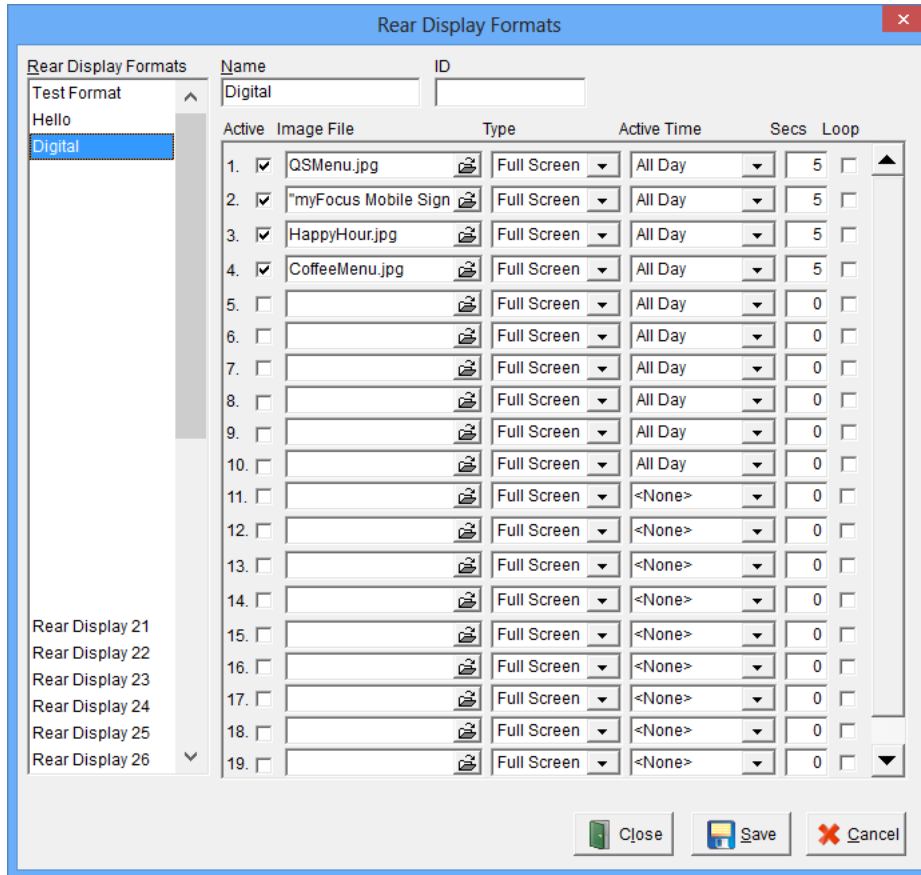


Figure 6.33.1 Rear Display Formats Window

Figure 6.33.2 Rear Display Formats Window Fields

Field	Description	
Name	A name for the Rear Display, up to 15 alphanumeric characters.	
ID	A unique identifier for the Rear Display, up to 10 alphanumeric characters.	
Active	The Rear Display Format will be Active.	
Image File	An image (.jpg or .bmp) or video (.avi or .mpeg) that represents the Rear Display Format	
Type	Full Screen	The image/video will display when a check is not on the screen
	Check	The image/video to display when the user orders items.
Active Time	The Time Range the Rear Display Format will display. The Rear Display Format is always available if a Time Range is not specified.	

Secs	The number of seconds to display the Rear Display Format image.
Loop	The Rear Display Format video will repeat. Note: If this option is used then other Rear Display Formats will not display.

Figure 6.33.3 Price Level Window Commands

Command	Description
Close	Closes the Rear Display Formats Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Rear Display Formats

- Prepare a list of Rear Display images/videos.
- Select the image/video for each Rear Display Format.
- Select the appropriate options.
- Click Save.

Related Videos

[Digital Signage](#)

[Rear Display Setup](#)

Related Topics

Table Types Window

The Table Types Window is used to configure the types of Tables that may be placed on the Floor Plan Canvas. Stage Images may be defined to distinguish the various stages of the order (i.e., Table Occupied and Table Clean).

Accessing the Table Types Window

While in Focus Setup, select Order Entry > Table Types.

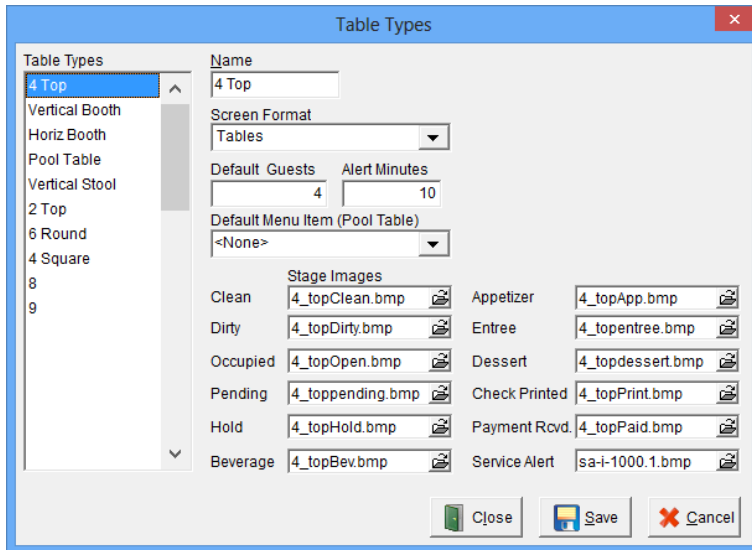


Figure 6.35 Table Types Window

Figure 6.36 Table Types Window Fields

Field	Description												
Name	A unique name for each Table type, up to 15 alphanumeric characters.												
Screen Format	The format that is used to display the Stage Images.												
Default Guests	The Number of Guests Window defaults to this value when a table of this type is started.												
Alert Minutes	The number of minutes after which the table enters the Service Alert Stage if the table is still in the Occupied or Beverage Stage.												
Default Menu Item (Pool Table)	This option is used primarily for Pool Tables where an hourly rate is charged. A Menu Item should be selected that has the Timed Rate option on.												
Stage Images	<table> <tr> <td>Clean</td><td>The image to display when the table is not in use.</td></tr> <tr> <td>Dirty</td><td>The image to display when the table has been closed but has not been cleaned (see Table Clean)</td></tr> <tr> <td>Occupied</td><td>The image to display when the table has been sat.</td></tr> <tr> <td>Pending</td><td>The image to display when the check for the table has been transferred and is pending.</td></tr> <tr> <td>Hold</td><td>The image to display when the check for the table has items on hold.</td></tr> <tr> <td>Beverage</td><td>The image to display if a beverage has been ordered for the table.</td></tr> </table>	Clean	The image to display when the table is not in use.	Dirty	The image to display when the table has been closed but has not been cleaned (see Table Clean)	Occupied	The image to display when the table has been sat.	Pending	The image to display when the check for the table has been transferred and is pending.	Hold	The image to display when the check for the table has items on hold.	Beverage	The image to display if a beverage has been ordered for the table.
Clean	The image to display when the table is not in use.												
Dirty	The image to display when the table has been closed but has not been cleaned (see Table Clean)												
Occupied	The image to display when the table has been sat.												
Pending	The image to display when the check for the table has been transferred and is pending.												
Hold	The image to display when the check for the table has items on hold.												
Beverage	The image to display if a beverage has been ordered for the table.												

	Appetizer	The image to display if an appetizers has been ordered for the table.
	Entree	The image to display if an entrée has been ordered for the table.
	Dessert	The image to display if a dessert has been ordered for the table.
	Check Printed	The image to display when the check for the table has been printed.
	Payment Rcvd.	The image to display when a payment for the table has been received.
	Service Alert	The image to display if the table is has been in the Occupied or Beverage State for Alert Minutes. If the check is not in the Occupied or Beverage State, the Service Alert will not display. For example, if the Service Alert is 10 minutes and the last beverage was ordered at 12:30, the Service Alert will be displayed at 12:40 if there has been no further activity on the check (such as ordering an appetizer, receiving payment or printing the check). Service Alerts help remind the user that a food order has not been taken from the customer.

Figure 6.36.1 Table Types Window Commands

Field	Description
Close	Closes the Table Types Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Table Types

- Prepare a list of Table Types.
- Enter the name of the Table Types in a separate Name text box.
- Select the appropriate options.
- Click Save.

Related Topics

Job Right – 'Office – Table Types'

Tare Weights Window

The Tare Weights Window is used to establish up to 20 different Tare Weights. Tare Weights are used in scale item pricing calculations. A specific Tare may be associated with a Menu Item or the operator can be required to select from the Tare List each time the scale item is sold.

Accessing the Tare Weights Window

While in Focus Setup, select Order Entry > Tare Weights.



Figure 6.37 Tare Weights Window

Figure 6.38 Tare Weights Window Fields

Field	Description
Name	Enter a name for each Tare Weight, up to 15 alphanumeric characters.
Image File Name	An image that represents the Tare Weight.
Weight	The weight of the Tare. The maximum Tare Weight is 999.999 pounds.
Variable Weight	The user will be prompted to enter the Tare Weight.
ID	A unique identifier for the Tare Weight, up to 10 alphanumeric characters.

Figure 6.38.1 Tare Weights Window Commands

Command	Description
Close	Closes the Tare Weights Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Tare Weights

- Prepare a list of Tare Weight names and Weights.
- Enter the name of each Tare Weight in a separate Name text box.
- Select the appropriate options.
- Click Save.

Related Topics

See also (Menu > Menu Items)

Job Right – 'Office – Tare Weights'

Taxes Tabs

The Taxes Window is used to establish up to 16 different Taxes. Taxes can be calculated by percentage or referenced to a Tax Table. Percentage Taxes may be calculated as inclusive or exclusive. Flat Taxes that add an amount per item regardless of the item value may also be established. Specific Taxes may be applied or exempted for Order Types and their associated surcharges.

Accessing the Taxes Window

While in Focus Setup, select Order Entry > Taxes.

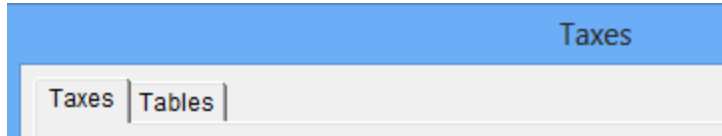


Figure 6.39 Taxes Tabs

Figure 6.40 Taxes Tabs Descriptions

Tab	Description
Taxes	The Taxes Window is used to setup the Tax specific options.
Tables	The Tables Window is used to configure the Tax Tables.

Related Topics

Job Right – 'Office – Taxes'

Taxes Window

The Taxes Window is used to configure the Tax specific options.

Accessing the Taxes Window

While in Focus Setup, select Order Entry > Taxes.

Figure 6.41 Taxes Window

Figure 6.42 Taxes Window Fields

Field	Description		
Name	A unique name for each Tax, up to 15 alphanumeric characters.		
Type	Exclusive Percentage	Tax is calculated by multiplying taxable sales by the Rate.	
		<table><tr><td>Rate</td><td>A percentage between 0.00 and 99.9999 (i.e., 7.25% is represented by 7.25).</td></tr></table>	Rate
	Rate	A percentage between 0.00 and 99.9999 (i.e., 7.25% is represented by 7.25).	
	Inclusive Percentage	Inclusive Tax is already included in the item's price. The tax is determined by subtracting the item's taxable base from the item price. The item's taxable base is computed by dividing the item price by (1 + Rate). For example, if a Menu Item has a price of \$5.00 and is taxed at an inclusive tax rate of 10%, then the item's taxable base is computed by dividing \$5.00 by 1.10 resulting in \$4.5454 or 4.55 when rounded. The inclusive tax is obtained by subtracting the item's taxable base of \$4.55 from the item price of \$5.00 resulting in an inclusive tax of \$0.45.	
<table><tr><td>Rate</td><td>A percentage between 0.00 and 99.9999 (i.e., 7.25% is represented by 7.25).</td></tr></table>		Rate	A percentage between 0.00 and 99.9999 (i.e., 7.25% is represented by 7.25).
Rate	A percentage between 0.00 and 99.9999 (i.e., 7.25% is represented by 7.25).		
Tax Table	Tax is computed by applying a table of breakpoints to the taxable sales that exceed the Threshold amount. Each breakpoint is the highest amount in the range before the tax is incremented. A Cycle Breakpoint may be specified to repeat a portion of the tax table once taxable sales exceed		

		the largest Breakpoint.	
	Flat	The amount of tax that is charged for each item.	
		Rate	An amount between 0 and 99.
Minimum Options	Method		
	None	The tax is applied regardless of the amount of the check.	
	By Total	Tax is not charged if the check subtotal is less than the Minimum Limit.	
	By Guest	Tax is not charged if the subtotal divided by the number of guests is less than the Minimum Limit.	
	Limit	The minimum no tax limit up to 999.99.	
Order Types	The Order Types that are taxed by this Tax. For a Tax to be applied to a check, the following Tax Options must be set: Order Entry > Taxes > Order Types, Locations > Locations > Taxes and Menu > Menu Items > Taxes. Note: All 3 of these options must be set before the Tax will be applied to the check.		
Active Time	The time the Tax is charged. The Active Time is a user defined range specified in Miscellaneous > Time Ranges.		
Rounding	Allows the tax to be rounded to the nearest nickel or quarter.		
Smart Tax	The current tax is replaced by the Smart Tax if there are any exclusive taxes on the check. See How to Setup Smart Tax .		

Figure 6.3.1 Taxes Window Commands

Command	Description
Close	Closes the Taxes Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Taxes

- Prepare a list of Taxes.
- Enter the name of each Tax in a separate Name text box.
- Click Save.

Related Topics

[How To Setup Smart Tax](#)

See also (Order Entry > Taxes > Tables)

Job Right – 'Office – Taxes'

How To Setup Smart Tax

'Smart Tax' allows users to apply 'Inclusive Tax' on items such as alcohol until an item with an 'Exclusive Tax' is added to the check. Once an item with 'Exclusive Tax' is added to the check, all items begin charging 'Exclusive Tax'.

For example, a bar charges \$3.00 for a beer. When a customer orders a beer, the total amount owed is \$3.00. If a customer orders a beer and a hamburger, the beer changes taxes and applies the 'Exclusive Tax'. The beer now charges \$3.00 plus \$.25 tax for a total of \$3.25. See Video: [Smart Tax](#).

Purpose

Demonstrate how to setup Smart Tax.

Restrictions

Refer to State and City tax laws to ensure legality of Smart Tax in your area.

Process To Setup Smart Tax

While in Setup, navigate to Order Entry > Taxes.

Create the Dining Liquor Exclusive Tax

- Enter a 'Name' for the tax.
 - In this example, Dining Liquor.
- Type = Exclusive Percentage.
- Set appropriate sales tax rate.
- Select appropriate 'Order Types'.
- Set 'Active Time' if desired.
- Set 'Rounding' if desired.
- Under Smart Tax, set to <None>.
- Select Save and Close.

Create an Inclusive Tax with Smart Tax

- Enter a 'Name' for the tax.
 - In this example, Bar Liquor.
- Type = Inclusive Percentage.
- Set appropriate sales tax rate.
- Select appropriate 'Order Types'.
- Set 'Active Time' if desired.
- Set 'Rounding' if desired.
- Under Smart Tax, select the 'Exclusive Tax' that the 'Bar Liquor' tax will switch to once an item with an "Exclusive Tax" is ordered.
 - In this example, Dining Liquor.

Taxes

Taxes | Tables

Taxes

Name: Bar Liquor

Type:
 ☐ Exclusive Percentage
 ☒ Inclusive Percentage
 ☐ Tax Table
 ☐ Flat

Rate: 8.7500

Minimum Options:
 Method:
 ☒ None
 ☐ By Total
 ☐ By Guest
 Limit: 0.00

Order Types:
 ☒ Dine In
 ☒ To Go
 ☒ Delivery
 ☒ Bar
 ☒ Drive Through
 ☒ Quote
 ☒ Online
 ☐ 8
 ☐ 9
 ☐ 10
 ☐ 11
 ☐ 12

Active Time: <None>

Rounding: Nearest Quarter

Smart Tax: Dining Liquor

Close Save Cancel

Assign Items Smart Tax

- Identify items to use smart tax. In this example, all alcohol.
- In Menu > Menu Items find the items to use the Smart Tax.

Menu Items

Menu Items (79)

Menu Name: Amaretto*Stinger Check Name: Amaretto Stinger Remote Name: Amaretto Stinger ID: Amaretto Stinger Inventory ID: Amaretto Stinger

Prices:
 1. \$3.50
 2. \$2.50
 3. \$4.50
 4. \$0.00
 5. \$0.00
 6. \$0.00
 Sub \$0.00
 Extra \$0.00
 No \$0.00
 Mod \$0.00
 Db1% 0.00

Taxes:
 ☐ Sales Tax
 ☐ Dining Liquor
 ☒ Bar Liquor
 ☐ 4
 ☐ POS Tax
 ☐ 6
 ☐ 7
 ☐ 8
 ☐ 9

Options:
 ☒ Variable Price
 ☒ Repeat Round
 ☐ Kitchen Comment
 ☐ Follow Item
 ☐ Requires Beverage
 ☒ Satisfies Beverage
 ☐ Kitchen Price
 ☐ Out of Stock
 ☐ Scale
 ☐ Request Tare Weight
 ☐ Increment Guests
 ☐ Include in Item Price
 ☐ Countdown
 ☒ Guest Check
 ☐ Fraction Quantiv
 ☐ Inventoried
 ☐ Food Stamp Eligible
 ☐ Tied Rate
 ☐ Steering Modifier
 ☐ Require Approval
 ☐ Reclassify Tax
 ☐ Quantiv Promot
 ☐ Position Prompt

Type: Bar Cncpt: 0

Report Group: Liquor Meal Stage: Beverage

Printer Group: Bar Items Printer Format: <None>

Sort	Mod	Units	Priority	Effective From	Effective To
		0	0	11	11

Count: 0 Cost: \$0.00 Tare Weight: <None> Audio File: Cook Time: 0

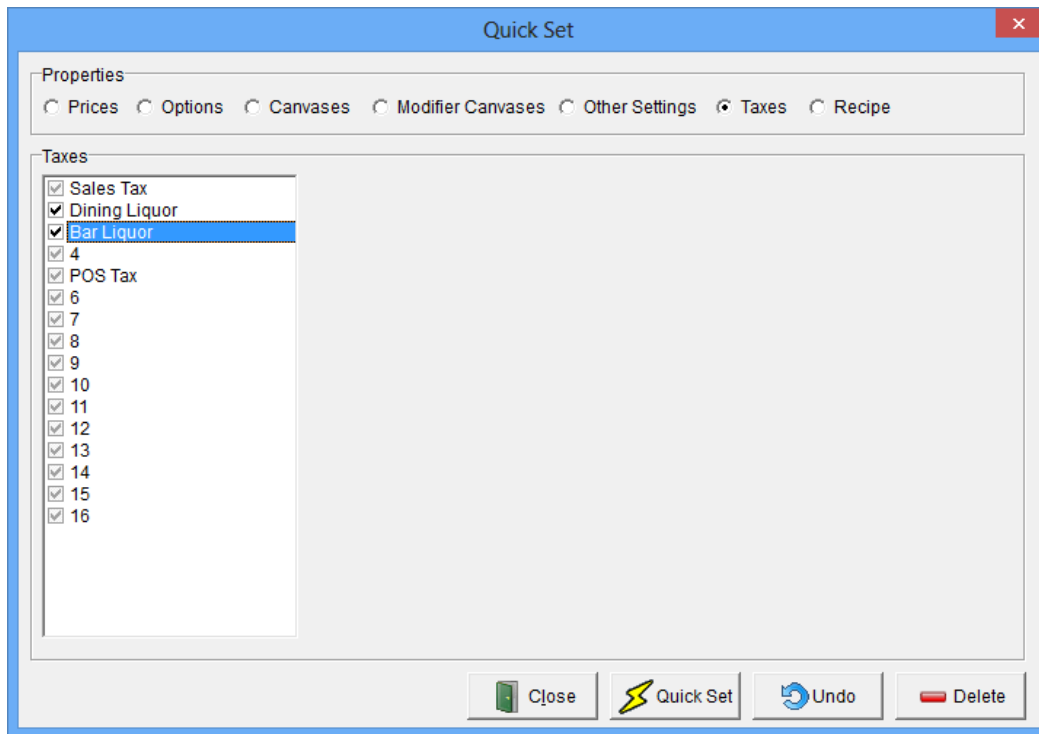
Recipe File: stinger.jpg Training File: Nutrition File:

Modifier	Canvas	Min	Max	Free	Price	Times
1.	Wine Modifier	0	2	0	1.	<None>
2.	<None>	0	0	0	2.	<None>
3.	<None>	0	0	0	3.	<None>
4.	<None>	0	0	0	4.	<None>
5.	<None>	0	0	0	5.	<None>
6.	<None>	0	0	0	6.	<None>
7.	<None>	0	0	0		Effective Time
8.	<None>	0	0	0		Course
						Dependent Item

Suggestion ID: Suggestion Text: <None>

Close Save Add Delete Assign Find Tools Recipe Cancel

- Quickset the Items to use 'Bar Liquor' as the tax.



- Select Save and Close.

Assign Smart Tax to Locations



It is possible to use Smart Tax on an item in one location, and not in others. Make sure items have both taxes selected if establishment wants to use Smart Tax in one area and Exclusive Tax in another. Taxes are assigned by 'Locations', thus allowing the Bar location to use 'Smart Tax' (Bar Liquor Tax) and the Restaurant location to use 'Exclusive Tax' (Dining Liquor Tax).

- Navigate to Locations > Locations.
- Select Location to use Smart Tax.
- Under Taxes, select 'Bar Liquor'.

Locations

Locations | Menus | CC Voucher | Guest Check | Guest Check Footer | Guest Check (Formats) | Printer Assignments | Cash Trays

Locations: Restaurant, Bar, Cashier, To Go, Driver, Quote, Counter Service, Bar No Food, Bar Floor, Access Tables, Drive Through, Focus Dealer, Bar ID req, Smoothie, Coffee, HH Server, HH QS, HH Bar, Online, Position Rest, iTouch Server, Kiosk

Name: Bar, Revenue Center: Restaurant, Order Type: Bar, ID:

Order Access Options: Access Method: Tab List, Floor Plan Canvas: 1, Floor Plan Options: None, Time, Owner, Tab List Options: None, Time, Owner

Guest Options: Default # of: 1, Verify If More Than: 10, Automatic Gratuity: <None>, If More Than: 6, Menu Items to Charge Gratuity: <None>, Hold Menu Item Filter (Exclude): <None>

Position Options: Display Position, Increment Position by Meal Stage, Kitchen Video Options: None, On The Fly, One Behind, At Payment, Auto Combo Options: None, At Subtotal

Taxes: Sales Tax, Dining Liquor, Bar Liquor, 4, POS Tax, 6, Age Verification: Verify Age, Age: 0, Smart Coupon Options: At Subtotal/Payment, Print, None

Buttons: Close, Save, Copy, Paste, Cancel

- Select Save and Close.

Guest Checks with Exclusive, Inclusive and Smart Tax applied

- Example of guest check with one beer. Notice there is no tax applied.

Focus Cafe
3372 Rio Cordillera 78006
Phone (877) 703-1664

Check 33
Mike M. 4/3/2013
Guests 1 4:43 PM

Bud Select 3.00

Subtotal 3.00

TOTAL 3.00

BALANCE DUE 3.00

Thank you for dining
at the Focus Cafe
Try our all you can eat
beer battered fish on Friday's !!!

- Example of guest check with one hamburger. Notice the tax of \$.25.

Focus Cafe
3372 Rio Cordillera 78006
Phone (877) 703-1664

Check 31	Table 33
Mike M.	4/3/2013
Guests 4	4:42 PM

Hamburger	2.99
-----------	------

Subtotal	2.99
Sales Tax	0.25

TOTAL 3.24

BALANCE DUE 3.24

Thank you for dining
at the Focus Cafe
Try our all you can eat
beer battered fish on Friday's !!!

- Example of guest check with one beer and one hamburger. Notice total tax of \$.50.

Focus Cafe
3372 Rio Cordillera 78006
Phone (877) 703-1664

Check 34	4/3/2013
Mike M.	4:44 PM
Guests 1	

Bud Select	3.00
Hamburger	2.99

Subtotal	5.99
Sales Tax	0.50

TOTAL 6.49

BALANCE DUE 6.49

Thank you for dining
at the Focus Cafe
Try our all you can eat
beer battered fish on Friday's !!!

Related Videos

[Smart Tax](#)

Related Topics

[Taxes](#)

Tax Tables Window

The Tax Tables Window is used to configure Tax Tables.

Accessing the Tax Tables Window

While in Focus Setup, select Order Entry > Tables.

Figure 6.43 Tax Tables Window

Figure 6.44 Tax Tables Window Fields

Option	Description
Threshold	The Threshold is the largest amount on which tax is not charged.
Cycle	The number of the Breakpoint that begins the repetitive Tax Cycle. The Cycle must be between 1 and 100.
Table Breakpoints	Tax is computed by applying a table of breakpoints to the taxable sales that exceed the Threshold amount. Each breakpoint is the highest amount in the range before the tax is incremented.

Figure 6.44.1 Example Tax Table Setup

State Tax Table		Focus Tax Table Setup			
Check Amount	Tax Amount	Breakpoint	Value	Threshold	Cycle
\$.00 - .10	.00	1	21	10	7
.11 - .21	.01	2	38		
.22 - .38	.02	3	56		
.39 - .56	.03	4	73		
.57 - .73	.04	5	91		
.74 - .91	.05	6	108		
.92 – 1.08	.06	7	124		
1.09 - 1.24	.07	8	141		
1.25 - 1.41	.08	9	158		
1.42 - 1.58	.09	10	174		
1.59 - 1.74	.10	11	191		
1.75 - 1.91	.11	12	208		
1.92 - 2.08	.12	-			

To Establish a Tax Table

- Prepare a list of Taxes.
- Enter the name of each Tax in a separate Name text box. Begin with first text box and enter the Taxes consecutively.
- Enter the taxable amount Threshold.
- Enter the Breakpoint number where the repetitive Cycle begins.
- Enter the tax table Breakpoints.
- Click the Save.

Related Topics

See also (Order Entry > Taxes > Taxes)

Job Right – 'Office – Taxes'

Voids Window

The Voids Window is used to establish and maintain up to 50 different Void reasons. The Void Reason Window will be displayed and the user must select a reason to justify the Void of the Menu Item or Payment.

Accessing the Voids Window

While in Focus Setup, select Order Entry > Voids.

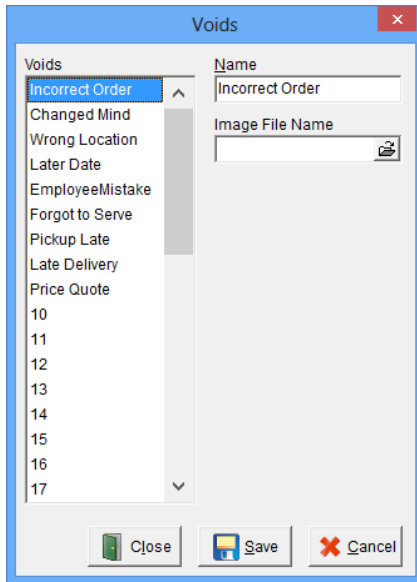


Figure 6.45 Voids Window

Figure 6.46 Voids Window Fields

Option	Description
Name	A unique name for each Void reason, up to 15 alphanumeric characters.
Image File Name	An image that represents the Void.

Figure 6.46.1 Voids Window Commands

Command	Description
Close	Closes the Voids Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Void Reasons

- Prepare a list of Void Reasons.
- Enter the name of each reason in a separate Voids text box.
- Click Save.

Related Topics

Job Right – 'Office – Voids'

Locations Menu

The Locations Window is used to tailor the configuration of Focus Order Entry operations for each Station or Job. Some of the areas that may be configured include Taxes, Menus, Credit Card Voucher, Guest Check, Printer Assignments, Screen Layout and Cash Trays.

Accessing the Locations Window

While in Focus Setup, select Locations.

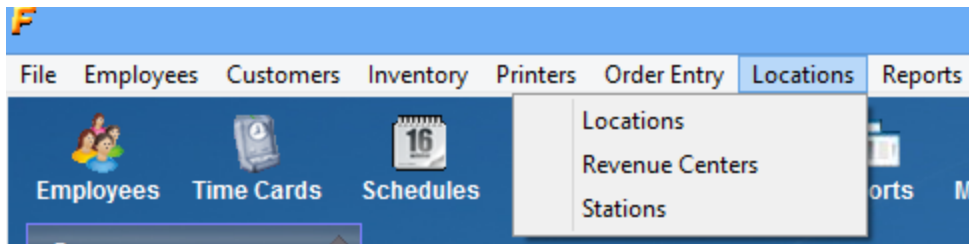


Figure 7.0 Locations Menu List

Figure 7.1 Locations Menu List Options

Field	Description
Locations	Configure Locations for Front of House operations.
Revenue Centers	Configure Revenue Centers for reporting purposes.
Stations	Configure the Front of House terminals.

Related Topics (none)

Locations Tabs

The Locations Window is used to configure Focus Order Entry operations.

Accessing the Locations Window

While in Focus Setup, select Locations > Locations.

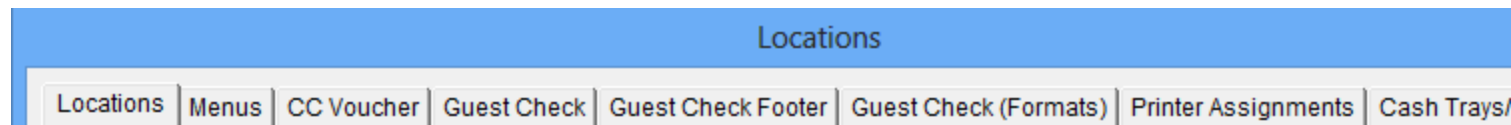


Figure 7.2 Locations Tabs

Figure 7.3 Locations Tabs Descriptions

Field	Description
Locations	Defines the basic attributes of the Location such as the Name, Revenue Center, Order Type, etc.
Menus	Establish Menus for the Location.
CC Voucher	Establish the format of the Credit Card Voucher.
Guest Check	Establish the format of the Guest Check.
Guest Check Footer	Establish the format of the Guest Check Footer.
Guest Check (Formats)	Establish the style of the Guest Check when printed.
Printer Assignments	Establish the Printer Assignments (routing) of Remote Printers.
Cash Trays/Misc	Defines the Cash Tray for the Location as well as Location Tab List Filter options.

Related Topics

(none)

Locations Window

The Locations Window is used to establish the basic attributes such as the Name, Revenue Center, Order Type and applicable Taxes for up to 50 Locations.

Accessing the Locations Window

While in Focus Setup, select Locations > Locations.

Figure 7.4 Locations Window

Figure 7.5 Locations Window Fields

Field	Description
Name	A unique name for each Location, up to 15 alphanumeric characters.
Revenue Center	The selected Revenue Center will be assigned to all checks created for this Location.
Order Type	The default Order Type for the Location.
ID	A unique identifier for the Location, up to 10 alphanumeric characters. Note: You do not have to enter an ID for each location.

Order Access Options	Access Method	Check #	The Check Window will be displayed when the user logs in.	
		Table #	The time the The Table Window will be displayed when the user logs in.Item was Voided.	
		Floor Plan	The Floor Plan Canvas will be displayed when the user logs in.	
			Floor Plan Canvas	The position number (1-30) of the Floor Plan Canvas found in Locations > Locations > Menu.
		Customer	The Customer Window will be displayed when the user logs in.	
		Dispatch	The Dispatch Window will be displayed when the user logs in.	
		Tab List	The Tab List Window will be displayed when the user logs in. See Video Tab List Features (Enhanced).	
	Order Type	The Order Type Window will be displayed when the user logs in.		
	Floor Plan Options	None	Only the table number will be displayed on the floor plan.	
		Time	The time the table was opened will display on the floor plan.	
		Owner	The owner of the table will be displayed on the floor plan.	
	Tab List Options	None	The Tab Name will be displayed on the Tab List Screen.	
		Time	The Time the Tab was started will be displayed on the Tab List Screen.	
		Owner	The Owner of the Tab will be displayed on the Tab List Screen.	
Guest Options	Default # of	The default number of guests for the Location. Note: The number of guests should be set to zero if the Increment Guests option is selected.		
	Verify if More Than	The user will be prompted to verify the number of guests if greater than the value in this field.		
	Automatic Gratuity	The Gratuity to be applied automatically for the Location.		
	If More Than	The Automatic Gratuity will be applied if the number of guests is greater than the value in this field.		
	Menu Items to Charge Gratuity	The Gratuity is applied to the Menu Items in the selected Menu Item Filter. The Gratuity is calculated for all items if a Menu Item Filter is not selected.		
Hold Menu Items Filter (Exclude)	Menu Items from the selected filter cannot be placed on hold.			
Position Options	Display Position	The Position will be displayed to the right of the price on the On-Screen Check.		

	<table> <tr> <td>Increment Position by Meal Stage</td><td>The Position will be incremented each time an item with the same Meal Stage is ordered.</td></tr> </table>	Increment Position by Meal Stage	The Position will be incremented each time an item with the same Meal Stage is ordered.						
Increment Position by Meal Stage	The Position will be incremented each time an item with the same Meal Stage is ordered.								
Kitchen Video Options	<table> <tr> <td>None</td><td>Items will be sent to the Remote Printer at the same time. (Not used for QSR)</td></tr> <tr> <td>On the Fly</td><td>Items will be sent to the Remote Printer as they are ordered.</td></tr> <tr> <td>One Behind</td><td>The last item ordered will be sent to the Remote Printer after the next item is ordered. (Not used for QSR)</td></tr> <tr> <td>At Payment</td><td>Items will be sent to the Remote Printer upon payment. (Not used for QSR)</td></tr> </table>	None	Items will be sent to the Remote Printer at the same time. (Not used for QSR)	On the Fly	Items will be sent to the Remote Printer as they are ordered.	One Behind	The last item ordered will be sent to the Remote Printer after the next item is ordered. (Not used for QSR)	At Payment	Items will be sent to the Remote Printer upon payment. (Not used for QSR)
None	Items will be sent to the Remote Printer at the same time. (Not used for QSR)								
On the Fly	Items will be sent to the Remote Printer as they are ordered.								
One Behind	The last item ordered will be sent to the Remote Printer after the next item is ordered. (Not used for QSR)								
At Payment	Items will be sent to the Remote Printer upon payment. (Not used for QSR)								
Auto Combo Options	<table> <tr> <td>None</td><td>No Auto Combos will calculate if None is selected.</td></tr> <tr> <td>At Subtotal</td><td>Prices will change on Auto Combos when order is subtotaled.</td></tr> </table>	None	No Auto Combos will calculate if None is selected.	At Subtotal	Prices will change on Auto Combos when order is subtotaled.				
None	No Auto Combos will calculate if None is selected.								
At Subtotal	Prices will change on Auto Combos when order is subtotaled.								
Delete Last Item Only	The user may only delete the last item ordered.								
Highlight One Item Only	Allows the user to select only one item on the on-screen check.								
Print Loyalty Receipt	The Loyalty Receipt will print for Loyalty Customers.								
Course Display	Displays the Course Number on the On-Screen Check. See Video: Courses .								
Disable Check Label	Prevents the Check List Screen from displaying when the Check Label is touched.								
Display Table Label	Displays the word "Table" on the On-Screen Check.								
Store/Recall	Used with 'QSR' Automation. Recalls orders previously sent to the kitchen in 'Quick Service'.								
Kiosk Mode	When selected the Command and Menu Ribbon will not display. (V7.4 Build 13.5.14)								
Manual Close Check Required	Requires the user to close a check manually.								
Print Voucher When Assigned	When selected the Credit Card Voucher will print when the order is assigned to an employee via the Dispatch screen. Note: Only prints when employees with the Assign and/or Dispatch Job Right assign an order. (V7.4 Build 13.7.2)								
Tip Prompt	When selected a window will display suggested tip amounts for user to select after tipped transactions. Useful for tablet based solutions that can flip to face the customer. (V7.4 Build 14.11.11)								
Taxes	The Taxes that apply to items ordered at this Location. For a Tax to be applied to a check, the following Tax Options must be set: Order Entry > Taxes > Order Types, Locations > Locations > Taxes and Menu > Menu Items > Taxes. Note: All 3 of								

	these options must be set before the Tax will be applied to the check.	
Age Ver-ification	Verify Age	Age Verification will be required.
	Menu Item Filter	The Menu Item Filter containing the items that require Age Verification (i.e., Beer).
	Age	The Age requirement used to order items specified in the Menu Item Filter.
Smart Cou-pon Options	At Sub-total/Payment	Calculates the Smart Coupon after Subtotal or applying a payment.
	Print	Calculates the Smart Coupon after a check is printed.
	None	Prevents a Smart Coupon from printing.
Disable CC Auto Rec-ognize	Disables the Location from Auto-recognizing credit cards when not swiped from the specific payment screen. (V7.4 Build 14.9.28)	

Figure 7.6 Locations Window Commands

Field	Description
Close	Closes the Locations Window.
Save	Saves current settings.
Copy	Copies the settings of the selected Location to the clipboard.
Paste	Pastes the settings of the previously copied Location.
Cancel	Cancels changes without saving.

Procedure to Establish Locations

- Enter the name of each Location.
- Select a Revenue Center.
- Select an Order Type.
- Select the Access Method. If Floor Plans are used, enter the Canvas number that will be used for the Floor Plan.
- Enter the Guest Options.
- Select the applicable Taxes.
- Click Save.

Related Videos

[Courses](#)

[Tab List Features \(Enhanced\).](#)

Related Topics

See also (Locations > Locations > Menus)

See also (Locations > Locations > CC Voucher)

See also (Locations > Locations > Guest Check)

See also (Locations > Locations > Guest Check (Formats))

See also (Locations > Locations > Printer Assignments)

See also (Locations > Locations > Screen Layout)

See also (Locations > Locations > Cash Trays)

Job Right 'Office - Locations'

Menu Window

The Menu Window is used to establish up to three Menus that can be time activated. Canvases should be established before a Menu can be created. See Menu > [Canvas Designer](#).

Accessing the Menu Window

While in Focus Setup, select Locations > Locations > Menu.

Figure 7.7 Menu Window

Figure 7.8 Menu Window Fields

Field	Description	
Goto Modifiers (Forced)	The Modifier Canvas will be displayed automatically if the Menu Item has a Max value greater than 0. For example, if a Server orders a Vodka, the Liquor Modifier Canvas can automatically be displayed to expedite entry of the necessary modifiers. Note: Bartenders would not need the Liquor Modification Canvas to display automatically because they already know how to modify the drink. For a server you would want the Liquor Modifier Canvas checked, but for the bartender location you would not.	
Price Times	Price Times determine the price Menu Items are charged. If the Menu Item has a zero price for all the programmed Price Times, then Price 1 is used. Price Times established for Menu Items override the Price Times configured for a Menu.	
Menu Assignments	Active Menu	The Active Menu for the Location.
	Time Activated	The Active Menu will be determined by the Active Time.

	Menus	Name	A name for the Menu, up to 15 alphanumeric characters.	
		Active Time	The Time Range the Menu is Active. If Time Activated is not selected, the selected Menu will be the Active Menu.	
		Default Canvas	The Canvas that is displayed after the user logs in. If the Floor Plan Access Method is used, the Default Canvas will be displayed after the table has been selected.	
		Menu Canvases	The Canvases to include on the Menu.	
			Copy	Copies the list of Menu Canvases from the currently selected Menu.
			Paste	Pastes the previously copied list of Menu Canvases to the selected Menu.

Procedure to Establish Menus

- Select a Location to configure.
- Select the Goto Modifier for the appropriate Canvases.
- Select the Active Time for each Menu if applicable.
- Select the Price Times for the Menu Items if applicable.
- Select the Active Menu.
- Select the Canvases for the Menu.
- Enter the number of the Default Canvas.
- Click Save.

Related Topics

See also (Locations > Locations > Locations)

See also (Locations > Locations > CC Voucher)

See also (Locations > Locations > Guest Check)

See also (Locations > Locations > Guest Check (Formats))

See also (Locations > Locations > Printer Assignments)

See also (Locations > Locations > Screen Layout)

See also (Locations > Locations > Cash Trays)

Job Right 'Office - Locations'

CC Voucher Window

The CC Voucher Window is used to configure the appearance and content of the Credit Card Voucher.

Accessing the CC Voucher Window

While in Focus Setup, select Locations > Locations > CC Voucher.

Figure 7.9 CC Voucher Window

Figure 7.10 CC Voucher Window Fields

Field	Description
Header	Four lines of up to 40 characters that will print at the top of the Voucher. Each line will be centered.
	Lines The number of lines (0-99) that the paper will advance before the Header is printed.
	Format The Format of the Header.
Copy	Copies the Header, Disclaimer from the selected Location.
Paste	Pastes the previously copied information the currently selected Location.
Disclaimer	The Disclaimer message, up to five lines of 40 characters each that will print on the Voucher.
	Format The Format of the Disclaimer.

Tip Example	The Format for 'Tip Rate Options' from the Guest Check Footer to appear on the Credit Card voucher.	
Footer	Four lines of up to 40 characters that will print at the bottom of the Voucher. Each line will be centered.	
	Lines	The number of lines (0-99) that the paper will advance after the Footer is printed.
	Format	The Format for the Footer.
Other Text Format	The Format used for the text relevant to the credit card approval. Example: Approval code.	
Completion Format	The Format used at the end of the Voucher (i.e., Full Cut to automatically cut the paper).	
Voucher Type	Food	Voucher will print the tip and total lines.
	Retail	Voucher will print the total line only.
Print Threshold	The amount the credit card authorization must exceed before a Voucher is printed.	
Total Format	The Format for the check total.	
Tip Line Text	The text for the Tip Line, up to 15 alphanumeric characters. If not set, the word "Tip" will be printed.	
Additional Tip Line Text	The text for the Additional Tip Line.	
Additional Tip Line	The text for an Additional Tip Line, up to 15 alphanumeric characters. A Tip or Gratuity must be on the check before the Additional Tip Line will print.	
	Do Not Display	Voucher will not display an additional tip line.
	Display Always	Voucher will always display an additional tip line.
	Display if Gratuity	Voucher will only display the additional tip line if a gratuity is on the check.
Copy	Copies the Header, Disclaimer from the selected Location.	
Paste	Pastes the previously copied information the currently selected Location.	

Figure 7.10.1 CC Voucher Window Commands

Field	Description
Close	Closes the CC Voucher Window.
Save	Saves current changes.
Copy	Copies the CC Voucher settings to the Windows Clipboard.
Paste	Pastes the CC Voucher Settings to the currently selected Location.
Cancel	Cancels current changes.

Procedure to Establish the CC Voucher Format

- Select Location.
- Enter the text that will print on each of the 4 Voucher Header lines in the Header text box.
- Enter the number of lines the paper should advance before the header is printed.
- Select the Print Format of the Header from the Format drop-down list box.
- Enter the text that will print on each of the 5 disclaimer lines in the Disclaimer text box.
- Select the Print Format of the Disclaimer Message from the Format drop-down list box.
- Enter the text that will print on each of the 4 Voucher Footer lines in the Footer text box.
- Enter the number of lines the paper should advance after the Footer has printed.
- Select the Print Format for the Footer.
- Select the Print Format for the Other Text.
- Click Save.

Related Topics

See also (Locations > Locations > Locations)

See also (Locations > Locations > Menus)

See also (Locations > Locations > Guest Check)

See also (Locations > Locations > Guest Check (Formats))

See also (Locations > Locations > Printer Assignments)

See also (Locations > Locations > Screen Layout)

See also (Locations > Locations > Cash Trays)

Job Right 'Office - Locations'

Purpose

The Guest Check Window is used to configure the appearance and content of the Guest Check.

Accessing the Guest Check Window

While in Focus Setup, select Locations > Locations > Guest Check.

Figure 7.11 Guest Check Window

Figure 7.12 Guest Check Window Fields

Field	Description	
Options	Consolidate	Consolidates Menu Items that have the same prices and modifiers.
	Print Guests	The number of guests will print. If this option is off then the Order Type is printed instead of the number of guests.
	Bar Code	A bar code will print at the bottom of the check. A scanner can be used to access the check.
	Modifiers with Price	Modifiers that have a price will print. This option overrides the "Print on Guest Check" and the "Include in Item Price" options configured in Menu > Menu Items > Options.
	Combine OT/Gratuity	The Order Type Charge and Gratuity will be included in the Order Type Total. This option is used in delivery restaurants to combine the delivery fee for the restaurant and the driver Gratuity.
	Header at Bottom	The Header will print at the bottom of the check. Note: The Header can be combined with the Footer to increase the information printed at the bottom of the check. This option is used most often when an Image is used for the Header.

	Voided Items	Voided items will print.
	Do not Print Prices	The Price will not print for Menu Items and Modifiers.
Exclusive Tax Options	None	Exclusive Taxes will not print.
	Detail	The total of each Exclusive Tax will print.
	Total	The combined total of all Exclusive Taxes will print.
Inclusive Tax	None	Inclusive Taxes will not print.
	Detail	The total of each Inclusive Tax will print.
	Total	The combined total of all Inclusive Taxes will print.
# of Copies	The number of checks to print.	
Header	Ten lines of 40 characters each that will print at the top or bottom of the check based on the "Header at Bottom" option. Each line is automatically centered.	
Lines	The number of line feeds, 0-99, before the check prints.	
Image	An image to display on the Header. Note: The file must be a ".bmp" and have a width of 208 pixels and a height of 64 pixels.	
Copy	Copies the Header and Footer information from the currently selected Location.	
Paste	Pastes the previously copied information into the currently selected Location.	

Procedure to Establish Guest Checks

- Select the Location.
- Select the options to be used.
- Select the appropriate Exclusive Tax option.
- Select the appropriate Inclusive Tax option.
- Enter the text that will be printed on the Header.
- Enter the number of lines the printer will advance at the beginning of the check.
- Select an image.
- Enter the text that will be printed on the Footer.
- Enter the number of lines the printer will advance at the end of the check.
- Enter the suggested Tip Rates.
- Click Save.

Related Videos

[Guest Check Macros](#)

Related Topics

See also (Example Guest Check 1)

See also (Example Guest Check 2)

See also (Example Delivery Chit)

See also (Locations > Locations > Locations)

See also (Locations > Locations > Menus)

See also (Locations > Locations > CC Voucher)

See also (Locations > Locations > Guest Check (Formats))

See also (Locations > Locations > Printer Assignments)

See also (Locations > Locations > Screen Layout)



See also (Locations > Locations > Cash Trays)

Job Right 'Office - Locations'

Example Guest Check 1

The example guest check displayed below contains a logo, consolidates menu items, voided and discounted items, tax amount, discount amount, gratuity amounts and food, bar and other totals.

Example 1 Customer Check

Example Guest Check	Guest Check Format/ Options
Reprint 1	Reprint
 <p>Focus Café 123 Main. St. Houston, TX 77007</p>	Image
<p>Check 12 Table 32 Mike M. 06/14/200X Guests 3 2:00 PM</p>	Header
<p>2 Burger Spec (9.99) 19.98 Rolling Rock 0.00V Coors Light 3.75 Dos XX 3.75 Chicken Sand 5.50D</p>	Header
<p>Subtotal 32.98 Tax 1.65 Mgr. Comp -5.50 Pre-gratuity total 29.13 Gratuity 6.60</p>	Check / (Table/Tab)
<p>TOTAL 35.73</p>	Server / Date
<p>BALANCE DUE 35.73</p>	(Guests/Order Type) / Time / Print Guests
<p>Food 25.48 Bar 7.50 Other 0.00</p>	Header
<p>Thank You. Please Come Again. -Please pay your Server-</p>	Items / Consolidate
 <p>* C H K 0 0 0 1 2 0 0 1 0 6 1 1 *</p>	Items / Voided Items
	Items
	Items
	Items
	Header
	Subtotal
	Taxes
	Discounts
	Gratuities
	Gratuities
	Total
	Total
	Balance/Change Due
	Food, Bar, Other Totals
	Header
	Footer
	N/A / Bar Code
	Completion Format

Example Guest Check 2

The example guest check displayed below contains a logo, consolidates menu items, ,tax amount, Order Type Charges, suggested tip rates and a survey.

Example 2 Customer Check

Example 3 Delivery Fields

Example Delivery Fields	Guest Check Format/ Options
-----	Header
Check 16	Check
TOTAL 12.44	Total
(877) 703-1664	Customer Phone #
Matt Kovo	Customer Name
123 Main St.	Customer Address
Houston, TX 77007	
Must use the access code "12345" to access the guard gate.	Delivery Instructions
-----	Header
	Completion Format

Guest Check Footer Window

The Guest Check Footer Window is used to configure the appearance and content of the Guest Check Footer.

Accessing the Guest Check Footer Window

While in Focus Setup, select Locations > Locations > Guest Check Footer.

Figure 7.11 Guest Check Window

Figure 7.12 Guest Check Window Fields

Field	Description		
Footer	Ten lines of 40 characters each that will print at the top or bottom of the check based on the "Header at Bottom" option. Each line is automatically centered.		
	Note: The user may include a macro in the Footer. Macros are supported in the Header when the "Header at Bottom" option is on.		
	<table><tr><td>%bx</td><td>The beginning Printer Format where "x" is the format number. The format number (1-15) is the number of the line defined in Printers > Formats.</td></tr></table>	%bx	The beginning Printer Format where "x" is the format number. The format number (1-15) is the number of the line defined in Printers > Formats.
	%bx	The beginning Printer Format where "x" is the format number. The format number (1-15) is the number of the line defined in Printers > Formats.	
	<table><tr><td>%c</td><td>Prints the guest check number.</td></tr></table>	%c	Prints the guest check number.
%c	Prints the guest check number.		
<table><tr><td>%d</td><td>Prints the date the check was opened.</td></tr></table>	%d	Prints the date the check was opened.	
%d	Prints the date the check was opened.		
	<table><tr><td>%ex</td><td>The ending Printer Format where "x" is the format number. The format number (1-15) is the number of the line defined in Printers > Formats.</td></tr></table>	%ex	The ending Printer Format where "x" is the format number. The format number (1-15) is the number of the line defined in Printers > Formats.
%ex	The ending Printer Format where "x" is the format number. The format number (1-15) is the number of the line defined in Printers > Formats.		

	%n	Prints the Customer Name, if present, otherwise the Tab Name will print.
	%q	Prints the owner of the check.
	%s	Prints the name of the Station.
	%t	Prints the current time on the check.
Lines	The number of line feeds, 0-99, before the Complete Format.	
Survey Frequency	The Survey information found in Miscellaneous > General > Loyalty Receipt > Survey will print after the check number reaches the Survey Frequency. The survey information is printed after the Footer if the Survey Format is specified. Specifying 1 in this field will always print the Survey. For example, if the Survey Frequency is 5, then the Survey will print on every 5th check.	
Copy	Copies the Footer information from the currently selected Location.	
Paste	Pastes the previously copied information into the currently selected Location.	
Tip Rate Options	Tip Rate 1	Tip Rate 1 percentage.
	Tip Rate 1 Name	Tip Rate 1 name (i.e., 15% Tip). The Tip Rate 1 percentage will print beneath the Tip Rate 1 Name.
	Tip Rate 2	Tip Rate 2 percentage.
	Tip Rate 2 Name	Tip Rate 2 name (i.e., 18% Tip). The Tip Rate 2 percentage will print beneath the Tip Rate 1 Name.
	Tip Rate 3	Tip Rate 3 percentage.
	Tip Rate 3 Name	Tip Rate 3 name (i.e., 20% Tip). The Tip Rate 3 percentage will print beneath the Tip Rate 1 Name.

Procedure to Establish Guest Checks

- Select the Location.
- Select the options to be used.
- Select the appropriate Exclusive Tax option.
- Select the appropriate Inclusive Tax option.
- Enter the text that will be printed on the Header.
- Enter the number of lines the printer will advance at the beginning of the check.
- Select an image.
- Enter the text that will be printed on the Footer.
- Enter the number of lines the printer will advance at the end of the check.
- Enter the suggested Tip Rates.
- Click Save.

Related Videos

[Guest Check Macros](#)

Related Topics

See also (Example Guest Check 1)

See also (Example Guest Check 2)

See also (Example Delivery Chit)

See also (Locations > Locations > Locations)

See also (Locations > Locations > Menus)

See also (Locations > Locations > CC Voucher)

See also (Locations > Locations > Guest Check (Formats))

See also (Locations > Locations > Printer Assignments)

See also (Locations > Locations > Screen Layout)

See also (Locations > Locations > Cash Trays)

Job Right 'Office - Locations'

Guest Check (Formats) Window

The Guest Check (Formats) Window is used to configure the appearance and content of the guest check.

Accessing the Guest Check (Formats) Window

While in Focus Setup, select Locations > Locations > Guest Check (Formats).

Figure 7.13 Guest Check (Formats) Window

Figure 7.14 Guest Check (Formats) Window Fields

Field	Description
Reprint	Format of the Reprint label.
Image	Format of the Image used for the Header.
Header	Format for the Header.
Table/Tab	Format of the Table/Tab.
Check	Format of the Check number.
Guests/Order Type	Format for the number of guests or Order Type.
Server	Format of the Server name.
Time	Format of the Time.

Date	Format of the Date.
Items	Format of the Menu Items.
Modifiers	Format of the Modifiers.
Subtotal	Format of the Subtotal.
Order Type Charges	Format of the Order Type Charges.
Discounts	Format of the Discounts.
Pre-Gratuify Total	Format of the Pre-Gratuify Total.
Gratuities	Format of the Gratuities.
Taxes	Format of the Taxes.
Total	Format of the Total.
Payments	Format of the Payments.
Balance/Change Due	Format of the Balance/Change Due.
Footer	Format of the Footer.
Food, Bar, Other Totals	Format of the Food, Bar, Other Totals.
Tip Rates	Format of the Tip Rates. Note: If a Gratuity is applied, Tips Rates will not print.
Amount Per Guest	Format of the Amount Per Guest.
Survey	Format of the Survey.
Loyalty Information	Format of the Loyalty Information that is printed on the Guest Check.
Completion Format	Format sent to the printer to complete the check (i.e., paper cut).

The following fields will only print on a Delivery Check.

Figure 7.15 Delivery Fields for Guest Check (Formats) Window

Field	Description
Customer Name	Format of the Customer Name.
Customer Phone #	Format of the Customer Phone Number.
Customer Address	Format of the Customer Address.
Delivery Instructions	Format of the Delivery Instructions.

Delivery Zone	Format of the Delivery Zone.
Completion Format	Format sent to the printer to complete the Delivery Check (i.e., paper cut).

Procedure to Establish Guest Check (Formats)

- Select a Format for each field to be printed on the check. Note: If a Format is not selected the field will not print on the check.
- Click Save.

Related Topics

See also (Locations > Locations > Locations)

See also (Locations > Locations > Menus)

See also (Locations > Locations > CC Voucher)

See also (Locations > Locations > Guest Check)

See also (Locations > Locations > Printer Assignments)

See also (Locations > Locations > Screen Layout)

See also (Locations > Locations > Cash Trays)

Job Right 'Office - Locations'

Printer Assignments Window

The Printer Assignments Window is used to assign Printer Groups to Remote Printers. Menu Items assigned to Printer Groups will be printed at the Remote Printers selected. Printer Groups may be routed to different Remote Printers based on the time of day.

Accessing the Printer Assignments Window

While in Focus Setup, select Locations > Locations > Printer Assignments.

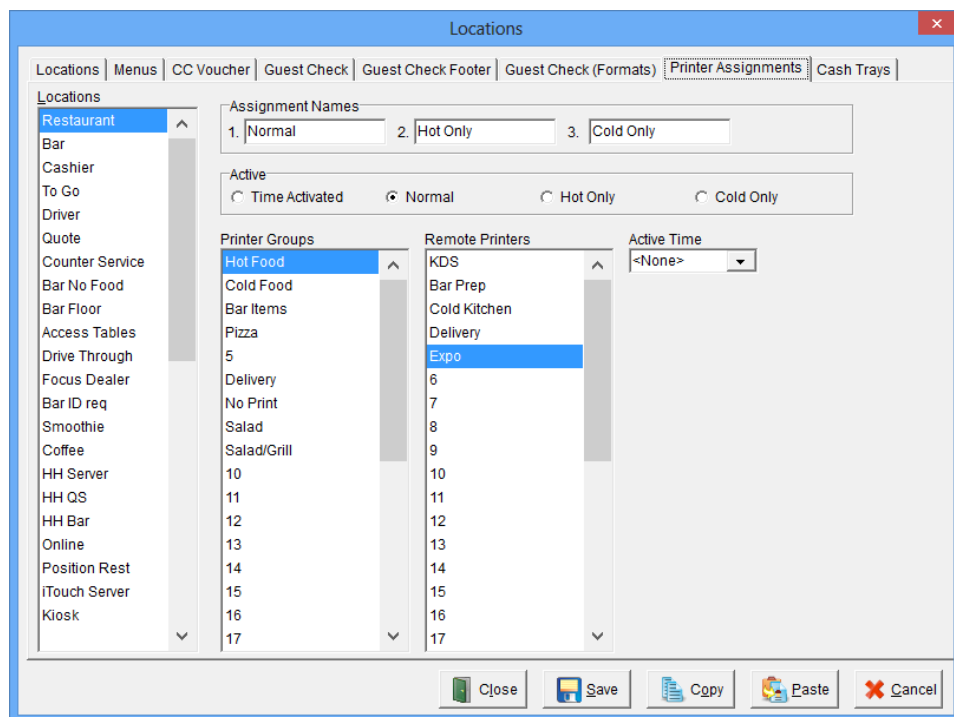


Figure 7.16 Printer Assignments Window

Figure 7.17 Printer Assignments Window Fields

Field	Description		
Assignment Names 1-3	A unique name for the Assignment, up to 15 alphanumeric characters (i.e., Normal, Busy, Hot Only).		
Active	Time Activated	Printer Assignments are determined by time. If the Assignment is not Time Activated, select one of the 3 Assignments.	
	Assignment 1-3	The Active Assignment when selected.	
		Printer Groups	The Printer Group the Menu Items have been assigned.
		Remote Printers	The items in the selected Printer Group will print at the selected Remote Printer. Multiple Remote Printers may be selected for each Printer Group.
		Active Time	The Time Range the Assignment is active.

Procedure to Establish Printer Assignments

- Select a Printer Group under the Printer Groups option.
- Select the Printer(s) under Remote Printers that Menu Items in the selected Printer Group should print. In the example shown, all Menu Items routed to the "Hot Food" Printer Group will only print to the "Hot Kitchen" Printer.

Related Topics

See also (Locations > Locations > Locations)

See also (Locations > Locations > Menus)

See also (Locations > Locations > CC Voucher)

See also (Locations > Locations > Guest Check)

See also (Locations > Locations > Guest Check (Formats))

See also (Locations > Locations > Screen Layout)

See also (Locations > Locations > Cash Trays)

Job Right 'Office - Locations'

Cash Trays Window

The Cash Trays Window is used to configure the options necessary for the initialization and operation of Cash Trays.

Accessing the Cash Trays Window

While in Focus Setup, select Locations > Locations > Cash Trays.

Figure 7.20 Cash Trays Window

Figure 7.21 Cash Trays Window Fields

Field	Description	
Drawer Cash Tray Options	Require Open Before Use	The Cash Tray must be opened before the user is allowed to perform tender related operations.
	Prompt for Starting Bank	The user will be prompted to enter the starting bank when the Cash Tray is opened.
	One User Per Tray	Only one employee may be assigned to the Cash Tray.
	Bank Amount	The default starting bank amount for the Cash Tray.
	# of Reports	The number of Close Tray Reports that will print when the Cash Tray is closed.
	Close Tray Report	The Drawer Report that will print when the Cash Tray is closed.

Tab List Options (V 7.4 Build 13.6.14)	Shift Inventory Worksheet	The Inventory Worksheet Report that contains the Items for Cash Tray Counts.
	Check Filter 1	Selected Check Filter available on Tab List.
	Check Filter 2	Selected Check Filter available on Tab List.
	Check Filter 3	Selected Check Filter available on Tab List.

Related Topics

See also (Locations > Locations > Locations)

See also (Locations > Locations > Menus)

See also (Locations > Locations > CC Voucher)

See also (Locations > Locations > Guest Check)

See also (Locations > Locations > Guest Check (Formats))

See also (Locations > Locations > Printer Assignments)

See also (Locations > Locations > Screen Layout)

Job Right 'Office - Locations'

Revenue Centers Window

The Revenue Centers Window is used to maintain a list of up to 42 Revenue Center. Revenue Centers provide a way to define areas of the organization for detailed reporting (i.e., Dining Room, Patio etc.).

Accessing the Revenue Centers Window

While in Focus Setup, select Locations > Revenue Centers.

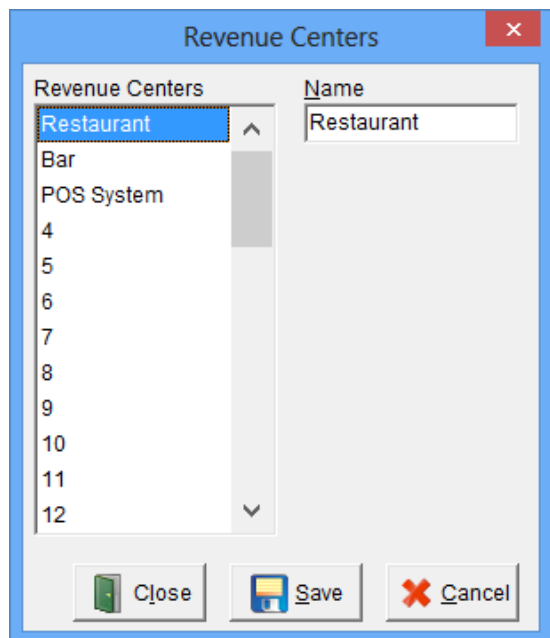


Figure 7.22 Revenue Centers Window

Figure 7.23 Revenue Centers Window Field

Field	Description
Name	A unique name for each Revenue Center, up to 15 alphanumeric characters.

Figure 7.23.1 Revenue Centers Window Commands

Field	Description
Close	Closes the Revenue Centers Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving

Procedure to Establish Revenue Centers

- Prepare a list of Revenue Centers.
- Enter the name of each Revenue Center in a separate Name text box.
- Click Save.

Related Topics

Job Right 'Office – Revenue Centers'

Stations Tabs

The Stations Windows is used to establish and maintain up to 50 different Stations.

Accessing the Stations Window

While in Focus Setup, select Locations > Stations.

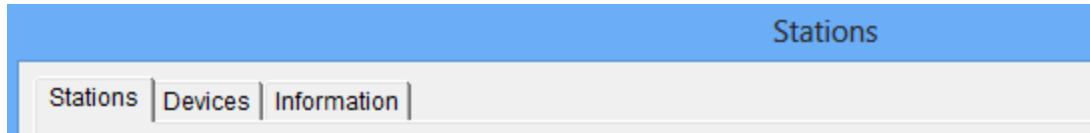


Figure 7.24 Stations Tabs

Figure 7.25 Stations Tabs Descriptions

Field	Description
Stations	Defines the Station names and general information.
Devices	Defines the Devices attached to a Station.
Information	Displays the Devices attached to Stations and the services the Stations control.

Related Topics (none)

Stations Windows

The Stations Window is used to establish the basic attributes such as the Name, Location and Printers of up to 50 Stations. Note: Click the link to see a Knowledge Based Article on [How to Set Up a Station](#).

Accessing the Stations Window

While in Focus Setup, select Locations > Stations.

Figure 7.26 Stations Window

Figure 7.27 Stations Window Fields

Field	Description	
Name	A unique name for each Station, up to 15 alphanumeric characters. The name of the Station is displayed at the bottom of the Login Window.	
Computer Name	The Windows Computer Name for the Station, up to 40 alphanumeric characters.	
Working Directory	The path for the image files.	
Location	The Location of the Station.	
Messages	Note: Messages refers to the activity being performed on the system, not messages being sent to and from employees. This provides a way for support to audit what has happened on a particular station in the case of a support issue.	
	Normal	Audit trail messages will be logged.
	Detailed	Extensive messaging will be logged.

	<table><tr><td>None</td><td>Messages will not be recorded.</td></tr><tr><td>Local</td><td>Messages will be recorded on the individual Station.</td></tr></table>	None	Messages will not be recorded.	Local	Messages will be recorded on the individual Station.
None	Messages will not be recorded.				
Local	Messages will be recorded on the individual Station.				
Printers	See knowledge Based Article: Local Printer Setup .				
	Check	Printer	Designate if the printer is Local . Available selections are Local or any printer setup in Printers > Network Printers .		
			Local	Printer is attached to the station directly. Select local port and printer driver.	
			Name	Printer is a printer setup in Printers > Network Printers . (V 7.4 Build 13.4.01)	
		Port	The Port the Guest Check printer is connected. Available selections are Com1 through Com32, Lpt1, Lpt2, and IP.		
		Driver	The Printer Driver for the Guest Check printer.		
	Station	The Station that the Guest Check printer is attached. Multiple Stations may share the same printer.			
	Report	Printer	Designate if the printer is Local . Available selections are Local or any printer setup in Printers > Network Printers .		
			Local	Printer is attached to the station directly.	
			Name	Printer is a printer setup in Printers > Network Printers .	
		Port	The Port the Guest Check printer is connected. Available selections are Com1 through Com32, Lpt1, and Lpt2.		
		Driver	The Printer Driver for the Report printer.		
	Station	The Station that the Report printer is attached. Multiple Stations may share the same printer.			
	Credit	Printer	Designate if the printer is Local . Available selections are Local or any printer setup in Printers > Network Printers .		
			Local	Printer is attached to the station directly.	
Name			Printer is a printer setup in Printers > Network Printers .		
Port		The Port the Guest Check printer is connected. Available selections are Com1 through Com32, Lpt1 and Lpt2.			
Driver		The Printer Driver for the Credit printer.			
Station	The Station that the Credit printer is attached. Multiple Stations may share the same printer.				

Display Blackboards	Level 1-10	Blackboards with the selected Levels will be displayed.
Options	Display Event Blackboards	Blackboards triggered by Events will be displayed.
	Do Not Display nFocus	The Station will not display the nFocus Dashboard.
	Digital Signage	A digital signage board will be attached to the Station. See Video: Digital Signage
	Restrict Time Clock	Restricts employees from using the time clock feature on the Station.
	Print Checks to Report Printer	Prints guest checks to the configured Report Printer. (V 7.4 Build 13.1.03)
	Allow Mobile Printing	When selected, the guest check printer assigned to this station will be available for Mobile Devices to print guest checks to.
Station Type	Full	Station is a standard terminal running a Full Focus license.
	Station Mobile	Station is a standard terminal or iPad running a Mobile Focus license.
	Focus Mobile	Station is an iPad, iPod or iPhone running the Focus Mobile iOS application.
Restart Options	Action	
	None	The Station is not restarted.
	Station	The software exits automatically and Windows is restarted. Note: This is the recommended option.
		Time The time that Windows restarts.
		Day The day of the week that Windows restarts. Note: if a day is not selected and a time is specified then the software exits daily.
	Focus	The software exits automatically and Focus is restarted.
		Time The time Focus restarts.
		Day The day of the week that Focus restarts. Note: if a day is not selected and a time is specified then the software exits daily.

Figure 7.27.1 Stations Window Commands

Command	Description
Close	Closes the Stations Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Stations

- Prepare a list of Stations.
- Enter the name of each Station.
- Select the appropriate options for the Station.
- Click Save.

Related Videos

[Printing Guest Checks to Report Printers](#)

[Digital Signage](#)

Related Topics

See also (Locations > Stations > Devices)

See also (Locations > Stations > Information)

Job Right 'Office - Stations'

Devices Window

The Devices Window is used to configure additional hardware and software options for the Station. Devices define the communication details for each peripheral attached to the Station. Keyboard wedge devices such as Card Readers and Scanners are not defined as devices in this context and should not be included.

Accessing the Devices Window

While in Focus Setup, select Locations > Stations > Devices.

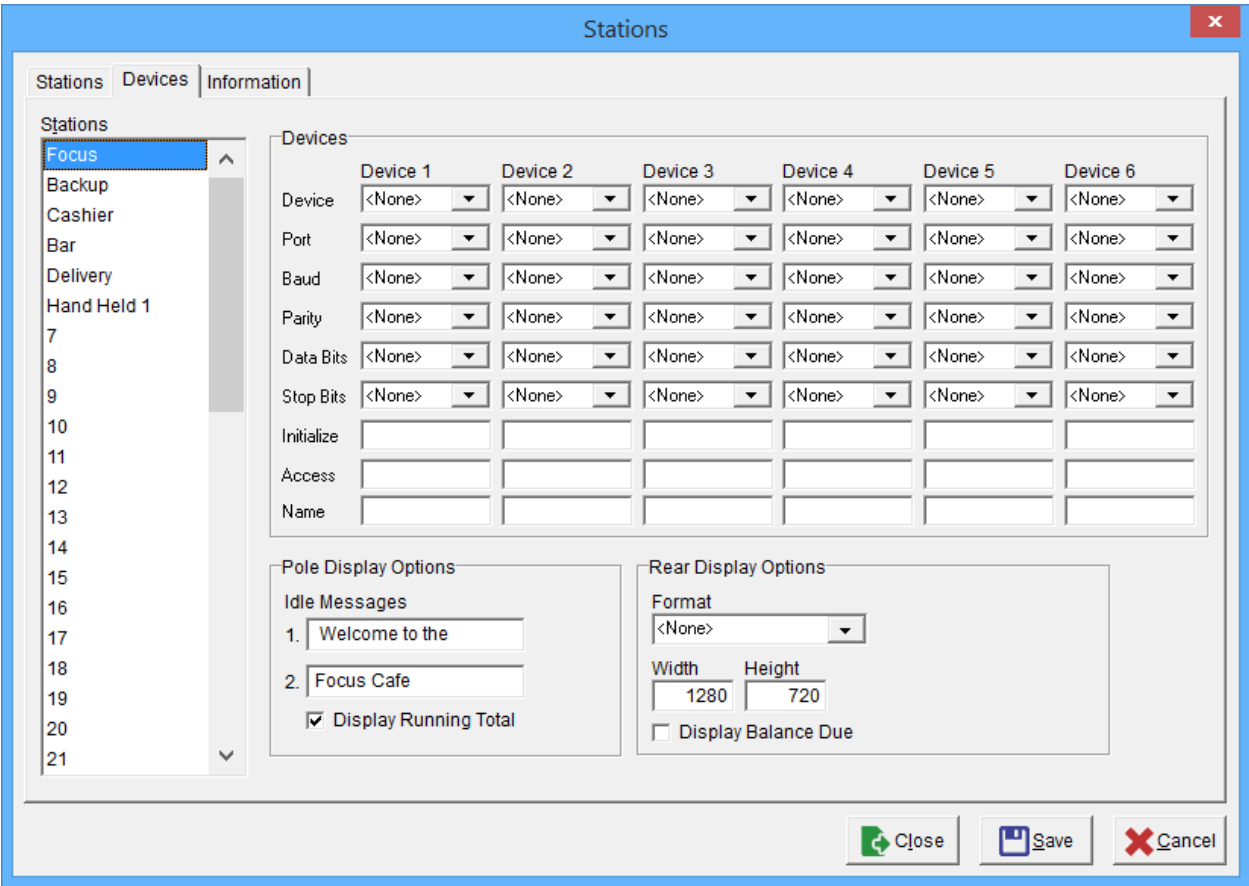


Figure 7.28 Devices Window

Figure 7.30 Devices Window Fields

Field	Description	
Device	Device	Description
	Serial NFC	The Station will use an NFC device for NFC payments. V7.4 Build 14.10.27
	Scanner	The Station will use a serial scanner (not supported after version 4.0.) Note: Keyboard Wedge scanners do not need to be configured. Scanners not available after build 14.10.28

	Scale	The Station will use a Scale for capturing the weight of an item from a Scale.
	Pole Display	The Station will use a Pole Display.
	Drawer	The Station will use a Cash Drawer. Note: Printers that emulate the Epson TM-88 will use the Access Code 1B70000A6 to open the drawer. See Knowledge Base Article: Cash Drawer Setup .
	Changer	The Station will use a Coin Changer.
	Caller ID	The Station will use a Caller ID system. See How to Setup Caller ID .
	Fingerprint	The Station will use a Fingerprint scanner.
	Berg	The Station will use the Berg interface.
	Bar Vision	The Station will use the Bar Vision interface.
	IP Log/Camera	The Station will use the IP Log/Camera interface.
	Text Inserter	The Station will use a Text Inserter.
	Order Confirmation	The Station will use an Order Confirmation board.
	Pole Disp (ASCII)	The Station will use an ASCII type pole display.
	Drawer 1 (Panasonic)	The Station will use a Panasonic drawer. Software required from manufacturer.
	Drawer 1 (RI=Open)	The Station will use a RI type drawer.
	Partner Tech	The Station will use a Partner Tech manufactured drawer. Software required from manufacturer.
	RSS Drawer	The Station will use a RSS manufactured drawer. Software required from manufacturer.
Port	The Port for the Device.	
Baud	The Baud Rate for the Port.	
Parity	The Parity of the Port.	
Data Bits	The number of Data Bits for the Port.	
Stop Bits	The number of Stop Bits for the Port.	
Initialize	The hexadecimal codes that are sent to initialize the Device (i.e., pole display brightness). Note: If using IP Printers to open the Cash Drawer the IP address of the printer goes here. V7.4 Build 14.4.29	
Access	The hexadecimal codes that are sent to access the Device (i.e., open cash drawer). Note: Printers that emulate the Epson TM-88 will use the Access Code 1B70000A6 to open the drawer.	
Name	The name to identify the device, up to 20 alphanumeric characters.	

Figure 7.30.1 Pole Display Options Fields

Pole Display Options	Idle Messages	Two lines of 19 characters each to be displayed on the pole display. The Pole Display Idle Message will be displayed if an order has not been placed for 60 seconds.
	Display Running Total	An updated subtotal will display on the pole display after each Menu Item is ordered.

Figure 7.30.1.1 Rear Display Options Fields See Video: [Digital Signage](#)

Format	The Rear Display Format to be used.
Width	The width of the Rear Display, in pixels.
Height	The height of the Rear Display, in pixels.
Display Balance Due	Displays the Balance Due on Rear Display. Version 7.4 Build 14.9.22

Figure 7.30.2 Rear Display Fields

Field	Description
Format	The Rear Display Format the Station will use.
Width	The width (in pixels) for the Rear Display.
Height	The height (in pixels) for the Rear Display.

Related Videos

[Digital Signage](#)

Related Topics

[How to Setup Caller ID](#)

[How to Setup Rochelle Caller ID 2802 and 2045](#)

[How to Setup Whozz Calling Caller ID](#)

[How to Setup Yes-tele Caller ID](#)

See also (Locations > Stations > Stations)

See also (Locations > Stations > Information)

Job Right 'Office - Stations'

Information Window

The Information Window is used to view the Devices and functions attached to a particular Station. The Devices will be displayed under the Information list box. There are no settings in this window to configure.

Accessing the Information Window

While in Focus Setup, select Locations > Stations > Information.

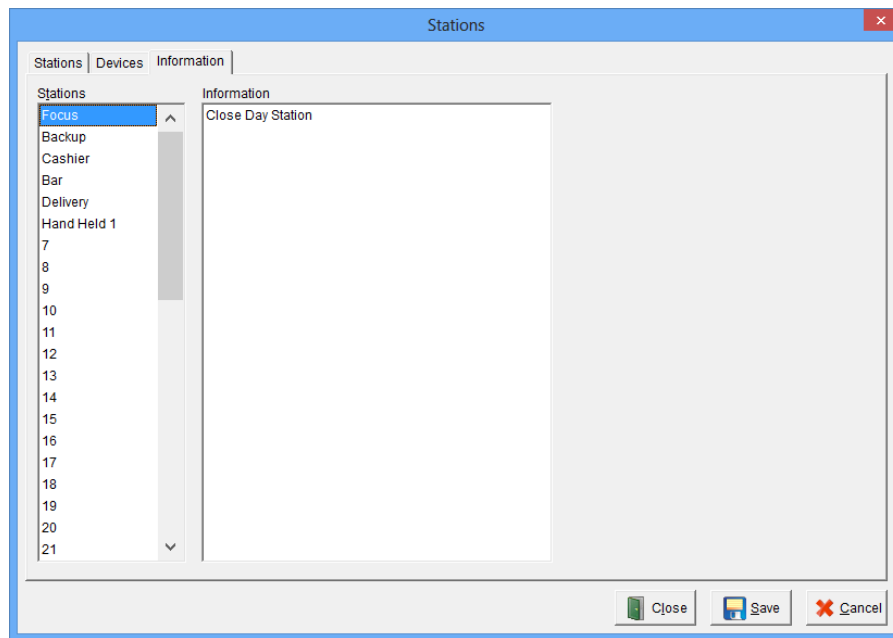


Figure 7.31 Information Window

Figure 7.32 Information Window Descriptions

Field	Description
Remote Printers	The Remote Printers (and Port) configured for the Station.
Check Printer	The Check Printers (and Port) configured for the Station.
Report Printer	The Report Printers (and Port) configured for the Station
CC Printer	The CC Printers (and Port) configured for the Station.
Close Day Station	If the Station is the Close Day station then "Close Day Station" appears in the list.
Event Station	If the Station is the Event Station then "Event Station" appears in the list.
E-mail Station	If the Station is the E-mail Station then "E-mail Station" appears in the list.
Credit Card Station	If the Station is the Credit Card Station then "Credit Card Station" appears in the list.

Related Topics

See also (Locations > Stations > Stations)

See also (Locations > Stations > Devices)

Reports Menu

The Reports Window is used to establish and maintain the Reports generated in Focus. Each Report can be customized multiple times to meet a variety of reporting requirements. A wide selection of Reports may be created by selecting from the different properties available for each Report.

Accessing the Reports Menu Options

While in Focus Setup, select Reports.

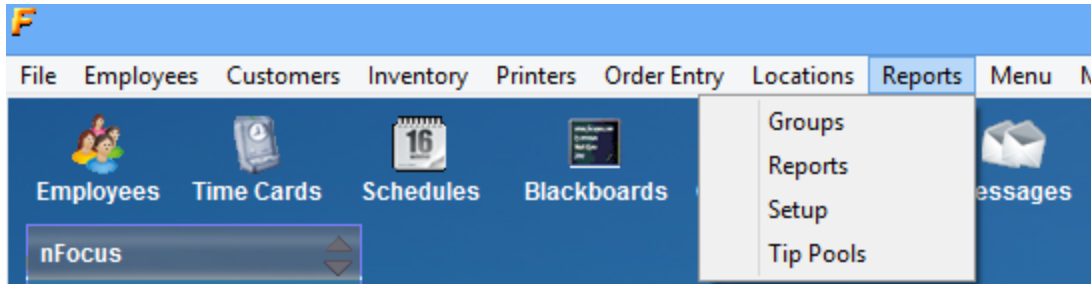


Figure 8.0 Reports Menu List

Figure 8.1 Reports Menu List Options

Option	Description
Groups	Used to configure Report Groups.
Reports	Used to view Reports.
Setup	Used to setup Reports.
Tip Pools	Used to setup Tip Pools.

Related Topics (none)

Report Groups Window

The Report Groups Window is used to establish and maintain up to 100 separate Report Groups. All Menu Items must be associated with a Report Group. Report Groups can be used as an optional sort option for Item Count Reports. Additional segmentation of Report Groups is made available by use of 1 or 2 character Sort Codes that may be specified for each Menu Item.

Accessing the Report Groups Window

While in Focus Setup, select Reports > Report Groups.

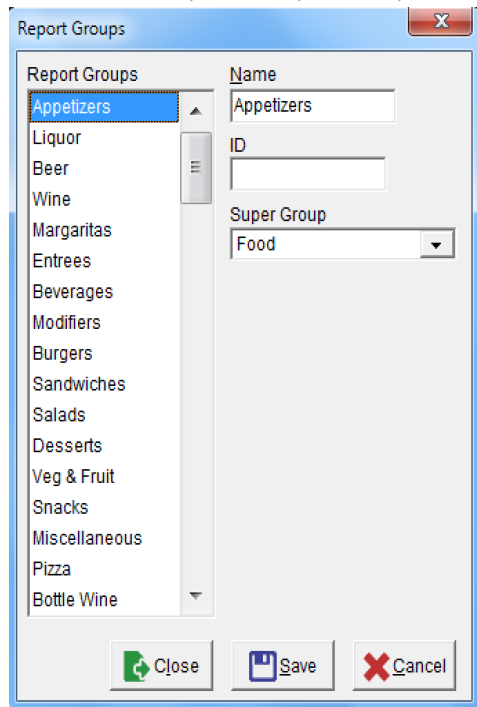


Figure 8.2 Report Groups Window

Figure 8.3 Report Groups Window Field

Field	Description
Name	A unique name for each Report Group, up to 15 alphanumeric characters.
ID	Unique ID for the Report Group
Super Group	The Super Group the Report Group is associated with. V7.4 Build 14.12.4

Figure 8.3.1 Report Groups Window Commands

Command	Description
Close	Closes the Report Groups Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving

Procedure to Add a Report Group

- Prepare a list of Report Groups.
- Place the cursor in the first available Report Group Name text box.
- Enter the name for the new Report Group.
- Click Save.



If you name a 'Report Group' "NS-XXXX" that report group will not go into sales but will display for cash and credit accountability. This feature is often used with paper gift cards and charity collections.

Related Topics

Job Right 'Office – Report Groups'

Reports Window

The Reports Window contains only the names of the Reports for which the active operator has access, security or Job Rights assigned. The Reports Window contains a series of buttons that contains a caption or image of the Report that can be accessed by touch.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports.

A sample Report Window is shown below. The actual display will depend upon the customized Reports created in Reports > Setup.



Figure 8.4 Reports Window

Figure 8.4.1 Reports Window Command

Command	Description
Close	Closes the Reports Window.

Related Topics

Job Right 'Reports – Report Security Code 1 -9'

Report Setup Window

The Report Setup Window is used to establish and maintain the Reports used in Focus. Each Report type can be customized multiple times to meet a variety of reporting requirements. By selecting from the different properties available for each Report, a wide selection of Reports may be created. Properties options selected in these Windows are established as defaults when the Report is run.

Accessing the Reports Setup Window

While in Focus Setup, select Reports > Setup.

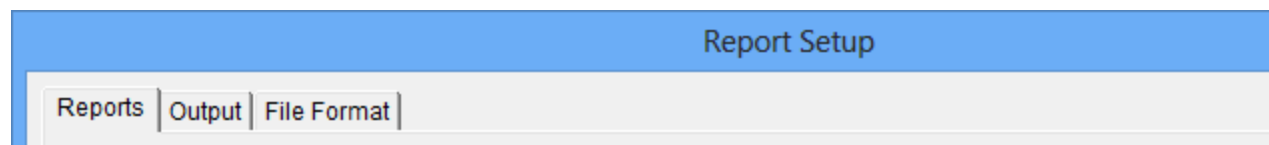


Figure 8.5 Report Setup Tabs

Figure 8.6 Report Setup Tabs Descriptions

Tab	Description
Reports	Used to name and define Reports.
Output	Used to select the Output type of the Report.
File Format	Used to select fields available for Output on certain Reports.

Related Videos

[Report Setup Tips and Tricks](#)

Related Topics (none)

Reports Setup Window

The Reports Setup Window is used to establish and maintain reports. Each report can be customized multiple times to meet a variety of reporting requirements. By selecting from the different properties available for each report, a wide selection of reports may be created. Properties options selected in these Windows are established as defaults when the report is run.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports.

The screenshot shows the 'Report Setup' window with the 'Reports' tab selected. On the left is a list of report types, with 'Daily Sales' highlighted. The main area contains fields for 'Name' (Daily Sales) and 'Type' (Daily Report). Below this is the 'Daily Report Options' section, which includes a table for shifts, checkboxes for grand totals, a file format dropdown, and a daily transactions checkbox. The bottom of the window features a toolbar with 'Close', 'Save', 'Copy', 'Paste', and 'Cancel' buttons.

Name	Start Time	End Time
1. Breakfast	04:00 AM	10:30 AM
2. Lunch	10:20 AM	04:00 PM
3. Dinner	04:00 PM	10:00 PM
4. Late Night	10:00 PM	04:00 AM

Figure 8.7 Report Setup Window

Figure 8.8 Report Types

Type	Description
Account Statement Report	The Account Statement Report displays Detail Statements that show the balance of each House Account or a Summary Statement of balances.
Account Transaction Report	The Account Transaction Report displays the transactions a House Account incurs.
Activity Report	Server Checkout Report or the Cashiers Report dependent upon the information included or excluded.
Attendance Report	The Attendance Report displays employee's attendance based on the Jobs configured in the setup.
Batch Report	The Batch Report displays the credit card transactions that have been processed and settled.
Collection Report	Up to 40 reports may be specified within a Collection Report.
Cumulative Sales	The Cumulative Sales Report contains sales information similar to the Daily Report but is divided into sales for the Cur-

Report	rent Day, Week, Month and Year. This report provides a snapshot of the year to date sales.
Daily Report	The Daily Report displays an overview of the restaurant's performance. The sales information can be broken down into 4 different periods (i.e. Breakfast, Lunch, Dinner and Late Night).
Discounts/Voids Report	The Discounts / Voids Report displays the various Discounts, Voids, Refunds, Variable Price Items, Paid Outs, Time Card Audits and Schedule Audits in detail.
Drawer Report	The Drawer Report is similar to the Activity Report but also displays Inventory Counts and the employees assigned to the drawer.
Employee Performance Report	The Employee Performance Report is a customizable report based on employee sales data. The user may create custom column names, fields and filters.
External Report	The External Report allows Focus to call another program, file or website from within the Report Window.
Gift Card Report	The Gift Card Report displays a list of gift cards sold.
Hourly Report	The Hourly Report displays sales and labor information from a pre-defined time interval.
Inventory Detail	The Inventory Detail Report displays inventory Unit and percent variance.
Inventory On Hand Report	The Inventory On Hand Report is used to show the amount of product you should have on hand.
Inventory Production Report	The Production Report displays the amount of an ingredient that was used on an interval basis.
Inventory Reorder Report	The Inventory Reorder Report is used in conjunction with the Par Levels setup in the Inventory Module. This Report calculates the inventory on hand, what needs to be ordered and the extended price of the order.
Inventory Usage Analysis Report	The Inventory Usage Analysis Report compares the actual inventory count compared to the projected or ideal inventory count (Variance Report).
Inventory Worksheet Report	The Inventory Worksheet Report is used to take the actual inventory.
Item Count Cumulative Report	The Cumulative Item Count Report displays a count of Menu Items sold by the Day, Week, Month and Year.
Item Count Daily Report	The Daily Item Count Report displays the Menu Items sold during the specified time.
Item Count Weekly Report	The Weekly Item Count Report displays the Menu Items sold for each day of the week.
Labor Percentage Report	The Labor Percentage Report displays an overview of the labor costs.
Loyalty Report	The Loyalty Report displays the accounts currently in the Loyalty Program and the Points associated with each account.
Media Report	The Media Report displays the Payments which have been specified in Report Setup.
Menu Item Report	The Menu Item Report displays a list of Menu Items.
Overtime Limit Report	The Overtime Limit Report is used in conjunction with the Scheduling Module to determine if an employee is going into overtime.

Paid In Report	The Paid In Report displays the Paid Ins sorted by type.
Paid Out Report	The Paid Out Report displays the Paid Outs for the specified date range. The Paid Out amount and reason will be displayed. No further configuration is necessary.
Payroll Report	The Payroll Report displays employees hours and pay rates for the pay period specified. The user can export the Payroll Report to specific file formats for use with different payroll processes.
Sales Accountability Report	The Sales Accountability Report displays individual employee sales related items on one report.
Sales Contest Report	The Sales Contest Report displays user defined criteria for Menu Item sales.
Tip Pool Report	The Tip Pool Report displays the amounts of the Tip Pools and the Distribution List.
Weekly Report	The Weekly Report displays the sales information for each day in the week. See Video: Weekly Reports .

Figure 8.8.1 Report Setup Window Commands

Field	Description
Close	Closes the Reports Setup Window.
Save	Saves current changes.
Copy	Copies the currently selected report.
Paste	Pastes the previously copied report to the currently selected report position.
Cancel	Cancels changes made prior to saving.

Related Videos

[How to Setup Reports](#)

[Weekly Report](#)

[Report Setup Tips and Tricks](#)

Related Topics (none)

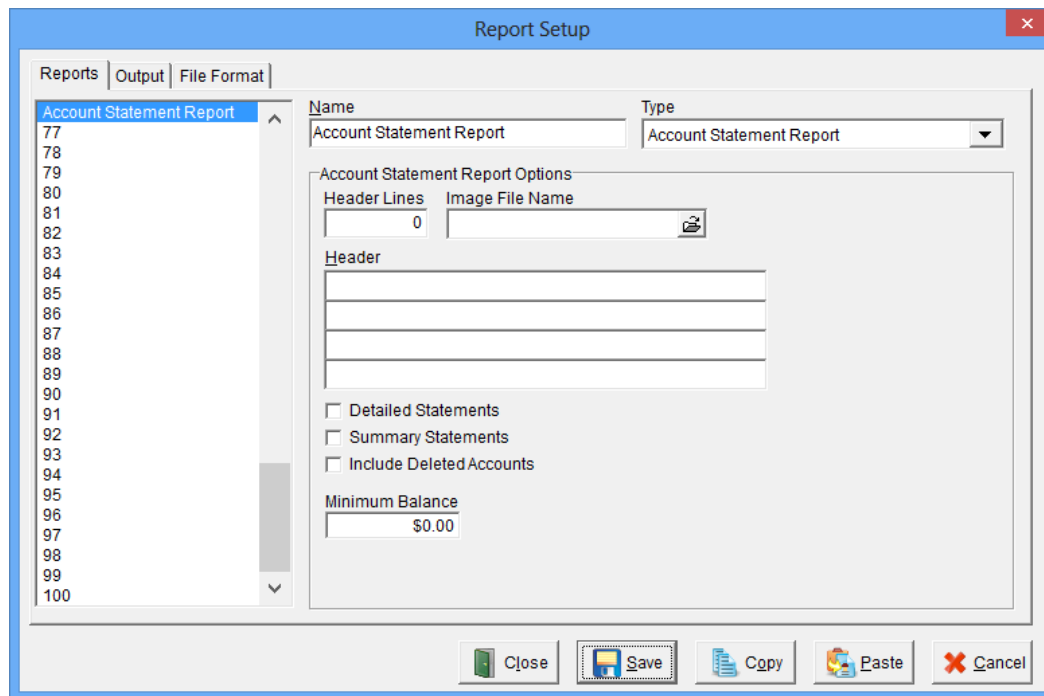
Account Statement Report

The Account Statement Report displays Detail Statements (that can be mailed) or a Summary Statement of House Accounts balances.

 A #10 envelope is required for the account information to appear properly positioned for mailing.

Accessing the Account Statement Report Options

While in Focus Setup, select Reports > Setup and then select the Account Statement Report.




Report Setup

Reports | Output | File Format

Account Statement Report

Name: Account Statement Report Type: Account Statement Report

Account Statement Report Options

Header Lines: 0 Image File Name: 

Header:

☐ Detailed Statements
☐ Summary Statements
☐ Include Deleted Accounts

Minimum Balance: \$0.00

Close Save Copy Paste Cancel

Figure 8.123 Account Statement Report Setup Window

Figure 8.124 Account Statement Report Options

Field	Description
Name	The Name of the report, up to 25 alphanumeric characters.
Header Lines	The number of blank lines to feed at the top of the page before displaying the report.
Image File Name	The image to be used for the logo at the top of the report. The image to be used for the logo at the top of the report. Note: If an image is used, the Header will not be displayed. If an image is used, the Header will not be displayed.
Header	User defined text for the header (usually the restaurant's name and address). User defined text for the header (usually the restaurant's name and address). Note: If an image is used, the Header will not be displayed. If an image is used, the Header will not be displayed.
Detailed State-ments	Individual Account statements will print for each Account.
Summary State-ments	The Summary Statement displays account balance and transaction totals for each Account.
Included Deleted Accounts	Deleted Accounts will be included on the report.

Minimum Balance	Accounts that have a balance greater than or equal to this amount are displayed on the report.
------------------------	--

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Statement Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

The screenshot shows the 'Report Setup' window with the 'Output' tab selected. On the left, a list of reports includes 'Checkout Report', 'Sale Acct.', 'Daily Sales', 'Discount', 'Voids', 'Attendance', 'Labor %', 'Cumulative Sls', 'Payroll Rpt', 'Daily Item Rpt', 'Weekly Item Rpt', 'Cumulative Item', 'Close Day Rpts', 'Interval Rpt', 'Daily E-Mail', 'Short Checkout', 'Lunch Report', 'Acct Statement Report' (highlighted), 'Calibrate', 'Beer Promo', 'Credit Card Rpt', 'Inv Bar', 'Inv Kitchen', 'Sysco Reorder', and 'Inv Analysis'. The main area contains several configuration sections: 'Destination' with radio buttons for Screen, Printer (selected), File, E-mail, and FTP; 'Format Options' with 'Initialize Format' and a 'Compress' dropdown; 'Security Code' (5) and 'ID' (); 'File Option' with 'Overwrite' (selected) and 'Append'; and 'Screen Options' with a checked 'Display' box, 'Screen Format' (Sales Reports), 'Sort Position' (1), and 'Image File Name' (r_sales.bmp). At the bottom are buttons for Close, Save, Copy, Paste, and Cancel.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description		
Destinations	Screen	The report will be displayed on the screen.	
	Printer	The report will be printed.	
	File	The report will be saved as a file.	
		File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports.	
		E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ";".	

	<table><tr><td rowspan="3">FTP</td><td colspan="2">The report will be sent to a FTP site.</td></tr><tr><td>File Name</td><td>Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.</td></tr><tr><td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr><tr><td></td><td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr></table>	FTP	The report will be sent to a FTP site.		File Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.		FTP Site	The FTP site that the report will be sent.
FTP	The report will be sent to a FTP site.										
	File Name		Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.								
	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.									
	FTP Site	The FTP site that the report will be sent.									
Format Option	<table><tr><td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr></table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.										
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.										
ID	Unique ID for report if desired.										
File Option	<table><tr><td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr><tr><td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr></table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.						
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.										
Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.										
Screen Option	<table><tr><td>Display</td><td>If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights.</td></tr><tr><td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr><tr><td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr><tr><td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr></table>	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.		
Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .										
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.										
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.										
Image File Name	An image to be displayed on the report button in the report window.										
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.										

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running an Account Statement Report

The following default options may be changed when running the Account Statement Report: Start Date, End Date, Destination and the Customer. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.104.1 Account Statement Report Options Window

Figure 8.104.1 Account Statement Report Options Window Fields

Field	Description	
Start Date	The beginning date for the report.	
End Date	The ending date for the report.	
Destination	Screen	The report will display on the screen.
	Printer	The report will print directly to the printer.
	File	The report will be exported to a file.
	Destination File Name	The name and path of the file to export (i.e., C:\Focus\statement.txt).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.
	Destination File Name	The name of the file to e-mail (i.e., statement.txt).
	FTP	The report will be sent via FTP to the pre-defined FTP address.
	Destination File Name	The name and path of the file to FTP (i.e., statement.txt).
Customer: (All)	Displays the Customer Search Window. The Account Statement will only display the information for the selected Customer.	

Figure 8.53.2 Account Statement Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Account Statement Report

A sample Account Statement Report with Detailed Statements and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Note: A #10 envelope is required for the account information to appear properly positioned for mailing.

Figure 8.125 Sample Account Statement Report

Figure 8.125 Sample Account Statement Report

Date: 03/05/200X
Time: 12:34 pm

Page 1



Account Statement
3/3/200X

7842784
KOVO, MATT
123 MAIN ST
HOUSTON, TX 77007

Date	Time	Check	Type	Amount	Employee
03/04/200X	17:09		Payment	-75.00	Installer I.
03/05/200X	12:17	2	Purchase	9.58	Installer I.

Previous Balance	Purchases	Payments	Charge Balance
150.00	9.58	-75.00	84.58

Figure 8.126 Account Statement Report Fields

Field	Description
-------	-------------

Time Printed	The Date the transaction occurred.	
	Date	The Date the report was generated.
	Time	The Time the report was generated.
Account Information	Account Number	The Customer's Account Number.
	Name	The Customer's Last Name, First Name.
	Address Line 1	The Customer's Address.
	Address Line 2	The Customer's City, State and Zip.
Date	The Date of the transaction.	
Time	The Time of the transaction.	
Check	The check number associated with the transaction.	
Type	The Type of the transaction: Purchase or Payment.	
Amount	The Amount of the transaction. Payments are displayed as a negative value.	
Employee	The Employee that entered the transaction.	
Totals Section	Previous Balance	The customer's balance at the beginning of the statement period. Note: If the customer did not have any transaction during the period then the current balance is displayed.
	Purchases	The total Purchase amount during the period.
	Payments	The total Payment amount during the period.
	Charge Balance	Previous Balance plus Purchases minus Payments.

Figure 8.32.1 Sample Account Statement Report with Detailed Statements Setup Options

Field	Description
Header Lines	3
Image File Name	Logo.jpg
Detailed Statements	Selected
Minimum Balance	\$0.00

Related Topics (none)

Sample Account Statement Report with Summary

A sample Account Statement Report with Summary Section and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.125.1 Sample Account Statement (Summary) Report


						
Account Statement (Summary) for 3/3/200X						
Focus Cafe		created at 3/5/200X 12:35:36 PM				Page 1 of 1
Account	Name	Previous Balance	Purchases	Payments	Prepaid Balance	Charge Balance
7842547	Baker, Becky	500.00	54.99	-554.99		0.00
7842784	Kovo, Matt	150.00	9.58	-75.00		84.58
Total		650.00	64.57	-629.99		84.58

Figure 8.126 Account Statement Report Fields

Field	Description								
Account	The Customer's Account Number.								
Name	The Customer's Last Name, First Name.								
Previous Balance	The Customer's balance at the time the first transaction occurred. If the customer did not have any transactions during the period then it is the customer's current balance.								
Purchases	The total of Purchase transactions during the period.								
Payments	The total of Payment transactions during the period.								
Prepaid Balance	The Previous Balance plus Purchases minus Payments.								
Charge Balance	Previous Balance plus Purchases minus Payments.								
Total	<table> <tr> <td>Previous Balance</td><td>The total of Purchase transactions during the period.</td></tr> <tr> <td>Purchases</td><td>The total of Payment transactions during the period.</td></tr> <tr> <td>Payments</td><td>The Previous Balance plus Purchases minus Payments.</td></tr> <tr> <td>Charge Balance</td><td>Previous Balance plus Purchases minus Payments.</td></tr> </table>	Previous Balance	The total of Purchase transactions during the period.	Purchases	The total of Payment transactions during the period.	Payments	The Previous Balance plus Purchases minus Payments.	Charge Balance	Previous Balance plus Purchases minus Payments.
Previous Balance	The total of Purchase transactions during the period.								
Purchases	The total of Payment transactions during the period.								
Payments	The Previous Balance plus Purchases minus Payments.								
Charge Balance	Previous Balance plus Purchases minus Payments.								

Figure 8.32.1 Sample Account Statement Report with Summary Statements Setup Options

Fields Used	Description
-------------	-------------

Header Lines	3
Summary State-ments	Selected
Minimum Balance	\$0.00

Related Topics (none)

Account Transaction Report

The Account Transaction Report displays an Account's transactions (Payments, Purchases and New Accounts).

Accessing the Account Transaction Report Options

While in Focus Setup, select Reports > Setup > Account Transaction Report.

The screenshot shows the 'Report Setup' window with the 'Reports' tab selected. On the left, a list of reports is shown, with 'Account Transaction Report' selected. The main area contains the following fields and options:

- Name:** A text field containing 'Acct. Transaction Report'.
- Type:** A dropdown menu with 'Account Transaction Report' selected.
- Account Transaction Report Options:**
 - Sort:** A group box containing two radio buttons: 'Type' (selected) and 'Customer/Account'.
 - Display Internal Account Number:** An unchecked checkbox.

At the bottom of the window are buttons for 'Close', 'Save', 'Copy', 'Paste', and 'Cancel'.

Figure 8.119 Account Transaction Report Setup Window

Figure 8.120 Account Transaction Report Setup Window Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Sort	Hint: Click any field below to view checks that contain a void.	
	Type	Sorts the report by transaction Type.
	Customer	Sorts the report by Account.
Display Internal Account Number	Displays the unique Internal Account Number associated with the Account.	

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Account Transaction Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

The screenshot shows the 'Report Setup' window with the 'Output' tab selected. The left pane lists various reports, with 'Account Transaction Report' highlighted. The right pane contains configuration options:

- Destination:** Radio buttons for Screen (selected), Printer, File, E-mail, and FTP.
- File Name:** A text input field.
- E-mail Address (To):** A text input field.
- FTP Site:** A dropdown menu currently set to '<None>'.
- Format Options:** A section with 'Initialize Format' and a dropdown set to 'Initialize'.
- Security Code ID:** Two input fields, the first containing '1'.
- File Option:** Radio buttons for 'Overwrite' (selected) and 'Append'.
- Screen Options:** A section with a checked 'Display' checkbox, a 'Screen Format' dropdown set to 'Sales Reports', a 'Sort Position' input field set to '1', and an 'Image File Name' input field set to 'r_sales.bmp' with a browse icon.

 The bottom of the window features a toolbar with 'Close', 'Save', 'Copy', 'Paste', and 'Cancel' buttons.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file.
		File Name
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports
		E-mail Attachment Name
E-mail Address (To)		Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".
FTP	The report will be sent to a FTP site.	

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.								
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.								
Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running an Account Transaction Report

The following default options may be changed when running the Account Transaction Report: Start Date, End Date, Destination, Sort and Customer. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.104.1 Account Transaction Report Options Window

Figure 8.104.1 Account Transaction Report Options Window Fields

Field	Description		
Start Date	The beginning date for the report.		
End Date	The ending date for the report.		
Destination	Screen	The check number associated with the Void.	
	Printer	The report will print directly to the printer.	
	File	The report will be exported to a file.	
		Destination File Name	The name and path of the file to export (i.e., C:\Focus\transaction.txt).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.	
		Destination File Name	The name of the file to e-mail (i.e., transaction.txt).
Qty	The report will be sent via FTP to the pre-defined FTP address.		
	Destination File Name	The name and path of the file to FTP (i.e., transaction.txt).	
Sort	Type	Sorts the report by transaction Type.	
	Customer	Sorts the report by Account.	

Customer: (All)	Displays the Customer Search Window. The Account Transaction will only display the information for the selected Customer.
------------------------	---

Figure 8.53.2 Account Transaction Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Account Transaction Report (sorted by type)

A sample Account Transaction Report (sorted by Type) and description of the fields are listed below.



 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.121 Sample Account Transaction by Type Report



Focus Cafe


Account Transaction for 3/3/200X

created at 3/6/200X 12:04:46 PM

Page 1 of 1

Date	Time	Check	Amount	Employee	Account
Purchases					
3/5/200X	12:17	2	9.58	Installer I.	7842784 (Kovo, Matt)
3/5/200X	12:32	3	54.99	Installer I.	7842547 (Baker, Becky)
Total			64.57		
Payments					
3/4/200X	17:09		-75.00	Installer I.	7842784 (Kovo, Matt)
3/5/200X	12:32		-554.99	Installer I.	7842547 (Baker, Becky)
Total			-629.99		
Net Amount			-565.42		

Figure 8.122 Sample Account Transaction by Type Report Fields

Transaction Type	Description		
Purchases	Date	The Date the Purchase occurred.	
	Time	The Time the Purchase occurred.	
	Check	The Check associated with the Purchase.  Note: In Version 7.4 Build 13.9.12 and higher the check number is a hyperlink. If selected the Check Viewer will appear and the check will be displayed on the screen.	
	Amount	The Amount of the Purchase.	
	Employee	The employee that authorized the Purchase.	
	Account	The Account Number for the Purchase. If the Account Number is blank then the customer's last name followed by a slash and then first name are displayed.	
	Total	Amount	The sum of all the Amounts.
Employees	Date	The Date the Payment occurred.	

	Time	The Time the Payment occurred.	
	Check	Not Used.	
	Amount	The Amount of the Payment. Payments are displayed as a negative value.	
	Employee	The employee that authorized the Payment.	
	Account	The Account Number for the Payment. If the Account Number is blank then the customer's last name followed by a slash and then first name are displayed.	
	Total	Amount	The sum of all the Amounts.
New	Date	The Date the New Account was created.	
	Time	The Time the New Account was created.	
	Check	Not Used.	
	Amount	The initial starting balance of the New Account.	
	Employee	The employee that created the New Account.	
	Account	The Account Number associated with the New Account. If the Account Number is blank then the customer's last name followed by a slash and then first name are displayed.	
	Total	Amount	The sum of all the New Account Amounts.
Net Amount	Total Purchase Amount plus New Account Total Amount (initial balance) minus Total Payments Amount.		

Figure 8.112.1 Sample Account Transaction by Type Report Setup Options

Fields Used	Description
Sort	Type


Related Topics (none)

Sample Account Transaction Report (sorted by customer)

A sample Account Transaction Report (sorted by Customer) and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.121 Sample Account Transaction (by Customer) Report



Focus Cafe

Account Transaction for 3/3/200X

created at 3/6/200X 12:04:46 PM

Page 1 of 1

Date	Time	Check	Previous Amount	Amount	Balance	Employee	Type
7842547							
3/5/200X	12:32	3	500.00	54.99	554.99	Installer I.	Purchase
3/5/200X	12:32		554.99	-554.99	0.00	Installer I.	Payment
Total				-500.00			
7842784							
3/4/200X	17:09		150.00	-75.00	75.00	Installer I.	Payment
3/5/200X	12:17	2	75.00	84.58	84.58	Installer I.	Purchase
Total				-65.42			
Net Amount				-565.42			

Figure 8.122 Sample Account Transaction (by Customer) Report Fields

Field	Description	
Account	Account Number	The Account Number associated with the Account. If the Account Number is blank then the customer's last name followed by a slash and then first name are displayed.
	Transaction	Date
		Time
		Check
		Previous Amount
		Amount
		Balance
		Employee

			<table><tr><td>Pur- chase</td><td>The transaction was a Purchase.</td></tr><tr><td>Payment</td><td>The transaction was a Payment.</td></tr></table>	Pur- chase	The transaction was a Purchase.	Payment	The transaction was a Payment.
Pur- chase	The transaction was a Purchase.						
Payment	The transaction was a Payment.						
Net Amount	The sum of all Account Amounts.						

Figure 8.122.1 Sample Account Transaction (by Customer) Report Setup Options

Fields Used	Description
Sort	Customer/Account

Related Topics (none)

Activity Report

The Activity Report can display the following fields for an individual employee or the entire restaurant: Labor Cost, Labor %, Sales and Taxes, Payment Summary, Gratuities, Open Checks, Missing Tips, Paid Outs, Paid Ins, Tip Pool Amounts, Drops, Drawer Opens, Open Logins and Inventory Counts. This report is often used as an Employee Checkout Report (see Employees > Jobs > Checkout Report Options > Checkout Report).

Accessing the Activity Report Options

While in Focus Setup, select Reports > Setup > Activity Report.

Figure 8.9 Activity Report Setup Window

Figure 8.10 Activity Report Setup Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Sections	Summary	The report will display Number of Checks, Average Check, Number of Guests, Average Guest, Average Time, Voids, No Sale Count, Error Corrects, Drawer Opens, Number of individual Discounts, Amount of individual Discounts, Total Number of Discounts and Total Discount \$ Amount.
		Include Labor (Cost, %)
		Retained Tip Pool
	Sales and Tax	The report will display Report Group Units, Report Group Sales, Order Type Charges, Report Group Unit Totals, Report Group Sales Totals, Subtotal, Inclusive Tax Total, Subtotal Discount Total, Net

		Sales, Individual Tax Amounts, Total Tax, Total Sales, Paid Out Totals, Paid Ins Totals, Gift Card Totals, CC Tip Fee Totals, Refund Totals and Total Accountable.
	Pay-ments Sum-mary	The report will display Gross Cash, Paid Out Totals, Advance Total, CC Tip Fee Total, Tips Paid Out Total, Net Cash, Non Cash Payment Total and Total Payments.
	Gra-tuities	The report will display Declared Tips, Tipped Sales, Tips % of Tipped Sales, Cash Tips, Charge Tips, CC Tip Fee, Net Charge Tips and Tips Owed. Note: The Gratuities section is only displayed on the report when a specific employee and Time Card are selected in the Reports Window.
	Payment Detail	<div>The following fields are displayed for each individual Non Cash Payment: Check # , Amount, Tip and Total. Additionally, Totals are displayed for each Payment type.</div> <div><div>Include Cash Pay-ments</div><div>The report will list each Cash Payment in Detail.</div></div>
	Open Checks	The report will display a list of Open Checks.
	Missing Tips	The report will display a list of Checks that have Missing Tips.
	Paid Outs	The report will display the Paid Out Name, Invoice Number and Amount.
	Paid Ins	The report will display the Paid In Name and Amount.
	Tip Pools	The report will display the Tip Pool Name and Amount. Note: The Tip Pool section is only displayed on the report when a specific employee and Time Card are selected in the Reports Window.
	Drops	The report will display the employee that received the drop, issued the drop and the Drop Amounts.
	Drawer Opens	<div>The report will display the employee that opened the drawer, the time the drawer was opened, the number of seconds the drawer was opened and the reason for opening the drawer.</div> <div><div>Include Cash Pay-ments</div><div>The report will list each Cash Payment in Detail.</div></div>
	Open Logins	The report will display a list of all employees currently On The Clock.
	Inven-tory Counts	The report will display the specified Inventory Item’s Name, Beg Qty, Add Qty, End Qty, Qty Used, Qty Sold and the Over/Short.
	Net Cash Only	When selected in conjunction with 'Payment Summary' only the Net Cash and Total Payments are displayed. Version 7.4 Build 14.9.22
Shift	Start Time	Transactions occurring from the Start Time will be displayed on the report.
	End Time	Transaction occurring before the End Time will be displayed on the report.

Station	Transaction occurring at the selected Station will be displayed on the report.	
Printer	Check	The report will be printed on the Check Printer for the Station.
	Report	The report will be printed on the Report Printer for the Station.

Related Topics

Job Right 'Reports – Report Setup'

Job Right 'Checkout Report – Access Other's Reports'

Job Right 'Checkout Report – View'

Job Right 'Checkout Report – Print'

Job Right 'Checkout Report – Print if No Open Checks/Tips"

Reports Output Window

The Output Window is used to configure the Activity Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file.
		<div><div>File Name</div><div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div></div>
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports
		<div><div>E-mail Attachment Name</div><div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div></div>
		<div><div>E-mail Address (To)</div><div>Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ";"</div></div>
Text Message	The report will be sent as a text message.	

		E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a “;”. Note: The e-mail address with the recipient’s phone number must be used (i.e., for a T-Mobile phone number of 713.555.1234 the e-mail address will be 7135551234@tmomail.com). Visit http://www.sms411.net/2006/07/how-to-send-email-to-phone.html for a list of popular text messaging e-mail addresses. Text messaging fees may be applied (by your cell phone provider).
	FTP	The report will be sent to a FTP site.	
		File Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.
		FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.
		FTP Site	The FTP site that the report will be sent.
Format Option	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.	
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.		
ID	Unique ID for report if desired.		
File Option	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	
	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.	
Screen Option	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	
	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	
	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	
	Image File Name	An image to be displayed on the report button in the report window.	
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.		

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running an Activity Report

The following default options may be changed when running the Activity Report: Employee, Time Card, Station, Revenue Center, Date, Time and Order Type. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.



Figure 8.53.1 Activity Report Options Window

Note: The fields in Figure 8.53.2 may only be selected if the user has the Job Right 'Report > Checkout Report > Access Other's Reports' enabled.

Figure 8.53.2 Activity Report Options Window Fields

Field	Description	
Employee	The report will only display transactions associated with the selected Employee. Touch the Employee Button to select an Employee. Note: If the Job Right 'Report > Checkout Report > Access Other's Reports' is enabled then All Employees will be selected by default, otherwise, the Employee and Time Card fields default to the current Employee and respective Time Card.	
	Time Card	The report will only display transactions associated with the selected Employee's Time Card. An Employee must be selected before the Time Card Button is available.
Station	The Station used to filter the report. Touch the Station Button to select a Station. If a Station is not specified, the filter is not active.	
Revenue Center	The Revenue Center used to filter the report. Touch the Revenue Center Button to select a Revenue Center. If a Revenue Center is not specified, the filter is not active.	
Date	Prompts the user to enter the date range for the report. Touch the Date Button to select a Date.	
	Start Date	The beginning date for the report.
	End Date	The ending date for the report.
Time	Prompts the user to enter the time range for the report. Touch the Time Button to select the Time.	
	Start Time	The starting time for the report.

	<table> <tr> <td>End Time</td><td>The ending time for the report.</td></tr> </table>	End Time	The ending time for the report.
End Time	The ending time for the report.		
Order Type	The Order Type used to filter the report. Touch the Order Type Button to select an Order Type. If an Order Type is not specified, the filter is not active.		

Figure 8.53.2 Activity Report Options Window Commands

Field	Description
OK	Runs the report. Note: The Job Right 'Report > Checkout Report – View' must be enabled in order to view the report.
Print	Prints the report without viewing it. Note: The following Job Rights determine if the report can be printed: 'Report > Checkout Report – Print', 'Checkout Report – Print if No Open Checks/Tips' and 'Checkout Report – Access Other's Reports'
Cancel	Closes the Activity Report Options Window.

Related Topics (none)

Sample Activity Report

A sample Activity Report and description of the fields are shown below.



The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.11 Sample Activity Report

Focus Cafe

Activity Report Page 1

3/13/200X 2:51:23 PM

DAYS 3/13/0X - 3/13/0X

TIME 8:00 AM - 11:00 PM

STATION Term1

REVENUE CENTER Restaurant

ORDER TYPE Dine In

I N V E N T O R Y C O U N T S

Item	Beg Qty	Add Qty	End Qty	Qty Used	Qty Sold	Over/Short
Red Bull	34	0	34	0	0	0
Red Bull SF	15	0	14	0	0	-1

S U M M A R Y

Labor (Cost, %)	134.00	11.69
Average Check	7	28.46
Average Guest	12	16.60
Average Time		0:47:25
Voids	2	4.50
50% Disc	1	-11.12
15% Coupon	1	-1.73
Discounts	2	-12.85

S A L E S A N D T A X E S

Liquor	13	58.00
Beer	1	2.25
Food	16	138.95
Total	30	199.20
To Go		10.00

Subtotal	209.20
Inclusive Tax	0.00
Subtotal Disc	0.00

Net Sales	209.20
Sales Tax	11.46

Total Tax	11.46
-----------	-------

Total Sales	220.66
Paid Outs	-9.95
Paid Ins	4.87
Gift Cards	20.00
CC Tip Fee	0.00
Refunds	-23.45

TOTAL ACCOUNTABLE	202.13
-------------------	--------

P A Y M E N T S U M M A R Y

Gross Cash	7	210.80
Paid Outs	1	-9.95
Advances	1	-20.00
CC Tip Fee		0.00
Tips Paid Out		0.00

ference: April 6th 2014 - April 8th 2014
on DoubleTree, DFW

Figure 8.11.1 Heading Fields

Field	Description																		
Date/Time	The Date and Time the report was generated.																		
EMPLOYEE	<p>The Employee Name is displayed if an Employee has been selected or the user does not have the 'Report > Checkout Report > Access Other's Reports' Job Right'.</p> <table> <tr> <td>Time Card</td><td> <p>Note: The following fields are displayed if a Time Card is selected.</p> <table> <tr> <td>JOB</td><td>The Job the Employee worked.</td></tr> <tr> <td>TIME</td><td>Clock In Date, Clock In Time, Clock Out Date, Clock Out Time.</td></tr> <tr> <td>TOTAL TIME</td><td>The number of hours worked for the Time Card.</td></tr> <tr> <td>Adjustment Field 1</td><td>The Amount of Adjustment Field 1. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 1.</td></tr> <tr> <td>Adjustment Field 2</td><td>The Amount of Adjustment Field 2. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 2.</td></tr> <tr> <td>Adjustment Field 3</td><td>The Amount of Adjustment Field 3. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 3.</td></tr> <tr> <td>Adjustment Field 4</td><td>The Amount of Adjustment Field 4. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 4.</td></tr> <tr> <td>DRAWER</td><td>The Cash Drawer Station Name and Drawer Number assigned to the Employee. Note: Each Drawer assigned to the Employee will appear on a separate line.</td></tr> </table> </td></tr> </table>	Time Card	<p>Note: The following fields are displayed if a Time Card is selected.</p> <table> <tr> <td>JOB</td><td>The Job the Employee worked.</td></tr> <tr> <td>TIME</td><td>Clock In Date, Clock In Time, Clock Out Date, Clock Out Time.</td></tr> <tr> <td>TOTAL TIME</td><td>The number of hours worked for the Time Card.</td></tr> <tr> <td>Adjustment Field 1</td><td>The Amount of Adjustment Field 1. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 1.</td></tr> <tr> <td>Adjustment Field 2</td><td>The Amount of Adjustment Field 2. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 2.</td></tr> <tr> <td>Adjustment Field 3</td><td>The Amount of Adjustment Field 3. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 3.</td></tr> <tr> <td>Adjustment Field 4</td><td>The Amount of Adjustment Field 4. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 4.</td></tr> <tr> <td>DRAWER</td><td>The Cash Drawer Station Name and Drawer Number assigned to the Employee. Note: Each Drawer assigned to the Employee will appear on a separate line.</td></tr> </table>	JOB	The Job the Employee worked.	TIME	Clock In Date, Clock In Time, Clock Out Date, Clock Out Time.	TOTAL TIME	The number of hours worked for the Time Card.	Adjustment Field 1	The Amount of Adjustment Field 1. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 1.	Adjustment Field 2	The Amount of Adjustment Field 2. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 2.	Adjustment Field 3	The Amount of Adjustment Field 3. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 3.	Adjustment Field 4	The Amount of Adjustment Field 4. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 4.	DRAWER	The Cash Drawer Station Name and Drawer Number assigned to the Employee. Note: Each Drawer assigned to the Employee will appear on a separate line.
Time Card	<p>Note: The following fields are displayed if a Time Card is selected.</p> <table> <tr> <td>JOB</td><td>The Job the Employee worked.</td></tr> <tr> <td>TIME</td><td>Clock In Date, Clock In Time, Clock Out Date, Clock Out Time.</td></tr> <tr> <td>TOTAL TIME</td><td>The number of hours worked for the Time Card.</td></tr> <tr> <td>Adjustment Field 1</td><td>The Amount of Adjustment Field 1. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 1.</td></tr> <tr> <td>Adjustment Field 2</td><td>The Amount of Adjustment Field 2. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 2.</td></tr> <tr> <td>Adjustment Field 3</td><td>The Amount of Adjustment Field 3. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 3.</td></tr> <tr> <td>Adjustment Field 4</td><td>The Amount of Adjustment Field 4. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 4.</td></tr> <tr> <td>DRAWER</td><td>The Cash Drawer Station Name and Drawer Number assigned to the Employee. Note: Each Drawer assigned to the Employee will appear on a separate line.</td></tr> </table>	JOB	The Job the Employee worked.	TIME	Clock In Date, Clock In Time, Clock Out Date, Clock Out Time.	TOTAL TIME	The number of hours worked for the Time Card.	Adjustment Field 1	The Amount of Adjustment Field 1. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 1.	Adjustment Field 2	The Amount of Adjustment Field 2. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 2.	Adjustment Field 3	The Amount of Adjustment Field 3. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 3.	Adjustment Field 4	The Amount of Adjustment Field 4. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 4.	DRAWER	The Cash Drawer Station Name and Drawer Number assigned to the Employee. Note: Each Drawer assigned to the Employee will appear on a separate line.		
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Adjustment Field 4	The Amount of Adjustment Field 4. Note: This field only displays if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 4.																		
DRAWER	The Cash Drawer Station Name and Drawer Number assigned to the Employee. Note: Each Drawer assigned to the Employee will appear on a separate line.																		
DAYS	The Date range for the report. Note: This field is not displayed if an Employee is selected.																		
TIME	The Time range for the report. Note: This field is not displayed if an Employee is selected.																		
STATION	The Station used to filter the report. Note: This field is not displayed if an Employee is selected.																		
REVENUE CENTER	The Revenue Center used to filter the report. Note: If an Employee and Time Card is selected then the Revenue Center of the Time Card is displayed.																		
ORDER TYPE	The Order Type used to filter the report. Note: This field is not displayed if an Employee is selected.																		

The Inventory Counts Section compares the quantity of an Inventory Item used with the quantity sold to determine the variance (Over/Short).

Figure 8.12 Inventory Counts Section Fields

Field	Description
Item	The Inventory Item Name.
Beg Qty	The number of Units in stock before the shift.

Add Qty	The number of Units added to stock during the shift.
End Qty	The number of Units in stock at the end of the shift.
Qty Used	The number of Units used during the shift (End Qty minus Beg Qty plus Add Qty).
Qty Sold	The number of Units ordered during the shift.
Over/Short	Qty Used minus Qty Sold.

Figure 8.12 Summary Section Fields

Field	Description	
Labor (Cost, %)	Labor Cost	The Labor Cost including Overhead.
	Labor %	Labor Cost divided by Net Sales displayed as a percentage.
Average Check	Units	The number of checks.
	Amount	Report Group Total Sales divided by number of checks.
Average Guest	Units	The number of guests.
	Amount	Report Group Total Sales divided by number of guests.
Average Time	The average time a check was opened.	
Voids	Units	The number of Menu Items Voided.
	Amount	The Total Void Amount.
No Sale Count	Note: This field is only displayed if a Time Card is selected.	
	The number of times the cash drawer was opened with the Open (Drawer) Command.	
Error Correct Count	Note: This field is only displayed if a Time Card is selected.	
	The number of Menu Items (not including modifiers) deleted from a guest check.	
Drawer Opens	Note: This field is only displayed if the Drawer Opens Section is enabled.	
	The number of times the cash drawer was opened longer than Threshold (Seconds).	
Individual Discounts	Name	The Discount Name.
	Units	The number of times the Discount was applied.
	Total	The Total amount of the Discount.

	Discounts	Units	The Total Units for all Discounts.
		Total	The Grand Total amount of all Discounts.

Figure 8.13 Sales and Taxes Section Fields

Field	Description	
Report Group Units and Sales	Name	The Report Group Name.
	Units	Report Group Units sold.
	Sales	Report Group Sales. Note: Item Discounts reduce Report Group Sales.
Total (Report Group Totals)	Units	Total Report Group Units sold.
	Sales	Total Report Group Sales.
Order Type Charges	Name	The Order Type Name.
	Sales	The Order Type Charge Amount. Note: Item Discounts reduce Order Type Charges.
Subtotal	Total (Report Group Sales) plus Total Order Type Charges.	
Inclusive Tax	Total Inclusive Tax Amount.	
Subtotal Disc	Total Subtotal Discount Amount.	
Net Sales	Subtotal plus Inclusive Tax plus Subtotal Disc.	
Taxes	Name	The Tax Name.
	Amount	The Tax Amount.
Total Tax	The Total Tax Amount.	
Total Sales	Net Sales plus Total Tax.	
Paid Outs	The Paid Outs total.	
Paid Ins	The Paid Ins total.	
Gift Cards	The Total Gift Card Sales (Activations and Increments).	
Retained Tips	The Tip Amount for all Non Cash Payments. Note: This field is only displayed if the "Retain Tips" Option is enabled in Miscellaneous > General > Timekeeping > Retain Tips.	
CC Tip Fee	The Total Tip Fee collected for all Payments.	
Retained Tip Pool	The Total of all Tip Pools. Note: This field is only displayed if a Time Card has been selected. This field only displays if the 'Activity Report Options > Sections > Retained Tip Pool' is enabled.	
Drops	The total dollar amount of all Drops.	

Refunds	The Total Refund Amount.
Total Accountable	Total Sales plus Paid Outs plus Paid Ins plus Retained Tips plus CC Tip Fee plus Retained Tip Pool plus Drops plus Refunds.

Figure 8.14 Payment Summary Section Fields

Field	Description
Gross Cash	Units The number of cash payments received.
	Amount The Total amount of cash collected from all payments minus cash tips minus change back.
Paid Outs	Units The number of Paid Outs.
	Amount The Paid Outs Total.
Advances	The total dollar amount of all Advances.
Drops	The total dollar amount of all Drops.
CC Tip Fee	The Total Tip Fee collected for all Payments.
Tips Paid Out	The Tip Amount for all Non Cash Payments. Note: This field is only displayed if the Miscellaneous > General > Time-keeping > Retain Tips > Pay Out Tips option is selected.
Retained Tip Pool	The Total of all Tip Pools. Note: This field is only displayed if a Time Card has been selected.
	This field only displays if the 'Activity Report Options > Sections > Retained Tip Pool' is enabled.
Net Cash	Gross cash plus Paid Outs plus Advances plus Drops plus CC Tip Fee plus Tips Paid Out plus Retained Tip Pool.
Non Cash Payments	Name The Payment Name.
	Units The number of times the Payment was applied.
	Amount The Total amount of the Payment.
TOTAL PAYMENTS	Net Cash plus Non Cash Payments.

Figure 8.15 Gratuities Sections Fields

Note: This section is only displayed if a Time Card has been selected.

Field	Description
Payment Name	The Name of the Payment for all Non Cash Payments. Note: Cash Payments (i.e., \$5, \$10, \$20, etc.) are grouped together and displayed as the Payment Name 'Cash'. Cash Payments are only displayed on the report if the Activity Report Option 'Include Cash Payment' is enabled.
	Chk # The Check and Seat number associated with the Payment. Note: A Paid In will display "Paid In" and a Refund will display "Refund" in this field. A "V" in this field denotes the Payment has been Voided.
	Amount The amount of the Payment.

	Tip	The tip amount for the Payment.
	Total	The Amount plus Tip.
CC Total	Amount	The Total credit card Payment Amount.
	Tip	The Total credit card Top Amount.
	Total	The Total credit card Amount plus Total CC Tip Amount.

If an Employee enters a Starting Bank or Declares Cash at Clock Out, the Cash Detail Section is displayed.

Figure 8.16.1 Cash Detail Section Fields

Field	Description
Declared Cash	The amount of cash the Employee Declared at clock out.
Net Cash	Gross cash plus Paid Outs plus Advances plus Drops plus CC Tip Fee plus Tips Paid Out plus Retained Tip Pool.
Starting Bank	The amount of cash the Employee entered for the cash drawer's Starting Bank.
Over/Short	Declared Cash minus Net Cash minus Starting Bank. Note: If the drawer is short, the word "Short" is enclosed in []'s (i.e., Over/[Short] -1.76)

Figure 8.14 Refunds Section Fields

Field	Description
Name	The Payment Type associated with the Refund.
Time	The Time the Refund occurred.
Amount	The Amount of the Refund.

Figure 8.14 Open Checks Section Fields

Field	Description
Open Check	Employee The Nickname of the Employee associated with the open check.
	Check # The Check # of the open check.
	Total The Total amount of the open check.
	Balance The Balance Due on the open check.
Total	Total The Total amount of all open checks.
	Balance The Total Balance Due of all open checks.

Figure 8.14 Missing Tips Section Fields

Field	Description	
Missing Tip	Employee	The Nickname of the Employee associated with the Payment that is missing a tip.
	Check #	The Check # that contains the Payment with the missing tip.
	Amount	The Amount of the Payment of the check with the missing tip.

Figure 8.14 Paid Outs Section Fields

Field	Description	
Paid Out	Name	The Name of the Paid Out.
	Invoice	The Invoice Number associated with the Paid Out.
	Amount	The Amount of the Paid Out.

Figure 8.14 Paid Ins Section Fields

Field	Description	
Paid Ins	Name	The Name of the Paid In. Note: A "V" in front of the Paid In Name indicates the Paid In was Voided.
	Amount	The Amount of the Paid In.

Note: The tip pool section is only displayed if the report is filtered by Time Card.

Figure 8.20 Tip Pool Section Fields

Field	Description
Name	The name of the Tip Pool.
Amount	The amount the Employee paid into the Tip Pool.

Figure 8.14 Drops Section Fields

Field	Description	
Dropped To	Name	The Drop recipient.
	Amount	The Amount of the Drop received.
	Total	The Total Dropped To Amount.
Dropped By	Name	The employee that initiated the Drop.
	Amount	The Amount of the Drop relinquished.
	Total	The Total Dropped By Amount.

Note: Only Drawer Opens longer than the number of seconds defined in Activity Report Setup > Drawer Opens > Threshold (Seconds) will appear on the report.

Figure 8.26 Drawer Opens Section

Field	Description														
Open Time	The time the drawer was opened.														
Name	The Name of the cash drawer that was opened.														
Activity	<table> <tr> <td>Gift/Cd</td><td>The drawer was open as a result of a Gift Card Purchase.</td></tr> <tr> <td>Paid In</td><td>The drawer was open as a result of a Paid In.</td></tr> <tr> <td>Refund</td><td>The drawer was open as a result of a Refund.</td></tr> <tr> <td>Paid Out</td><td>The drawer was open as a result of a Paid Out.</td></tr> <tr> <td>Drop</td><td>The drawer was open as a result of a Drop.</td></tr> <tr> <td>No Sale</td><td>The drawer was open as a result of a No Sale (Open (Drawer) Command).</td></tr> <tr> <td>Ck #</td><td>The Check # associated with the Payment received.</td></tr> </table>	Gift/Cd	The drawer was open as a result of a Gift Card Purchase.	Paid In	The drawer was open as a result of a Paid In.	Refund	The drawer was open as a result of a Refund.	Paid Out	The drawer was open as a result of a Paid Out.	Drop	The drawer was open as a result of a Drop.	No Sale	The drawer was open as a result of a No Sale (Open (Drawer) Command).	Ck #	The Check # associated with the Payment received.
Gift/Cd	The drawer was open as a result of a Gift Card Purchase.														
Paid In	The drawer was open as a result of a Paid In.														
Refund	The drawer was open as a result of a Refund.														
Paid Out	The drawer was open as a result of a Paid Out.														
Drop	The drawer was open as a result of a Drop.														
No Sale	The drawer was open as a result of a No Sale (Open (Drawer) Command).														
Ck #	The Check # associated with the Payment received.														
Time(Secs)	The number of seconds the drawer was open.														

Note: This section is not displayed if an Employee is selected.

Figure 8.14 Open Logins Section Fields

Field	Description			
Job	The Job Name with Open Logins.			
	Open Logins	The number of Open Logins is displayed to the right of the Job in ().		
		Employee	The Nickname of the Employee that is clocked in.	
		Time	The Time the employee clocked in.	
		Date	The Date the employee clocked in.	

Related Topics (none)

Sample Activity Report (Output: Text Message)

A sample Activity Report with the Output Option set to Text Message and description of the fields are shown below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

```
Activity Report
Focus Cafe
3/18/200X
8:48 AM
Sales 14.70
Checks 27
Open 9
Labor % 10.26
```

Figure 8.11 Sample Activity Report

Figure 8.11.1 Heading Fields

Field	Description
Report Name	The Name of the Report.
Restaurant Name	The Restaurant's Name established in Miscellaneous > General > Restaurant > Name.
Date	The Date the report was generated.
Time	The Time the report was generated.
Sales	The Total Sales for the report.
Checks	The number of Checks that were opened for the day.
Open	The number of currently Open checks.
Labor %	The current Labor %.

Figure 8.11.2 Activity Report Text Message Setup Options

Field	Description		
Summary	Selected <table><tr><td>Cost, Labor %</td><td>Selected</td></tr></table>	Cost, Labor %	Selected
Cost, Labor %	Selected		
Open Checks	Selected.		
Open Logins	Selected.		

Related Topics (none)

Attendance Report

The Attendance Report displays employee's time records based on the Jobs and Revenue Center configured in setup.

Accessing the Attendance Report Options

While in Focus Setup, select Reports > Setup and then select the Attendance Report.

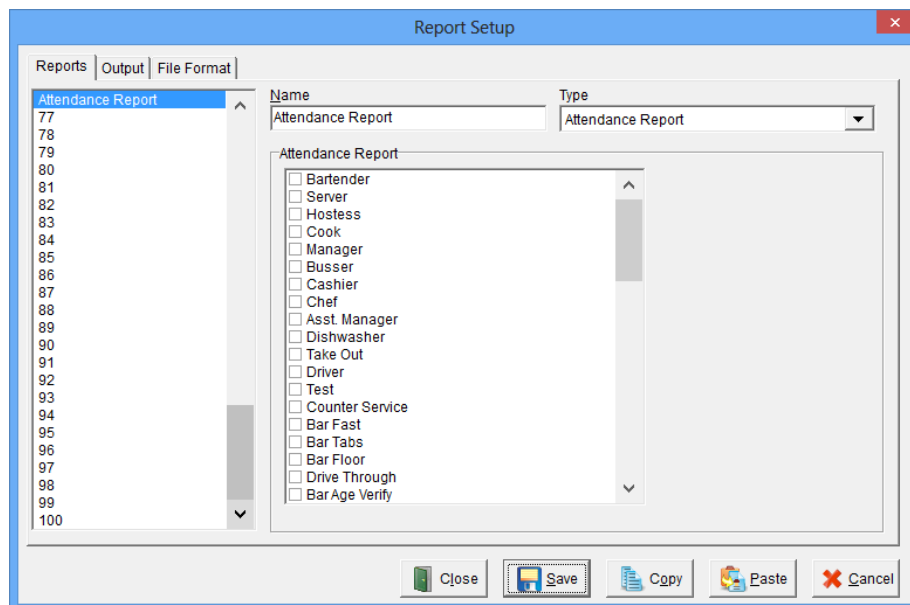


Figure 8.29 Attendance Report Setup Window

Figure 8.30 Attendance Report Setup Options

Field	Description
Name	The Name of the report, up to 25 alphanumeric characters.
Attendance Report	The Jobs to include in the Attendance Report.

Figure 8.30.1 Sample Attendance Reports

Field	Description
Sample Attendance Report	Sample Attendance Report using the default settings.
Sample Attendance Report 2	Sample Attendance Report using the settings in the File Format fields to display the current, scheduled and projected hours.
Sample Attendance Report 3	Sample Attendance Report using the settings in the File Format fields to display the Charge, Declared and Total Tips as well as Tipped Sales, Tip % to calculate the Tip Variance.

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Attendance Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Report Setup

Reports | **Output** | File Format

Checkout Report
Sale Acct.
Daily Sales
Discount
Voids
Attendance
Labor %
Cumulative Sls
Payroll Rpt
Daily Item Rpt
Weekly Item Rpt
Cumulative Item
Close Day Rpts
Interval Rpt
Daily E-Mail
Short Checkout
Lunch Report
Dinner Report
Calibrate
Beer Promo
Credit Card Rpt
Inv Bar
Inv Kitchen
Sysco Reorder
Inv Analysis

Destination

☒ Screen
☐ Printer
☐ File
☐ E-mail
☐ FTP

File Name

E-mail Address (To)

FTP Site
cuspos.comos.com/

Format Options

Initialize Format
Compress

Security Code ID
4

File Option
☒ Overwrite ☐ Append

Screen Options

☒ Display **Screen Format** Labor Reports **Sort Position** 30 **Image File Name** r_labor.bmp

Revenue Center
<None>

Close Save Copy Paste Cancel

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description		
Destinations	Screen	The report will be displayed on the screen.	
	Printer	The report will be printed.	
	File	The report will be saved as a file.	
		File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports	
		E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
E-mail Address (To)		Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".	

	FTP	The report will be sent to a FTP site.	
		File Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.
		FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.
		FTP Site	The FTP site that the report will be sent.
Format Option	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.	
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.		
ID	Unique ID for report if desired.		
File Option	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	
	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.	
Screen Option	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	
	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	
	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	
	Image File Name	An image to be displayed on the report button in the report window.	
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.		

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Attendance Report File Format Option

The File Format Option on the Attendance Report is used to select the fields to display.

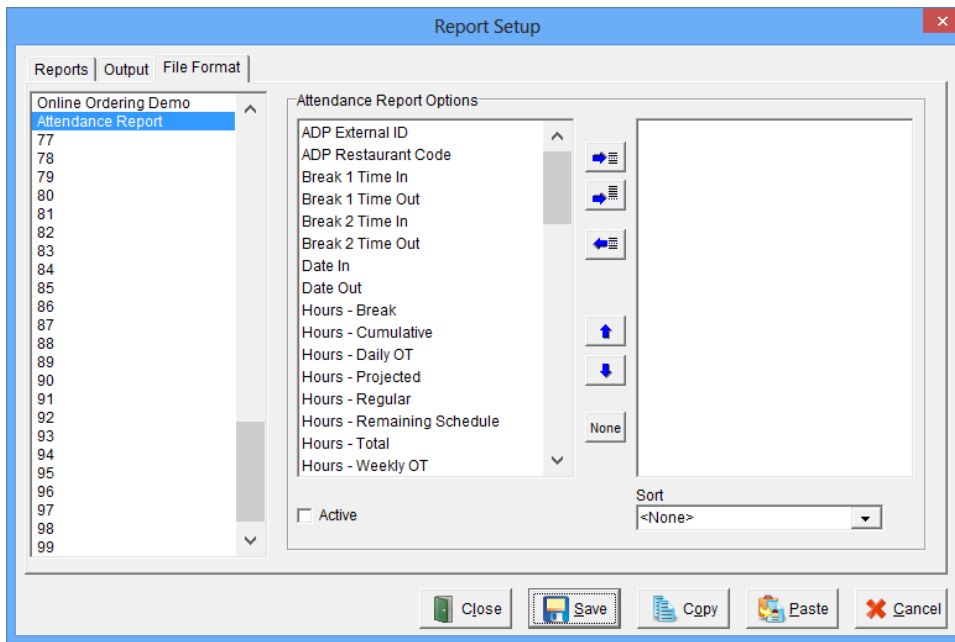


Figure 8.100 Attendance Report File Format Window

Figure 8.53.2 Attendance Report File Format Window Fields

Field	Description	
Fields	ADP External ID	The ID established in Employees > Jobs > Timekeeping > ADP External ID.
	ADP Restaurant Code	The code established in Miscellaneous > General > Restaurants > ADP Restaurant Code.
	Break 1 Time In	The time the employee started Break 1.
	Break 1 Time Out	The time the employee clocked back in from Break 1.
	Break 2 Time In	The time the employee started Break 2.
	Break 2 Time Out	The time the employee clocked back in from Break 2.
	Date In	The Date the employee clocked in.
	Date Out	The Date the employee clocked out.
	Hours – Break	Total Hours on Break.
	Hours – Cumulative	Total Hours the employee has worked in the pay period.
	Hours – Daily OT	The Daily Overtime Hours.

	Hours – Projected	The number of Hours remaining to work on the schedule plus the current number of hours worked.
	Hours – Regular	The number of Hours worked, not including overtime hours.
	Hours – Remain- ing Schedule	The number of Hours remaining to work on the schedule.
	Hours – Total	The total number of all Hours worked (including overtime hours).
	Hours – Weekly OT	The number of Weekly Overtime Hours worked.
	ID1	The employee's ID1.
	ID2	The employee's ID2.
	Job Name	The Job the employee worked.
	Misc Field 1 – 4	The amount of the Misc Fields adjusted in Time Cards. Misc Fields are established in Miscellaneous > General > Timekeeping > Adjustments 1-4.
	Misc Field Total	The Total of all Misc Fields.
	Name – First	The employee's First Name.
	Name – Last	The employee's Last Name.
	Name – Last/First	The employee's Last Name and First initial.
	Name – Nickname	The employee's Nickname.
	Pay – Daily OT	The employee's Daily Overtime Pay.
	Pay – Regular	The employee's Regular Pay.
	Pay – Total	The employee's Total Pay.
	Pay – Weekly OT	The employee's Weekly Overtime Pay.
	Rate – Daily OT	The employee's Daily Overtime Pay Rate.
	Rate – Regular	The employee's Regular Pay Rate.
	Rate – Weekly OT	The employee's Weekly Overtime Pay Rate.
	Revenue Center	The Revenue Center the employee clocked in.
	Sales – Adjust	The Sales Adjustment entered in Time Cards.
	Statistics – Aver- age Time	The employee's Average Time (See Activity Report > Average Time).
	Statistics – Check Count	The employee's Check Count (See Activity Report > Average Check).
	Statistics – Dis- count Amount	The employee's Discount Amount (See Activity Report > Individual Discounts).
	Statistics – Dis-	The employee's Discount Count (See Activity Report > Individual Discounts).

	count Count	
	Statistics – Error Correct	The employee's Error Correct (See Activity Report > Error Correct Count).
	Statistics – Guest Count	The employee's Guest Count (See Activity Report > Average Guest).
	Statistics – No Sales	The employee's No Sales (See Activity Report > No Sale Count).
	Statistics – Total Accountable	The employee's Total Accountable (See Activity Report > Total Accountable).
	Statistics – Total Payments	The employee's Total Payments (See Activity Report > Total Payments).
	Statistics – Total Sales	The employee's Total Sales (See Activity Report > Total Sales).
	Statistics – Void Amount	The employee's Void Amount (See Activity Report > Voids).
	Statistics – Void Count	The employee's Void Count (See Activity Report > Voids).
	Time In	The Time the employee clocked in.
	Time Out	The Time the employee clocked out.
	Tips – Charge	The employee's tip on credit card and Account payments minus applicable Tip Fees plus Tips Charge Adjust.
	Tips – Charge Adjust	Charge Tips are adjusted by this amount. For example, this field is used to allocate banquet tips to employees that worked a banquet.
	Tips – Charge Gross (Charge + Tip)	The employee's tip on credit card and Account payments plus Tips Charge Adjust.
	Tips – Declared	The employee's Declared Tips (See Activity Report > Declared Tips).
	Tips – Fee	The Credit Card Tip Fee (See Activity Report > CC Tip Fee).
	Tips – Percent	The Tipped Sales multiplied by the Tip % (defined in Miscellaneous > General > Time-keeping > Tip %).
	Tips – Tipped Sales	The amount of Sales eligible for tips as defined in Order Types > Order Types > Options > Tipped plus Sales Adjustments (Employee > Time Cards > Sales Adjust).
	Tips – Total (Declared + Charge)	Tip - Declared plus Tips – Charge.
	Tips - Variance	Tips – Total (Declared + Charge) minus Tips – Percent.
Active	The report will use the custom defined fields.	

Sort	Date/Time	The report will be sorted by the Date/Time.
	Last/First Name	The report will be sorted by Last Name then First Name.
	Nickname	The report will be sorted by Nickname.

Related Topics (none)

Running an Attendance Report

The following default options may be changed when running the Attendance Report: Start Date, End Date, Jobs, Revenue Center and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.53.1 Attendance Report Options Window

Figure 8.53.2 Attendance Report Options Window Fields

Field	Description														
Start Date	The beginning date for the report.														
End Date	The ending date for the report.														
Jobs	Only time records with the specified Jobs will appear on the report.														
Revenue Center	The Revenue Center used to filter the report. Note: If a Revenue Center is not specified, the filter is not active.														
Destination	<table> <tr> <td>Screen</td><td>The report will display on the screen.</td></tr> <tr> <td>Printer</td><td>The report will print directly to the printer.</td></tr> <tr> <td rowspan="2">File</td><td>The report will be exported to a file.</td></tr> <tr> <td> <table> <tr> <td>Des- tination File Name</td><td>The name and path of the file to export (i.e., C:\Focus\attendance.txt).</td></tr> </table> </td></tr> <tr> <td rowspan="2">E-mail</td><td>The report will be e-mailed to the pre-defined e-mail address.</td></tr> <tr> <td> <table> <tr> <td>Des- tination File Name</td><td>The name of the file to e-mail (i.e., attendance.txt).</td></tr> </table> </td></tr> </table>	Screen	The report will display on the screen.	Printer	The report will print directly to the printer.	File	The report will be exported to a file.	<table> <tr> <td>Des- tination File Name</td><td>The name and path of the file to export (i.e., C:\Focus\attendance.txt).</td></tr> </table>	Des- tination File Name	The name and path of the file to export (i.e., C:\Focus\attendance.txt).	E-mail	The report will be e-mailed to the pre-defined e-mail address.	<table> <tr> <td>Des- tination File Name</td><td>The name of the file to e-mail (i.e., attendance.txt).</td></tr> </table>	Des- tination File Name	The name of the file to e-mail (i.e., attendance.txt).
Screen	The report will display on the screen.														
Printer	The report will print directly to the printer.														
File	The report will be exported to a file.														
	<table> <tr> <td>Des- tination File Name</td><td>The name and path of the file to export (i.e., C:\Focus\attendance.txt).</td></tr> </table>	Des- tination File Name	The name and path of the file to export (i.e., C:\Focus\attendance.txt).												
Des- tination File Name	The name and path of the file to export (i.e., C:\Focus\attendance.txt).														
E-mail	The report will be e-mailed to the pre-defined e-mail address.														
	<table> <tr> <td>Des- tination File Name</td><td>The name of the file to e-mail (i.e., attendance.txt).</td></tr> </table>	Des- tination File Name	The name of the file to e-mail (i.e., attendance.txt).												
Des- tination File Name	The name of the file to e-mail (i.e., attendance.txt).														

	FTP	The report will be sent via FTP to the pre-defined FTP address.	
		Des- tination File Name	The name and path of the file to FTP (i.e., attendance.txt).

Figure 8.53.2 Attendance Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Attendance Report 1

A sample Attendance Report and description of the fields are shown below.


 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.31 Sample Attendance Report



Focus Cafe

Attendance for 1/12/200X

created at 1/30/200X 1:53:55 PM

			Time	Time	Date	Date	Total		Tipped	8.00%
*	Employee	Job	In	Out	In	Out	Hours	Breaks	Sales	Sales
	Alfonso C.	Cook	9:08	15:11	1/12/2008	1/12/2008	6.05		0.00	0.00
E	Ana S.	Server	16:53	21:48	1/12/2008	1/12/2008	4.92		348.50	27.88
	Angel B.	Bartender	17:10	22:58	1/12/2008	1/12/2008	5.80		236.85	18.95
E	Angel R.	Server	11:57	21:25	1/12/2008	1/12/2008	8.47	1.00	885.45	70.84
D	Beto b.	Server	10:55	22:11	1/12/2008	1/12/2008				
	briones H.	Busboy	16:56	23:18	1/12/2008	1/12/2008	6.37		0.00	0.00
	Constantino R.	Dishwasher	9:40	15:15	1/12/2008	1/12/2008	5.58		0.00	0.00
	Constantino R.	Dishwasher	16:49	23:13	1/12/2008	1/12/2008	6.40		0.00	0.00
	Daniel G.	Busboy	11:06	16:35	1/12/2008	1/12/2008	5.48		0.00	0.00
	Daniel G.	Busboy	17:34	20:49	1/12/2008	1/12/2008	3.25		0.00	0.00
	Edhis A.	Prep Cook	11:03	15:08	1/12/2008	1/12/2008	4.08		0.00	0.00
	Eliseo R.	Dishwasher	9:39	13:19	1/12/2008	1/12/2008	3.67		0.00	0.00
	Eliseo R.	Dishwasher	14:56	23:17	1/12/2008	1/12/2008	8.35		0.00	0.00
E	Elvin T.	Server	10:03	21:08	1/12/2008	1/12/2008	10.08	1.00	1,097.44	87.80
O	Estuardo M.	Busboy	16:51	22:00	1/12/2008	1/12/2008	5.15		0.00	0.00
E	Fancisco V.	Server	10:00	14:06	1/12/2008	1/12/2008	4.10		261.50	20.92
E	Fancisco V.	Server	16:53	21:11	1/12/2008	1/12/2008	4.30		401.55	32.12
E	Francisco M.	Busboy	10:00	14:11	1/12/2008	1/12/2008	4.18		0.00	0.00
	Francisco M.	Busboy	16:48	21:02	1/12/2008	1/12/2008	4.23		0.00	0.00
A	Francisco T.	Prep Cook	9:00	15:00	1/12/2008	1/12/2008	6.00		0.00	0.00
E	Genaro B.	Busboy	13:51	22:55	1/12/2008	1/12/2008	8.40	0.67	0.00	0.00
A	Huberto E.	Busboy	14:08	22:45	1/12/2008	1/12/2008	8.62		0.00	0.00
E	Jesus chuy	Server	10:54	16:33	1/12/2008	1/12/2008	4.98	0.67	307.35	24.59
	JOSE MIGUEL	Bartender	11:59	16:30	1/12/2008	1/12/2008	4.52		184.00	14.72
	JOSE MIGUEL	Bartender	16:56	18:20	1/12/2008	1/12/2008	1.40		27.00	2.16
	Jose V.	Cook	15:07	23:16	1/12/2008	1/12/2008	8.15		0.00	0.00
	Jose V.	Prep Cook	10:09	15:11	1/12/2008	1/12/2008	5.03		0.00	0.00
	Jose V.	Prep Cook	17:04	23:13	1/12/2008	1/12/2008	6.15		0.00	0.00
	Juan E.	Server	17:02	22:54	1/12/2008	1/12/2008	5.87		726.00	58.08
	Karlem N.	Busboy	9:42	14:00	1/12/2008	1/12/2008	4.30		0.00	0.00
E	Laura I.	Server	10:50	20:59	1/12/2008	1/12/2008	9.15	1.00	762.95	61.04
	Luis A.	Dishwasher	9:55	15:02	1/12/2008	1/12/2008	5.12		0.00	0.00
	Luz M.	Prep Cook	9:04	15:25	1/12/2008	1/12/2008	6.35		0.00	0.00
E	Mallely M.	Busboy	10:59	21:03	1/12/2008	1/12/2008	9.07	1.00	0.00	0.00
E	Maria	Server	16:58	23:28	1/12/2008	1/12/2008	6.50		691.60	55.33
	Maria D. P.	Prep Cook	9:03	13:12	1/12/2008	1/12/2008	4.15		0.00	0.00
	Maria D. P.	Prep Cook	15:04	22:36	1/12/2008	1/12/2008	7.53		0.00	0.00
	Mario P.	Cook	16:56	23:14	1/12/2008	1/12/2008	6.30		0.00	0.00
	Martin S.	Server	16:56	22:00	1/12/2008	1/12/2008	5.07		394.80	31.58
	Miguel Angel M	Bartender	16:59	23:23	1/12/2008	1/12/2008	6.40		0.00	0.00
	Miguel P.	Server	11:07	13:55	1/12/2008	1/12/2008	2.80		129.05	10.32
	Miguel P.	Server	16:55	21:56	1/12/2008	1/12/2008	5.02		281.70	22.54
	Misael R.	Prep Cook	9:03	15:04	1/12/2008	1/12/2008	6.02		0.00	0.00

Figure 8.32 Attendance Report Fields

Field	Description												
Date Range	The date range used for the report.												
Job	The Job the employee worked.												
Employee	The employee's Nickname.												
Status	<table> <tr> <td>A</td><td>Indicates the time record has been manually added.</td></tr> <tr> <td>E</td><td>Indicates the time record has been edited.</td></tr> <tr> <td>D</td><td>Indicates the time record has been deleted.</td></tr> <tr> <td>O</td><td>Indicates the employee was clocked out automatically at close day.</td></tr> </table>	A	Indicates the time record has been manually added.	E	Indicates the time record has been edited.	D	Indicates the time record has been deleted.	O	Indicates the employee was clocked out automatically at close day.				
A	Indicates the time record has been manually added.												
E	Indicates the time record has been edited.												
D	Indicates the time record has been deleted.												
O	Indicates the employee was clocked out automatically at close day.												
Time In	The time the employee clocked in.												
Time Out	The time the employee clocked out.												
Date In	The date the employee clocked in.												
Date Out	The date the employee clocked out.												
Hours	The number of hours the employee worked. The number of hours is represented in hundredths of an hour (i.e., 2 hours and 30 minutes is represented as 2.5 hours).												
Breaks	The amount of time the employee was on break. The number of hours is represented in hundredths of an hour (i.e., 2 hours and 30 minutes is represented as 2.5 hours).												
Tipped Sales	The amount of Tipped Sales for the employee.												
% Sales	The tip reporting % multiplied by Tipped Sales.												
Charge Tips	Tips on credit card and account Payments minus the Tip Fee on those Payments.												
Declared Tips	The tips the employee declared when they clocked out.												
Totals	<table> <tr> <td>Hours</td><td>The total hours worked by employees.</td></tr> <tr> <td>Breaks</td><td>The total hours employees were on break.</td></tr> <tr> <td>Tipped Sales</td><td>The total Tipped Sales.</td></tr> <tr> <td>% Sales</td><td>The tip reporting % multiplied by Total Tipped Sales.</td></tr> <tr> <td>Charge Tips</td><td>Total Tips on credit card and account Payments minus the Tip Fee on those Payments.</td></tr> <tr> <td>Declared Tips</td><td>The total tips all employees declared when they clocked out.</td></tr> </table>	Hours	The total hours worked by employees.	Breaks	The total hours employees were on break.	Tipped Sales	The total Tipped Sales.	% Sales	The tip reporting % multiplied by Total Tipped Sales.	Charge Tips	Total Tips on credit card and account Payments minus the Tip Fee on those Payments.	Declared Tips	The total tips all employees declared when they clocked out.
Hours	The total hours worked by employees.												
Breaks	The total hours employees were on break.												
Tipped Sales	The total Tipped Sales.												
% Sales	The tip reporting % multiplied by Total Tipped Sales.												
Charge Tips	Total Tips on credit card and account Payments minus the Tip Fee on those Payments.												
Declared Tips	The total tips all employees declared when they clocked out.												
Legend	The legend for the aforementioned status is displayed.												

	A	Indicates the time record has been manually added.
	E	Indicates the time record has been edited.
	D	Indicates the time record has been deleted.
	O	Indicates the employee was clocked out automatically at close day.

Figure 8.32.1 Sample Attendance Report Setup Options

Field	Description
Attendance Report	All Jobs were selected.

Related Topics (none)

Sample Attendance Report 3

A sample Attendance Report and description of the fields are shown below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.31 Sample Attendance Report 3


<div>  <div> Attendance for 1/12/200X created at 1/30/200X 1:53:55 PM </div> </div>										
Focus Cafe										
*	Employee	Date In	Time In	Time Out	Charge Tips	Declared Tips	Total Tips	Tipped Sales	8.00% Sales	Tip Variance
	Alvarez, Rafael	3/1/2008	17:11	22:05	69.05	20.00	89.05	499.65	39.97	49.08
A	Diaz, Anselmo	3/1/2008	16:39	21:55	54.00	15.25	69.25	422.46	33.80	35.45
	Garcia, Mario	3/1/2008	11:08	21:52	178.49	55.00	233.49	1,350.36	108.03	125.46
	Gonzalez, Manuel	3/1/2008	11:24	14:42	20.45	0.00	20.45	210.22	16.82	3.63
	Gonzalez, Manuel	3/1/2008	16:45	21:58	82.90	0.00	82.90	924.82	73.99	8.91
	Moreno, Martin	3/1/2008	16:20	21:52	47.58	0.00	47.58	523.85	41.91	5.67
	Nunez, Everto	3/1/2008	10:31	14:10	33.65	10.00	43.65	238.80	19.10	24.55
	Nunez, Everto	3/1/2008	16:19	21:51	90.39	0.00	90.39	774.00	61.92	28.47
	Rodriguez, Homero	3/1/2008	14:29	21:57	70.88	0.00	70.88	736.19	58.90	11.98
	Sanchez, Andrea	3/1/2008	11:52	15:07	41.59	15.00	56.59	313.10	25.05	31.54
	Suarez, Alejandro	3/1/2008	11:14	21:43	124.54	45.00	169.54	979.78	78.38	91.16
Totals					813.52	160.25	973.77	6,973.23	557.87	415.90
* A = Add, E = Edit, D = Delete, O = Automatic Clock Out at Close Day										

Figure 8.32 Attendance Report 3 Fields

Field	Description								
Date Range	The date range used for the report.								
Status	<table> <tr> <td>A</td><td>Indicates the time record has been manually added.</td></tr> <tr> <td>E</td><td>Indicates the time record has been edited.</td></tr> <tr> <td>D</td><td>Indicates the time record has been deleted.</td></tr> <tr> <td>O</td><td>Indicates the employee was clocked out automatically at close day.</td></tr> </table>	A	Indicates the time record has been manually added.	E	Indicates the time record has been edited.	D	Indicates the time record has been deleted.	O	Indicates the employee was clocked out automatically at close day.
A	Indicates the time record has been manually added.								
E	Indicates the time record has been edited.								
D	Indicates the time record has been deleted.								
O	Indicates the employee was clocked out automatically at close day.								
Employee	The employee's Nickname.								
Date In	The date the employee clocked in.								
Time In	The time the employee clocked in.								

Time Out	The time the employee clocked out.	
Charge Tips	The employee's tips on credit card and Account payments minus applicable Tip Fees plus Tips Charge Adjust.	
Declared Tips	The employee's Declared Tips (See Activity Report > Declared Tips).	
Total Tips	Charge Tips plus Declared Tips.	
Tipped Sales	The amount of Sales eligible for tips as defined in Order Types > Order Types > Options > Tipped plus Sales Adjustments (Employee > Time Cards > Sales Adjust).	
% Sales	Tipped Sales multiplied by the Tip % (defined in Miscellaneous > General > Timekeeping > Tip %).	
Tip Variance	Tips – Total (Declared + Charge) minus Tips – Percent.	
Totals	Charge Tips	The employee's tips on credit card and Account payments minus applicable Tip Fees plus Tips Charge Adjust.
	Declared Tips	The employee's Declared Tips (See Activity Report > Declared Tips).
	Total Tips	Charge Tips plus Declared Tips.
	Tipped Sales	The amount of Sales eligible for tips as defined in Order Types > Order Types > Options > Tipped plus Sales Adjustments (Employee > Time Cards > Sales Adjust).
	% Sales	Tipped Sales multiplied by the Tip % (defined in Miscellaneous > General > Timekeeping > Tip %).
	Tip Variance	Tips – Total (Declared + Charge) minus Tips – Percent.
Legend	The legend for the aforementioned status is displayed.	
	A	Indicates the time record has been manually added.
	E	Indicates the time record has been edited.
	D	Indicates the time record has been deleted.
	O	Indicates the employee was clocked out automatically at close day.

Figure 8.32.1 Sample Attendance Report 3 Setup Options (File Format)

Field	Description	
Fields	Name – Last/First	The employee's Last Name followed by First Name.
	Date In	The date the employee clocked in.
	Time In	The time the employee clocked in.
	Time Out	The time the employee clocked out.
	Charge Tips	The employee's tips on credit card and Account payments minus applicable Tip Fees plus Tips Charge Adjust.

	Declared Tips	The employee's Declared Tips (See Activity Report > Tips Declared).
	Total Tips	Tip - Declared plus Tips – Charge.
	Tipped Sales	The amount of Sales eligible for tips as defined in Order Types > Order Types > Options > Tipped plus Sales Adjustments (Employee > Time Cards > Sales Adjust).
	% Sales	The Tipped Sales multiplied by the Tip % (defined in Miscellaneous > General > Timekeeping > Tip %).
	Tip Variance	Tips – Total (Declared + Charge) minus Tips – Percent.
Active	Selected.	
Sort	Last/First Name	The report will be sorted by Last Name then First Name.


Related Topics (none)

Sample Attendance Report 2

A sample Attendance Report using the settings in the File Format fields to display the current, scheduled and projected hours along with the description of the fields are show below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.31 Sample Attendance Report 2



Focus Cafe

Attendance for 1/12/200X
created at 1/30/200X 1:53:55 PM

* Employee	Date In	Time In	Time Out	Hours	Cumu. Hours	Sched Remain	Proj Hours
A Alvarez, Rafael	3/1/2008	17:11	22:05	4.90	4.90	20.00	24.90
Diaz, Anselmo	3/1/2008	16:39	21:55	5.27	5.27	23.50	28.77
Garcia, Mario	3/1/2008	11:08	21:52	10.73	10.73	15.00	25.73
Gonzalez, Manuel	3/1/2008	11:24	14:42	3.30	3.30	20.00	23.30
Gonzalez, Manuel	3/1/2008	16:45	21:58	5.22	8.52	17.00	25.52
Moreno, Martin	3/1/2008	16:20	21:52	5.53	5.53	13.50	19.03
Nunez, Everto	3/1/2008	10:31	14:10	3.65	3.65	16.00	19.65
Nunez, Everto	3/1/2008	16:19	21:51	5.53	9.18	22.00	31.18
Rodriguez, Homero	3/1/2008	14:29	21:57	7.47	7.47	25.00	32.47
Sanchez, Andrea	3/1/2008	11:52	15:07	3.25	3.25	32.00	35.25
Suarez, Alejandro	3/1/2008	11:14	21:43	10.48	10.48	23.50	33.98
Totals				65.33			

* A = Add, E = Edit, D = Delete, O = Automatic Clock Out at Close Day

Figure 8.32 Sample Attendance Report 2 Fields

Field	Description
Date Range	The date range used for the report.
Status	A Indicates the time record has been manually added.
	E Indicates the time record has been edited.
	D Indicates the time record has been deleted.
	O Indicates the employee was clocked out automatically at close day.
Employee	The employee's Nickname.
Date In	The date the employee clocked in.
Time In	The time the employee clocked in.
Time Out	The time the employee clocked out.
Total Hours	The number of hours the employee worked. The number of hours is represented in hundredths of an hour (i.e., 2

	hours and 30 minutes is represented as 2.5 hours).	
Cumu Hours	Total Hours the employee has worked in the pay period.	
Sched Remain	The number of Hours remaining to work on the schedule.	
Proj Hours	The number of Hours remaining to work on the schedule plus the current number of hours worked.	
Totals	Hours	The number of hours the employee worked. The number of hours is represented in hundredths of an hour (i.e., 2 hours and 30 minutes is represented as 2.5 hours).
Legend	The legend for the aforementioned status is displayed.	
	A	Indicates the time record has been manually added.
	E	Indicates the time record has been edited.
	D	Indicates the time record has been deleted.
	O	Indicates the employee was clocked out automatically at close day.

Figure 8.32.1 Sample Attendance Report Setup Options

Field	Description	
Fields	Name – Last/First	The employee's Last Name followed by First Name.
	Date In	The Date the employee clocked in.
	Time In	The Time the employee clocked in.
	Time Out	The Time the employee clocked out.
	Hours – Total	The Total number of all Hours worked (including overtime hours).
	Hours – Cumulative	Total Hours the employee has worked in the pay period.
	Hours – Remaining Schedule	The number of Hours remaining to work on the schedule.
	Hours – Projected	The number of Hours remaining to work on the schedule plus the current number of hours worked.
Active	Selected.	
Sort	Last/First Name	The report will be sorted by Last Name then First Name.

Related Topics (none)

Batch Report

The Batch Report displays processed credit card transactions, Offline Declined Transactions and the batch settlement status.

Accessing the Batch Report Options

While in Focus Setup, select Reports > Setup and then select the Batch Report.

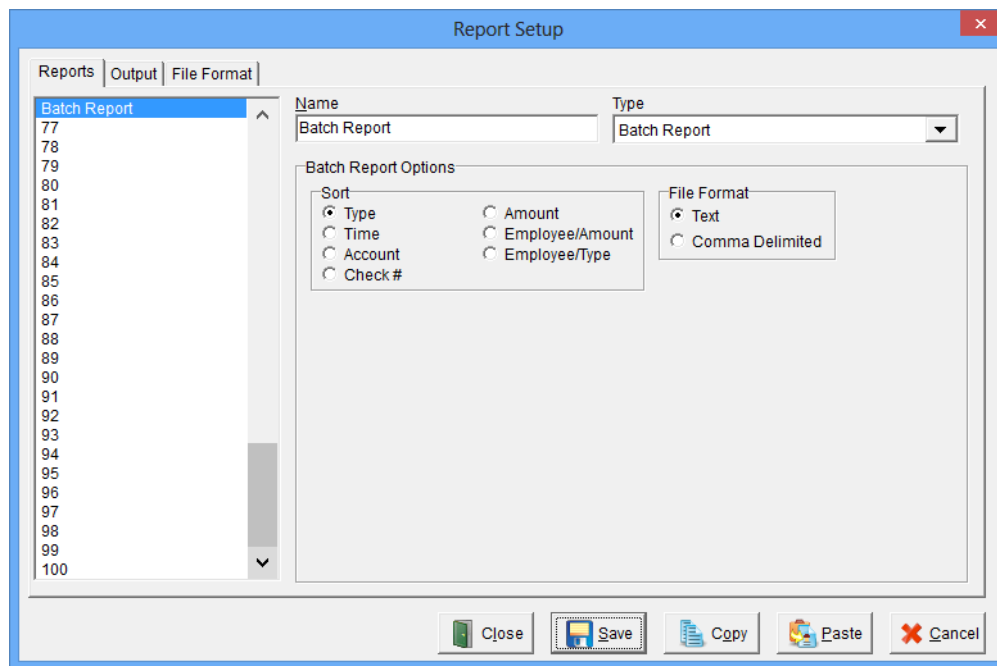


Figure 8.33 Batch Report Setup Window

Figure 8.34 Batch Report Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Employees	Type	Sorts the report by credit card type.
	Time	Sorts the report by the Time the credit card was authorized.
	Account	Sorts the report by the credit card account number (masked).
	Check #	Sorts the report by the guest check number.
File Format	Text	The report will be exported as a text file.
	Comma Delimited	The report will be exported in a comma delimited format.

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Batch Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

The screenshot shows the 'Report Setup' window with the 'Output' tab selected. The left pane lists reports from 77 to 100, with 'Batch Report' highlighted. The right pane contains the following sections:

- Destination:** Radio buttons for Screen (selected), Printer, File, E-mail, and FTP.
- File Name:** A text input field.
- E-mail Address (To):** A text input field.
- FTP Site:** A dropdown menu showing 'cuspos.comos.com/'.
- Format Options:** A section with 'Initialize Format' and a dropdown menu set to '<None>'.
- Security Code ID:** Two input fields, the first containing '1'.
- File Option:** Radio buttons for 'Overwrite' (selected) and 'Append'.
- Screen Options:** A section with a 'Display' checkbox, 'Screen Format' dropdown (set to '<None>'), 'Sort Position' input field, and 'Image File Name' input field with a file icon button.

At the bottom of the window are five buttons: Close, Save, Copy, Paste, and Cancel.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description		
Destinations	Screen	The report will be displayed on the screen.	
	Printer	The report will be printed.	
	File	The report will be saved as a file.	
		File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail	The report will be e-mailed.	
		E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ";".		

	<div> <div>FTP</div> <div> <p>The report will be sent to a FTP site.</p> <table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table> </div> </div>	File Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.
File Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.						
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.						
FTP Site	The FTP site that the report will be sent.						
Format Option	<div> <div>Initialize Format</div> <div>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</div> </div>						
Display on Screen	The report will be available on the Report Window if the user has the required Report Security Code.						
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.						

Related Topics

Job Right 'Office – Reports'

Running a Batch Report

The following default options may be changed when running the Batch Report: Date, Destination and Sort. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

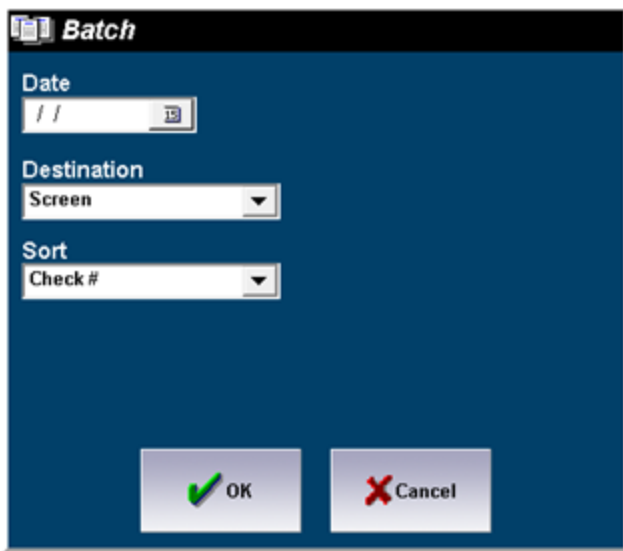


Figure 8.53.1 Batch Report Options Window

Figure 8.53.2 Batch Report Options Window Fields

Field	Description		
Date	The date for the report.		
Destination	Screen	The report will display on the screen.	
	Printer	The report will print directly to the printer.	
	File	The report will be exported to a file.	
		Destination File Name	The name and path of the file to export (i.e., C:\Focus\batch.txt).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.	
		Destination File Name	The name and path of the file to export (i.e., C:\Focus\batch.txt).
FTP	The report will be sent via FTP to the pre-defined FTP address.		
	Destination File Name	The name and path of the file to FTP (i.e., batch.txt).	

Sort	Type	Sorts the report by credit card type.
	Time	Sorts the report by the Time the credit card was authorized.
	Account	Sorts the report by the credit card account number (masked).
	Check #	Sorts the report by the guest check number.

Figure 8.53.2 Batch Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Batch Report

A sample Batch Report and description of the fields are shown below.


 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.35 Sample Batch Report



Focus Café

Batch Report for 2/2/200X

created at 2/5/200X 4:44:02 PM

Check	Date	Time	Employee	Amount	Tip	Total	Account	Exp Date	Auth Code
Amex									
13	02/02/200X	12:13	Laura I.	34.96	6.00	40.96	123456XXXXX1234	11/09	541396
15	02/02/200X	12:08	Nathali H.	15.50	4.00	19.50	123456XXXXX1234	11/09	504522
17	02/02/200X	12:49	Miguel P.	38.13	6.00	44.13	123456XXXXX1234	11/09	588232
Refund	02/02/200X	12:53	Jesus chuy	-17.64	0.00	-17.64	123456XXXXX1234	11/09	568642
Total				70.95	16.00	86.95			
Visa									
1	02/02/200X	11:56	Fancisco V.	29.76	0.00	29.76	123456XXXXXX1234	11/09	185395
3	02/02/200X	11:40	Beto b.	20.48	0.00	20.48	123456XXXXXX1234	11/09	035017
10	02/02/200X	12:10	Juan E.	19.62	4.00	23.62	123456XXXXXX1234	11/09	496413
20	02/02/200X	12:30	Juan E.	14.75	3.00	17.75	123456XXXXXX1234	11/09	183035
21	02/02/200X	12:11	Jesus chuy	13.03	2.00	15.03	123456XXXXXX1234	11/09	06013B
27	02/02/200X	12:40	Laura I.	33.46	6.54	40.00	123456XXXXXX1234	11/09	074413
31	02/02/200X	12:55	Nathali H.	14.26	3.00	17.26	123456XXXXXX1234	11/09	04985B
32	02/02/200X	12:47	Elvin T.	30.03	4.00	34.03	123456XXXXXX1234	11/09	01106B
36	02/02/200X	12:51	Laura I.	19.25	4.00	23.25	123456XXXXXX1234	11/09	115154
39	02/02/200X	13:23	Roberto H.	26.03	3.97	30.00	123456XXXXXX1234	11/09	264262
43	02/02/200X	13:20	Elvin T.	11.19	2.00	13.19	123456XXXXXX1234	11/09	025519
44	02/02/200X	13:04	Fancisco V.	19.31	3.00	22.31	123456XXXXXX1234	11/09	190175
48	02/02/200X	13:23	Roberto H.	22.38	0.00	22.38	123456XXXXXX1234	11/09	102269
51	02/02/200X	13:15	Miguel P.	14.00	2.00	16.00	123456XXXXXX1234	11/09	151383
52	02/02/200X	13:41	Juan E.	22.36	0.00	22.36	123456XXXXXX1234	11/09	59431A
56	02/02/200X	13:26	Miguel P.	5.26	1.00	6.26	123456XXXXXX1234	11/09	782325
Total				315.17	38.51	353.68			
MC									
12	02/02/200X	11:52	Jesus chuy	7.94	2.00	9.94	123456XXXXXX1234	11/09	025512
16	02/02/200X	12:15	Elvin T.	27.03	5.00	32.03	123456XXXXXX1234	11/09	04450Z
23	02/02/200X	12:38	Elvin T.	20.22	4.00	24.22	123456XXXXXX1234	11/09	00292Z
25	02/02/200X	14:58	Roberto H.	34.74	7.26	42.00	123456XXXXXX1234	11/09	03341B
34	02/02/200X	12:53	Jesus chuy	17.65	3.00	20.65	123456XXXXXX1234	11/09	053277
35	02/02/200X	13:33	Juan E.	11.75	0.00	11.75	123456XXXXXX1234	11/09	527264
38	02/02/200X	13:04	Laura I.	20.27	0.00	20.27	123456XXXXXX1234	11/09	00210B
41	02/02/200X	12:53	Miguel P.	16.14	2.00	18.14	123456XXXXXX1234	11/09	498480
Total				155.74	23.26	179.00			
Grand Total				541.86	77.77	619.63			
OFFLINE DECLINED TRANSACTIONS									
Visa									
58	02/02/200X	15:44	Laura I.	15.10	0.00	15.10	123456XXXXXX1234	09/09	PIC UP
Total				15.10	0.00	15.10			
Grand Total				15.10	0.00	15.10			

Batch Number: 1234

Figure 8.36 Batch Report Fields

Field	Description	
Check	The Check that contains the credit card authorization.	
Date	The Date the credit card was authorized.	
Time	The Time the credit card was authorized.	
Employee	The employee who authorized the credit card.	
Amount	The credit card authorization Amount.	
Tip	The credit card Tip amount.	
Total	The Amount plus Tip.	
Account	The credit card account number (masked).	
Exp Date	The expiration date of the credit card.	
Auth Code	The credit card authorization Approval Code.	
Total	Note: Totals are only displayed if the Sort option is set to Type.	
	Amount	The total credit card authorization Amount.
	Tip	The total credit card Tip amount.
	Total	The Total Amount plus Total Tip.
Grand Total	Amount	The Grand Total of all credit card authorizations.
	Tip	The Grand Total of all credit card Tip amounts.
	Total	The Grand Total of all Amounts plus Tips.
Offline Declined Transaction Section	All Offline transactions that were declined are listed.	
	Total	Amount The total Declined credit card authorization Amount.
		Tip The total Declined credit card Tip amount.
		Total The Total Declined Amount plus Total Tip.
	Grand Total	Amount The Grand Total of all Declined credit card authorizations.
		Tip The Grand Total of all Declined credit card Tip amounts.
		Total The Grand Total of all Declined Amounts plus Tips.
Summary Section	Batch Number	The credit card Batch number returned from the processor.

	Settled at	The date and time the batch was settled.
	File Settled	The batch file that was settled.
	Business Date	The business date of the batch that was settled.
	Transaction Count	The number of credit card transactions in the batch.
	Amount	The Amount of the batch (including tips).
	More Information	Additional batch information that is returned from each processor.

Figure 8.36.1 Sample Batch Report Setup Options

Field	Description	
Sort	Type	Sorts the report by credit card type.
File Format	Text	The report will be generated as a text file.

Related Topics (none)

Collection Report

The Collection Report allows multiple reports to be processed at once. Note: The Collection Report does not display reports on the screen. Therefore, any report set to display on the screen will instead be sent to the printer.

Accessing the Collection Report Options

While in Focus Setup, select Reports > Setup and then select the Collection Report.

Figure 8.37 Collection Report Setup Window

Figure 8.38 Collection Report Setup Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Date	Current Business Date	All reports in the Collection will be generated for the Current Business Date.
	Previous Business Date	All reports in the Collection will be generated for the Previous Business Date.
	Current Week	All reports in the Collection will be generated for the Current Week. The Current Week is determined by the Current Business Date and the Miscellaneous > General > Last Day of Week setting.
	Previous Week	All reports in the Collection will be generated for the Previous Week. The Previous Week is determined by the Current Business Date and the Miscellaneous > General > Last Day of Week setting.
	Current Pay Period	All reports in the Collection will be generated for the Current Pay Period. The Current Pay Period is determined by the Miscellaneous > General > Timekeeping > Payroll Options.

	Previous Pay Period	All reports in the Collection will be generated for the Previous Pay Period. The Previous Pay Period is determined by the Miscellaneous > General > Timekeeping > Payroll Options.
	Current Month	All reports in the Collection will be generated for the Current Month.
	Previous Month	All reports in the Collection will be generated for the Previous Month.
Reports to Include in Collection	The reports to include in the Collection.	

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Collection Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

The screenshot shows the 'Report Setup' window with the 'Output' tab selected. On the left, a list of reports is shown, with 'Collection Report' highlighted. The main area contains several configuration sections: 'Destination' with radio buttons for Screen, Printer, File, E-mail, and FTP; 'File Name' and 'E-mail Address (To)' text boxes; 'FTP Site' dropdown menu; 'Format Options' with 'Initialize Format' and '<None>' dropdown; 'Security Code' and 'ID' text boxes; 'File Option' with 'Overwrite' and 'Append' radio buttons; and 'Screen Options' with a 'Display' checkbox, 'Screen Format' dropdown, 'Sort Position' text box, and 'Image File Name' text box. At the bottom are 'Close', 'Save', 'Copy', 'Paste', and 'Cancel' buttons.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file.
		<div>File Name<div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div></div>
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports
		<div>E-mail Attachment Name<div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div></div> <div>E-mail Address (To)<div>Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".</div></div>
FTP	The report will be sent to a FTP site.	
	<div>File Name<div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of</div></div>	

			the report.
		FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.
		FTP Site	The FTP site that the report will be sent.
Format Option	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.	
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.		
ID	Unique ID for report if desired.		
File Option	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	
	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.	
Screen Option	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	
	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	
	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number , they will be grouped together alphabetically.	
	Image File Name	An image to be displayed on the report button in the report window.	
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.		

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running a Collection Report

The Start Date and End Date may be changed when running the Collection Report.

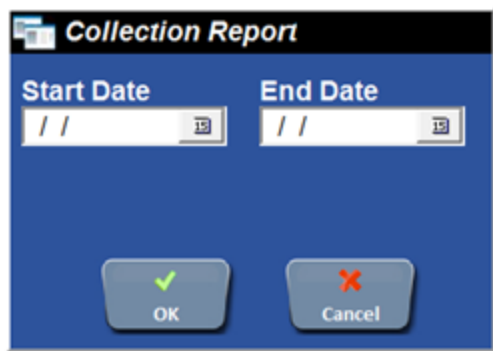


Figure 8.53.1 Collection Report Options Window

Figure 8.53.2 Collection Report Options Window Fields

Field	Description
Start Date	The beginning date for the report.
End Date	The ending date for the report.


Figure 8.53.2 Collection Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Concept Report

The Concept Report contains sales, tax and report group information related to the different Concepts if a restaurant is utilizing this feature.

 No options are available for the Cumulative Sales Report.

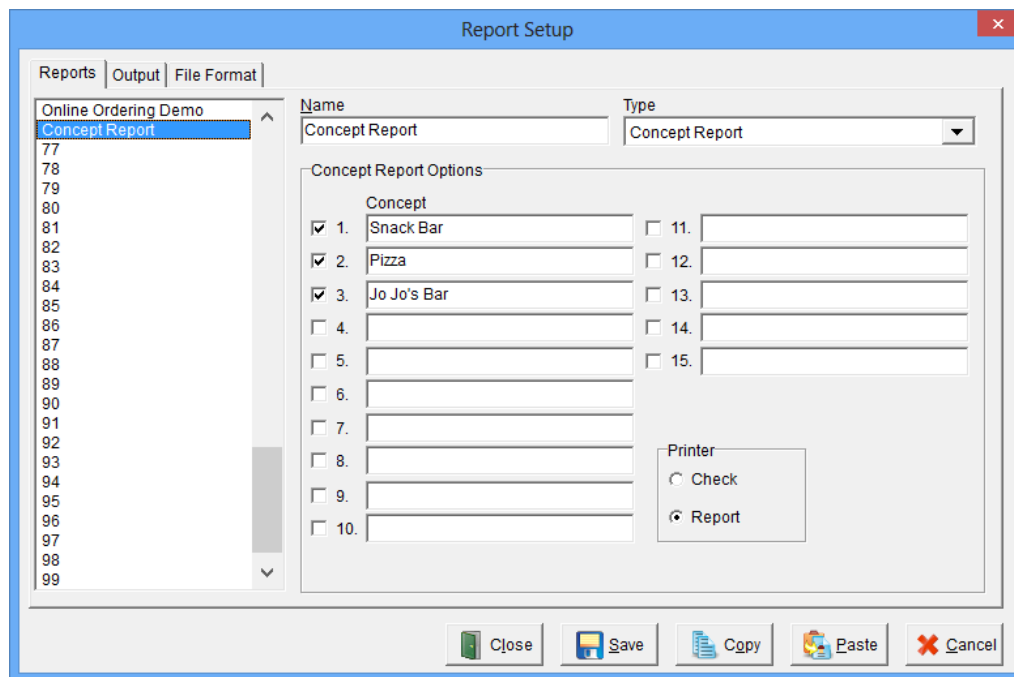


Figure 8.43.1 Concept Report Setup Window

Figure 8.44.1 Concept Report Setup Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Concept	1.	The Name or Description of Concept 1 to be displayed on the report.
	2.	The Name or Description of Concept 2 to be displayed on the report.
	3.	The Name or Description of Concept 3 to be displayed on the report.
	4.	The Name or Description of Concept 4 to be displayed on the report.
	5.	The Name or Description of Concept 5 to be displayed on the report.
	6.	The Name or Description of Concept 6 to be displayed on the report.
	7.	The Name or Description of Concept 7 to be displayed on the report.
	8.	The Name or Description of Concept 8 to be displayed on the report.
	9.	The Name or Description of Concept 9 to be displayed on the report.
	10.	The Name or Description of Concept 10 to be displayed on the report.

	11.	The Name or Description of Concept 11 to be displayed on the report.
	12.	The Name or Description of Concept 12 to be displayed on the report.
	13.	The Name or Description of Concept 13 to be displayed on the report.
	14.	The Name or Description of Concept 14 to be displayed on the report.
	15.	The Name or Description of Concept 15 to be displayed on the report.
Printer	Check	Print the report to the Guest Check Printer.
	Printer	Print the report to the Report Printer.

Related Topics

Job Right 'Reports – Report Setup'

Output Window

The Output Window is used to configure the Concept Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

The screenshot shows the 'Report Setup' window with the 'Output' tab selected. The 'Concept Report' is chosen from the list on the left. The 'Destination' section has 'Screen' selected. The 'Format Options' section shows 'Initialize Format' set to 'Compress' and 'Complete Format' set to '<None>'. The 'Security Code' is 5 and 'ID' is empty. The 'File Option' has 'Overwrite' selected. The 'Screen Options' section has 'Display' checked, 'Screen Format' set to 'Sales Reports', 'Sort Position' set to 1, and 'Image File Name' is empty. The bottom buttons are Close, Save, Copy, Paste, and Cancel.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports
	FTP	The report will be sent to a FTP site.
	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".

	<table> <tr> <td></td><td> <table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table> </td></tr> </table>		<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.
	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.								
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.								
Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running a Concept Sales Report

The following default options may be changed when running the Concept Sales Report: Start Date, End Date and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.43.1 Concept Sales Report Options Window

Figure 8.43.2 Concept Sales Report Options Window Fields

Field	Description	
Start Date	The start date for the report.	
End Date	The ending date for the report.	
Destination	Screen	The report will display on the screen.
	Printer	The report will print directly to the printer.
	File	The report will be exported to a file.
	Des- tination File Name	The name and path of the file to export (i.e., C:\Focus\cumsales.pdf).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.
	Des- tination File Name	The name of the file to e-mail (i.e., cumsales.pdf).
	FTP	The report will be sent via FTP to the pre-defined FTP address.

**Des-
tination
File
Name**

The name and path of the file to FTP (i.e., cumsales.pdf).

Figure 8.53.2 Concept Sales Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Concept Sales Report Options Window.

Related Topics (none)

Sample Concept Report

A sample Concept Item Count Report and description of the fields are listed below.


 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.41 Sample Concept Item Count Report



Concept Report

Focus Cafe

Concept Report Page 1

2/6/2013 12:15:31 PM

DAYS 02/04/13 - 02/04/13

Snack Bar

S A L E S

Burgers	25	69.50
Total	25	69.50
Inclusive Tax		0.00
Net Sales		69.50
Sales Tax		5.92
Total Tax		5.92
Total Sales		75.42

D I S C O U N T S

Total	0	0.00
-------	---	------

Pizza

S A L E S

Appetizers	9	25.25
Pizza	3	41.20
Total	12	66.45
Inclusive Tax		0.00
Net Sales		66.45
Sales Tax		5.66
Total Tax		5.66
Total Sales		72.11

D I S C O U N T S

Total	0	0.00
-------	---	------

Figure 8.55 Concept Report Fields

Field	Description		
Name of Restaurant	The Name of the Establishment. In this case, Focus Cafe.		
Name of Report	The Name of the Report. In this case, Concept Report.		
Date & Time	The Date and Time the report was run.		
Days	The Date Range the report was configured to run for.		
Concept 1 - Snack Bar	Name	The name of the first concept as configured in report settings.	
	Sales	Report Group	The name of the report group of the items sold.
		Unit	The number of units sold within that report group.
		Net Sales	The sales in dollars of the report group.
	Total	Units	The total number of items ordered from that Concept.
		Net Sales	The total sales in dollars ordered from that Concept.
	Inclusive Tax	The amount in dollars of inclusive tax collected from that Concept.	
	Net Sales	The amount in dollars of the total sales and inclusive sales tax.	
	Sales Tax	The amount in dollars of Sales Tax collected from that Concept.	
	Total Tax	The total tax amount in dollars collected from that Concept.	
	Total Sales	The total sales, including both Sales and Taxes from that Concept.	
	Dis- counts	Units	The total number of discounts given from that Concept.
		Total	The total amount of Discounts given from that Concept.
	Concept 2 - Pizza	Name	The name of the first concept as configured in report settings.
Sales		Report Group	The name of the report group of the items sold.
		Unit	The number of units sold within that report group.
		Net Sales	The sales in dollars of the report group.

	Total	Units	The total number of items ordered from that Concept.
		Net Sales	The total sales in dollars ordered from that Concept.
	Inclusive Tax	The amount in dollars of inclusive tax collected from that Concept.	
	Net Sales	The amount in dollars of the total sales and inclusive sales tax.	
	Sales Tax	The amount in dollars of Sales Tax collected from that Concept.	
	Total Tax	The total tax amount in dollars collected from that Concept.	
	Total Sales	The total sales, including both Sales and Taxes from that Concept.	
	Dis-counts	Units	The total number of discounts given from that Concept.
		Total	The total amount of Discounts given from that Concept.
Concept 3 - Jo Jo's Bar	Name	The name of the first concept as configured in report settings.	
	Sales	Report Group	The name of the report group of the items sold.
		Unit	The number of units sold within that report group.
		Net Sales	The sales in dollars of the report group.
	Total	Units	The total number of items ordered from that Concept.
		Net Sales	The total sales in dollars ordered from that Concept.
	Inclusive Tax	The amount in dollars of inclusive tax collected from that Concept.	
	Net Sales	The amount in dollars of the total sales and inclusive sales tax.	
	Sales Tax	The amount in dollars of Sales Tax collected from that Concept.	
	Total Tax	The total tax amount in dollars collected from that Concept.	
	Total Sales	The total sales, including both Sales and Taxes from that Concept.	
	Dis-counts	Units	The total number of discounts given from that Concept.
		Total	The total amount of Discounts given from that Concept.

Related Topics (none)

Cumulative Sales Report

The Cumulative Sales Report contains sales information similar to the Daily Report but is divided into sales for the current, Day, Week, Month and Year. This report is a snapshot of the year to date sales.

Note: No options are available for the Cumulative Sales Report.

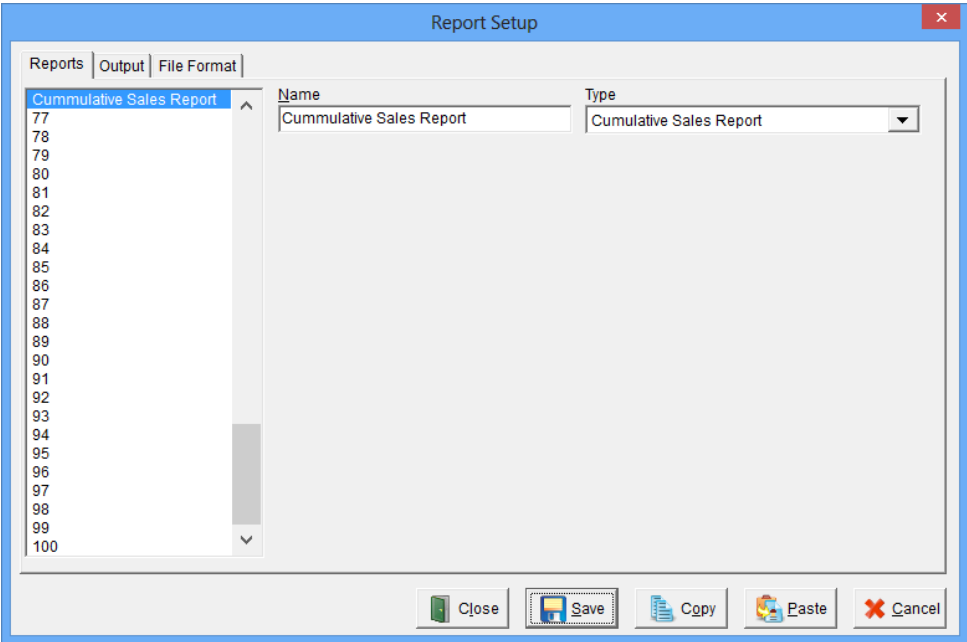


Figure 8.43 Cumulative Sales Report Setup Window

Figure 8.43.1 Cumulative Sales Report Options

Field	Description
Name	The Name of the report, up to 25 alphanumeric characters.

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Cumulative Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Report Setup

Reports | **Output** | File Format

Cummulative Sales Report

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Destination

☒ Screen
☐ Printer
☐ File
☐ E-mail
☐ FTP

File Name

E-mail Address (To)

FTP Site
cuspos.comos.com/

Format Options

Initialize Format
<None>

Security Code 5 **ID**

File Option
☒ Overwrite ☐ Append

Screen Options

☒ Display **Screen Format** Sales Reports **Sort Position** 1 **Image File Name**

Revenue Center
<None>

Close Save Copy Paste Cancel

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description		
Destinations	Screen	The report will be displayed on the screen.	
	Printer	The report will be printed.	
	File	The report will be saved as a file.	
		File Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports	
		E-mail Attachment Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.
E-mail Address (To)		Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a “;”.	

	FTP	The report will be sent to a FTP site.	
		File Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.
		FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.
		FTP Site	The FTP site that the report will be sent.
Format Option	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.	
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.		
ID	Unique ID for report if desired.		
File Option	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	
	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.	
Screen Option	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	
	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	
	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	
	Image File Name	An image to be displayed on the report button in the report window.	
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.		

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running a Cumulative Sales Report

The following default options may be changed when running the Cumulative Sales Report: End Date, Revenue Center and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.43.1 Cumulative Sales Report Options Window

Figure 8.43.2 Cumulative Sales Report Options Window Fields

Field	Description		
End Date	The ending date for the report.		
Revenue Center	The Revenue Center used to filter the report.		
Destination	Screen	The report will display on the screen.	
	Printer	The report will print directly to the printer.	
	File	The report will be exported to a file.	
		Des- tination File Name	The name and path of the file to export (i.e., C:\Focus\cumsales.pdf).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.	
		Des- tination File Name	The name of the file to e-mail (i.e., cumsales.pdf).
FTP	The report will be sent via FTP to the pre-defined FTP address.		
	Des- tination	The name and path of the file to FTP (i.e., cumsales.pdf).	

File Name

Figure 8.53.2 Cumulative Sales Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Cumulative Sales Report Options Window.

Related Topics (none)

Sample Cumulative Item Report

A sample Cumulative Item Count Report and description of the fields are listed below.


 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.41 Sample Cumulative Item Count Report



Focus Cafe

Cumulative Sale for 1/1/200X-12/31/200X

created at 1/18/200X 12:17:48 PM

	Day 12/31/200X			Week 12/30/200X - 12/31/200X			Month 12/01/200X - 12/31/200X			01/01/200X
	Units	Net Sales	% Sales	Units	Net Sales	% Sales	Units	Net Sales	% Sales	Units
Average Check	4	9.15		4	9.15		4	9.15		4
Average Guest	66	5.94		128	6.61		2241	6.78		40940
Discounts	10	-39.22		19	-75.99		291	-1,131.62		3970
Voids	1	4.29		1	4.29		122	532.04		2270
Liquor	57	205.71	52.50	115	427.05	50.46	1686	6,469.37	42.56	32023
Wine	23	149.77	38.22	43	275.58	32.56	738	4,730.30	31.12	13882
Beer	2	15.98	4.08	7	55.93	6.61	108	836.44	5.50	1879
Food	0	0.00	0.00	0	0.00	0.00	9	2.25	0.01	17
Gift Cert	8	7.92	2.02	16	15.84	1.87	459	435.60	2.87	7855
Misc	6	12.46	3.18	20	71.88	8.5	539	2728.23	17.94	10706
Totals	96	391.84	100.00	201	846.28	100.00	3539	15,202.19	100.00	66362
Subtotal		391.84			846.28			15,202.19		
Inclusive Tax		0.00			0.00			0.00		
Subtotal Discounts		0.00			-5.99			-97.69		
Net Sales		391.84			840.29			15,104.50		
Sales Tax		0.00			0.00			0.00		
Tax 2		0.00			0.00			0.00		
Tax 3		32.35			69.81			1,131.14		
Total Tax		32.35			69.81			1,131.14		
Total Sales		424.19			910.10			16,235.64		
Paid Outs		0.00			0.00			-32.00		
Paid Ins		0.00			0.00			0.00		
Gift Cards		0.00			0.00			42.00		
CC Tip Fee		0.00			0.00			0.00		
Refunds		0.00			0.00			0.00		
Total Accountable		424.19			910.10			16,245.64		
Gross Cash	48	280.10		93	554.73		1582	9,749.72		28884
Paid Outs		0.00			0.00			-32.00		
Advances		0.00			0.00			0.00		
CC Tip Fee		0.00			0.00			0.00		
Tips Paid Out		0.00			0.00			0.00		
Net Cash		280.10			554.73			9,717.72		
Master Card	15	108.86	12.61	30	293.44	17.18	500	4,281.68	14.85	8947
Visa	3	35.23	4.08	6	65.92	3.86	177	1,734.13	6.02	3418
Amex	0	0.00	0.00	0	0.00	0.00	39	415.52	1.44	773
Discover	0	0.00	0.00	0	0.00	0.00	11	94.28	0.33	148
Gift Cert	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
Check	0	0.00	0.00	2	2.00	0.12	100	100.00	0.35	1358
Diners Club	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
MC Visa	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
Gift Card	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0



Focus Cafe

Cumulative Sale for 1/1/200X-12/31/200X

created at 1/18/200X 12:17:48 PM

	Day 12/31/200X			Week 12/30/200X - 12/31/200X			Month 12/01/200X - 12/31/200X			01/1/200X
	Units	Net Sales	% Sales	Units	Net Sales	% Sales	Units	Net Sales	% Sales	Units
Happy Hr Disc	0	0.00		0	0.00		4	-26.46		137
Waste	0	0.00		0	0.00		1	-7.99		42
Card	0	0.00		1	-5.99		12	-78.88		123
\$ Discount	0	0.00		0	0.00		1	-7.99		20
50% Food	0	0.00		0	0.00		20	-18.81		76
Emp Comp	0	0.00		0	0.00		2	-5.79		10
Emp Meal	0	0.00		0	0.00		0	0.00		2
Man Comp	2	-8.28		3	-12.57		45	-197.95		276
Man Meal	0	0.00		0	0.00		0	0.00		16
Family Comp	0	0.00		0	0.00		0	0.00		3
Family Meal	0	0.00		0	0.00		0	0.00		6
Paid Outs										
Employee Adv	0	0.00		0	0.00		0	0.00		9
Misc. Cash P.O.	0	0.00		0	0.00		0	0.00		4
Change Due	0	0.00		0	0.00		2	32.00		31
Beer Man	0	0.00		0	0.00		0	0.00		2
Misc	0	0.00		0	0.00		0	0.00		22

Figure 8.55 Cumulative Report Fields

Field	Description		
Average Check	Day	Units	The total number of checks for the Day.
		Net Sales	The average check amount for the Day.
	Week	Units	The total number of checks for the Week to Date period.
		Net Sales	The average check amount for the Week to Date period.
	Month	Units	The total number of checks for the Month to Date period.
		Net Sales	The average check amount for the Month to Date period.
	Year	Units	The total number of checks for the Year to Date period.
		Net Sales	

		Net Sales	The average check amount for the Year to Date period.
Average Guest	Day	Units	The total number of guests for the Day.
		Net Sales	The average guest amount (PPA) for the Day.
	Week	Units	The total number of guests for the Week to Date period.
		Net Sales	The average guest amount (PPA) for the Week to Date period.
	Month	Units	The total number of guests for the Month to Date period.
		Net Sales	The average guest amount (PPA) for the Month to Date period.
	Year	Units	The total number of guests for the Year to Date period.
		Net Sales	The average guest amount (PPA) for the Year to Date period.
Voids	Day	Units	The total number of Voids for the Day.
		Net Sales	The Void amount for the Day.
	Week	Units	The total number of Voids for the Week to Date period.
		Net Sales	The Void amount for the Week to Date period.
	Month	Units	The total number of Voids for the Month to Date period.
		Net Sales	The Void amount for the Month to Date period.
	Year	Units	The total number of Voids for the Year to Date period.
		Net Sales	The Void amount for the Year to Date period.
Report Groups	Report Group Units are only incremented for non-zero priced items.		
	Day	Units	The number of Report Group Units sold including discounted items for the Day.
		Net Sales	The Report Group Sales amount (net of Item Discounts) for the Day.
		% of Sales	The percentage of Report Group Sales to Net Sales for the Day.

	Week	Units	The number of Report Group Units sold including discounted items for the Week to Date period.
		Net Sales	The Report Group Sales amount (net of Item Discounts) for the Week to Date period.
		% of Sales	The percentage of Report Group Sales to Net Sales for the Week to Date period.
	Month	Units	The number of Report Group Units sold including discounted items for the Month to Date period.
		Net Sales	The Report Group Sales amount (net of Item Discounts) for the Month to Date period.
		% of Sales	The percentage of Report Group Sales to Net Sales for the Month to Date period.
	Year	Units	The number of Report Group Units sold including discounted items for the Year to Date period.
		Net Sales	The Report Group Sales amount (net of Item Discounts) for the Year to Date period.
		% of Sales	The percentage of Report Group Sales to Net Sales for the Year to Date period.
Totals	Day	Units	The sum of all Report Group Units sold for the Day.
		Net Sales	The sum of all Report Group Sales amount for the Day.
		% of Sales	The sum of all Report Group % Sales percentage for the Day.
	Week	Units	The sum of all Report Group Units sold for the Week to Date period.
		Net Sales	The sum of all Report Group Sales amount for the Week to Date period.
		% of Sales	The sum of all Report Group % Sales percentage for the Week to Date period.
	Month	Units	The sum of all Report Group Units sold for the Month to Date period.
		Net Sales	The sum of all Report Group Sales amount for the Month to Date period.
		% of Sales	The sum of all Report Group % Sales percentage for the Month to Date period.
	Year	Units	The sum of all Report Group Units sold for the Year to Date period.
		Net Sales	The sum of all Report Group Sales amount for the Year to Date period.

		% of Sales	The sum of all Report Group % Sales percentage for the Year to Date period.
	Day	Net Sales	The dollar amount of the individual Order Type Charges for the Day.
	Week	Net Sales	The dollar amount of the individual Order Type Charges for the Week to Date period.
	Month	Net Sales	The dollar amount of the individual Order Type Charges for the Month to Date period.
	Year	Net Sales	The dollar amount of the individual Order Type Charges for the Year to Date period.
Order Type Charges			
	Day	Net Sales	Report Group Sales plus Order Type Charges for the Day.
	Week	Net Sales	Report Group Sales plus Order Type Charges for the Week to Date period.
	Month	Net Sales	Report Group Sales plus Order Type Charges for the Month to Date period.
Subtotal	Day	Net Sales	Report Group Sales plus Order Type Charges for the Day.
	Week	Net Sales	Report Group Sales plus Order Type Charges for the Week to Date period.
	Month	Net Sales	Report Group Sales plus Order Type Charges for the Month to Date period.
	Year	Net Sales	Report Group Sales plus Order Type Charges for the Year to Date period.
Inclusive Tax	Day	Net Sales	The sum of all Inclusive Taxes for the Day.
	Week	Net Sales	The sum of all Inclusive Taxes for the Week to Date period.
	Month	Net Sales	The sum of all Inclusive Taxes for the Month to Date period.
	Year	Net Sales	The sum of all Inclusive Taxes for the Year to Date period.
Subtotal Discounts	Day	Net Sales	The sum of all Subtotal Discounts for the Day.
	Week	Net Sales	The sum of all Subtotal Discounts for the Week to Date period.
	Month	Net Sales	The sum of all Subtotal Discounts for the Month to Date period.
	Year	Net Sales	The sum of all Subtotal Discounts for the Year to Date period.

Net Sales	Day	Net Sales	Report Group Sales plus Order Type Charges minus Inclusive Tax minus Subtotal Discounts for the Day.
	Week	Net Sales	Report Group Sales plus Order Type Charges minus Inclusive Tax minus Subtotal Discounts for the Week to Date period.
	Month	Net Sales	Report Group Sales plus Order Type Charges minus Inclusive Tax minus Subtotal Discounts for the Month to Date period.
	Year	Net Sales	Report Group Sales plus Order Type Charges minus Inclusive Tax minus Subtotal Discounts for the Year to Date period.
Taxes	Day	Net Sales	The tax collected for the Day.
	Week	Net Sales	The tax collected for the Week to Date period.
	Month	Net Sales	The tax collected for the Month to Date period.
	Year	Net Sales	The tax collected for the Year to Date period.
Total Tax	Day	Net Sales	The sum of all tax collected for the Day.
	Week	Net Sales	The sum of all tax collected for the Week to Date period.
	Month	Net Sales	The sum of all tax collected for the Month to Date period.
	Year	Net Sales	The sum of all tax collected for the Year to Date period.
Total Sales	Day	Net Sales	Net Sales plus Total Tax for the Day.
	Week	Net Sales	Net Sales plus Total Tax for the Week to Date period.
	Month	Net Sales	Net Sales plus Total Tax for the Month to Date period.
	Year	Net Sales	Net Sales plus Total Tax for the Year to Date period.

Paid Outs	Day	Net Sales	The sum of all Paid Outs for the Day.
	Week	Net Sales	The sum of all Paid Outs for the Week to Date period.
	Month	Net Sales	The sum of all Paid Outs for the Month to Date period.
	Year	Net Sales	The sum of all Paid Outs for the Year to Date period.
Paid Ins	Day	Net Sales	The sum of all Paid Ins for the Day.
	Week	Net Sales	The sum of all Paid Ins for the Week to Date period.
	Month	Net Sales	The sum of all Paid Ins for the Month to Date period.
	Year	Net Sales	The sum of all Paid Ins for the Year to Date period.
Gift Cards	Day	Net Sales	The sum of all Gift Card purchases for the Day.
	Week	Net Sales	The sum of all Gift Card purchases for the Week to Date period.
	Month	Net Sales	The sum of all Gift Card purchases for the Month to Date period.
	Year	Net Sales	The sum of all Gift Card purchases for the Year to Date period.
CC Tip Fee	Day	Net Sales	The sum of all Credit Card Tip Fees for the Day.
	Week	Net Sales	The sum of all Credit Card Tip Fees for the Week to Date period.
	Month	Net Sales	The sum of all Credit Card Tip Fees for the Month to Date period.
	Year	Net Sales	The sum of all Credit Card Tip Fees for the Year to Date period.
Refunds	Day	Net Sales	The sum of all Refunds for the Day.

	Week	Net Sales	The sum of all Refunds for the Week to Date period.
	Month	Net Sales	The sum of all Refunds for the Month to Date period.
	Year	Net Sales	The sum of all Refunds for the Year to Date period.
Retained Tips	The Tip Amount for all Non Cash Payments. Note: This field is only displayed if the "Retain Tips" Option is enabled in Miscellaneous > General > Timekeeping > Retain Tips.		
	Day	Net Sales	The amount of Retained Tips for the Day.
	Week	Net Sales	The amount of Retained Tips for the Week to Date period.
	Month	Net Sales	The amount of Retained Tips for the Month to Date period.
	Year	Net Sales	The amount of Retained Tips for the Year to Date period.
Total Accountable	Total Sales minus Paid Outs plus Paid Ins plus Retained Tips plus CC Tip Fee plus Gift Cards.		
	Day	Net Sales	Total Accountable for the Day.
	Week	Net Sales	Total Accountable for the Week to Date period.
	Month	Net Sales	Total Accountable for the Month to Date period.
	Year	Net Sales	Total Accountable for the Year to Date period.
Gross Cash	Day	Units	The number of cash payments for the Day.
		Net Sales	The amount of cash payments for the Day.
		% of Sales	The percentage of Gross Cash Payments to the sum of all Payment amounts for the Day.
	Week	Units	The number of cash payments for the Week to Date period.
		Net Sales	The amount of cash payments for the Week to Date period.
		% of Sales	The percentage of Gross Cash Payments to the sum of all Payment amounts for the Week to Date period.

	Month	Units	The number of cash payments for the Month to Date period.
		Net Sales	The amount of cash payments for the Month to Date period.
		% of Sales	The percentage of Gross Cash Payments to the sum of all Payment amounts for the Month to Date period.
	Year	Units	The number of cash payments for the Year to Date period.
		Net Sales	The amount of cash payments for the Year to Date period.
		% of Sales	The percentage of Gross Cash Payments to the sum of all Payment amounts for the Year to Date period.
Paid Outs	Day	Net Sales	The dollar amount of Paid Outs for the Day.
	Week	Net Sales	The dollar amount of Paid Outs for the Week to Date period.
	Month	Net Sales	The dollar amount of Paid Outs for the Month to Date period.
	Year	Net Sales	The dollar amount of Paid Outs for the Year to Date period.
Advances	Day	Net Sales	The dollar amount of Advances for the Day.
	Week	Net Sales	The dollar amount of Advances for the Week to Date period.
	Month	Net Sales	The dollar amount of Advances for the Month to Date period.
	Year	Net Sales	The dollar amount of Advances for the Year to Date period.
CC Tip Fee	Day	Net Sales	The sum of the CC Tip Fees for the Day.
	Week	Net Sales	The sum of the CC Tip Fees for the Week to Date period.
	Month	Net Sales	The sum of the CC Tip Fees for the Month to Date period.
	Year	Net Sales	The sum of the CC Tip Fees for the Year to Date period.
Tips Paid Out	The dollar amount of credit card tips that employees collected. Note: If the Miscellaneous > General > Timekeeping >		

	Retain Tips option is set to "Pay Out Tips" then all tips on non cash Payments are paid out and displayed.	
	Day	Net Sales The Tips Paid Out for the Day.
	Week	Net Sales The Tips Paid Out for the Week to Date period.
	Month	Net Sales The Tips Paid Out for the Month to Date period.
	Year	Net Sales The Tips Paid Out for the Year to Date period.
Net Cash	Net Cash equals Gross Cash minus Paid Outs plus the CC Tip Fee minus Tips Paid Out minus Advances plus Retained Tips.	
	Day	Net Sales The Net Sales for the Day.
	Week	Net Sales The Net Sales for the Week to Date period.
	Month	Net Sales The Net Sales for the Month to Date period.
	Year	Net Sales The Net Sales for the Year to Date period.
Payments (Non Cash)	All Payments that are not cash and do not have a blank name are printed.	
	Day	Units The number of Payments applied for the Day.
		Net Sales The dollar amount of the Payment for the Day.
		% of Sales The percentage of the individual Payment amount to the sum of all Payment amounts for the Day.
	Week	Units The number of Payments applied for the Week to Date period.
		Net Sales The dollar amount of the Payment for the Week to Date period.
		% of Sales The percentage of the individual Payment amount to the sum of all Payment amounts for the Week to Date period.
	Month	Units The number of Payments applied for the Month to Date period.
		Net Sales The dollar amount of the Payment for the Month Date.
		% of Sales The percentage of the individual Payment amount to the sum of all Payment amounts for the Month to Date period.
	Year	Units The number of Payments applied for the Year to Date period.

		Net Sales	The dollar amount of the Payment for the Year to Date period.
		% of Sales	The percentage of the individual Payment amount to the sum of all Payment amounts for the Date.
Total Payments	Day	Units	The total number of Payments applied for the Day.
		Net Sales	The total dollar amount of the Payment for the Day.
		% of Sales	100.00
	Week	Units	The total number of Payments applied for the Week to Date period.
		Net Sales	The total dollar amount of the Payment for the Week to Date period.
		% of Sales	100.00
	Month	Units	The total number of Payments applied for the Month to Date period.
		Net Sales	The total dollar amount of the Payment for the Month Date.
		% of Sales	100.00
	Year	Units	The total number of Payments applied for the Year to Date period.
		Net Sales	The total dollar amount of the Payment for the Year to Date period.
		% of Sales	100.00
Order Type Sales	Day	Units	The number of checks associated with the Order Type for the Day.
		Net Sales	The Net Sales amount of the Order Type for the Day.
	Week	Units	The number of checks associated with the Order Type for the Week to Date period.
		Net Sales	The Net Sales amount of the Order Type for the Week to Date period.
	Month	Units	The number of checks associated with the Order Type for the Week to Date period.
		Net Sales	The Net Sales amount of the Order Type for the Week to Date period.

	Year	Units	The number of checks associated with the Order Type for the Week to Date period.
		Net Sales	The Net Sales amount of the Order Type for the Week to Date period.
Discounts	Day	Units	The number of times the Discount was used for the Day.
		Net Sales	The total dollar amount of the Discount for the Day.
	Week	Units	The number of times the Discount was used for the Week to Date period.
		Net Sales	The total dollar amount of the Discount for the Week to Date period.
	Month	Units	The number of times the Discount was used for the Month to Date period.
		Net Sales	The total dollar amount of the Discount for the Month to Date period.
	Year	Units	The number of times the Discount was used for the Year to Date period.
		Net Sales	The total dollar amount of the Discount for the Year to Date period.
Tax Exempt	Day	Net Sales	The Exempt Taxable Sales amount for the Day.
	Week	Net Sales	The Exempt Taxable Sales amount for the Week to Date period.
	Month	Net Sales	The Exempt Taxable Sales amount for the Month to Date period.
	Year	Net Sales	The Exempt Taxable Sales amount for the Year to Date period.
Paid Outs	Day	Units	The number of Paid Outs for the Day.
		Net Sales	The total dollar amount of the Paid Outs for the Day.
	Week	Units	The number of Paid Outs for the Week to Date period.
		Net Sales	The total dollar amount of the Paid Outs for the Week to Date period.
	Month	Units	The number of Paid Outs for the Month to Date period.
		Net Sales	The total dollar amount of the Paid Outs for the Month to Date period.

	Year	Units	The number of Paid Outs for the Year to Date period.
		Net Sales	The total dollar amount of the Paid Outs for the Year to Date period.
Paid Ins	Day	Units	The number of Paid Ins for the Day.
		Net Sales	The total dollar amount of the Paid Ins for the Day.
	Week	Units	The number of Paid Ins for the Week to Date period.
		Net Sales	The total dollar amount of the Paid Ins for the Week to Date period.
	Month	Units	The number of Paid Ins for the Month to Date period.
		Net Sales	The total dollar amount of the Paid Ins for the Month to Date period.
	Year	Units	The number of Paid Ins for the Year to Date period.
		Net Sales	The total dollar amount of the Paid Ins for the Year to Date period.

Related Topics (none)

Daily Report

The Daily Report displays an overview of the restaurant's performance. The sales information can be broken down into 4 different periods (i.e. Breakfast, Lunch, Dinner and Late Night).

Accessing the Daily Report Options

While in Focus Setup, select Reports > Setup and then select the Daily Report.

The screenshot shows the 'Report Setup' window with the 'Reports' tab selected. The 'Name' field is 'Daily Sales' and the 'Type' is 'Daily Report'. The 'Daily Report Options' section includes a table for shifts, checkboxes for 'Display Non-Resettable Grand Total' and 'Display Open Check Total', and sections for 'File Format', 'Accounting Interface', and 'Revenue Centers'.

Name	Start Time	End Time
1. Breakfast	04:00 AM	10:30 AM
2. Lunch	10:20 AM	04:00 PM
3. Dinner	04:00 PM	10:00 PM
4. Late Night	10:00 PM	04:00 AM

Order Type: <None>
 Station: <None>
 Super Groups: Report Groups
 Sections: ☒ Discounts, ☒ Voids
☐ Display Non-Resettable Grand Total ☒ Display Open Check Total
 File Format: ☒ Text, ☐ Comma Delimited, ☐ Accounting Interface, ☐ Text (Pre PDF)
 Accounting Interface: ☐ Daily Transactions, ☐ Display Gross Sales
 Revenue Centers: ☐ Restaurant, ☐ Bar, ☐ POS System, ☐ 4

Figure 8.51 Daily Report Setup Window

Figure 8.52 Daily Report Setup Window Options

Field	Description						
Name	The Name of the report, up to 25 alphanumeric characters.						
Shifts	<div>Enter a descriptive name for the shift.</div> <table> <tr> <td>Name</td><td>The Shift Name, up to 15 alphanumeric characters.</td></tr> <tr> <td>Start Time</td><td>The beginning time of the Shift.</td></tr> <tr> <td>End Time</td><td>The ending time of the Shift.</td></tr> </table>	Name	The Shift Name, up to 15 alphanumeric characters.	Start Time	The beginning time of the Shift.	End Time	The ending time of the Shift.
Name	The Shift Name, up to 15 alphanumeric characters.						
Start Time	The beginning time of the Shift.						
End Time	The ending time of the Shift.						
Order Type	Transactions occurring for the selected Order Type will be displayed on the report.						

Station	Transactions occurring for the selected Station will be displayed on the report.			
Super Groups V7.4 Build 14.12.4	Select the desired reporting level for Report Groups.			
	Super Groups	Only Super Groups will appear in the Report Groups Section of the Daily Report.		
	Super /Report Groups	Both Super Groups and Report Groups will appear in the Report Groups Section of the Daily Report.		
	Report Groups	Only Report Groups will appear in the Report Groups Section of the Daily Report.		
Sections	Dis- counts	The Discounts section will appear on the report.		
	Voids	The Voids section will appear on the report.		
Display Non-Resetable Grand Totals	NRGT is displayed on the report unless the report is generated for a date range.			
Display Open Check Total	If selected, the report will display the Open Check Total.			
File Format	Text	The report will be exported as a text file.		
	Comma Delimited	The report will be exported in a comma delimited format.		
	Account Interface	Used to export to a user-defined accounting interface format.		
		Account Interface	The Accounting Interface from the drop-down list used to export the report.	
		Daily Trans- actions	A separate transaction will be imported for each day within the specified date range.	
Display Gross Sales	If selected, the Gross Sales (sales before Menu Item Discounts) will appear to the far right of the report. V7.4 Build 14.9.22			
Revenue Centers	Transactions occurring for the selected Revenue Center will be displayed on the report.			

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Account Statement Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Report Setup

Reports | **Output** | File Format

Destination

- ☒ Screen
- ☐ Printer
- ☐ File
- ☐ E-mail
- ☐ FTP

File Name

E-mail Address (To)

FTP Site

<None>

Format Options

Initialize Format

Compress

Security Code **ID**

5

File Option

- ☒ Overwrite
- ☐ Append

Screen Options

☒ Display

Screen Format **Sort Position** **Image File Name**

Sales Reports 1 r_sales.bmp

Revenue Center

<None>

Close Save Copy Paste Cancel

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description		
Destinations	Screen	The report will be displayed on the screen.	
	Printer	The report will be printed.	
	File	The report will be saved as a file.	
		File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports	
		E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
E-mail Address (To)		Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ";".	
FTP	The report will be sent to a FTP site.		

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.								
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.								
Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Daily Report File Format Option

The File Format Option on the Daily Report is used to select the fields to export. The File Format option must be set to "Comma Delimited" in the Report Window and the Output Type must be set to "File".

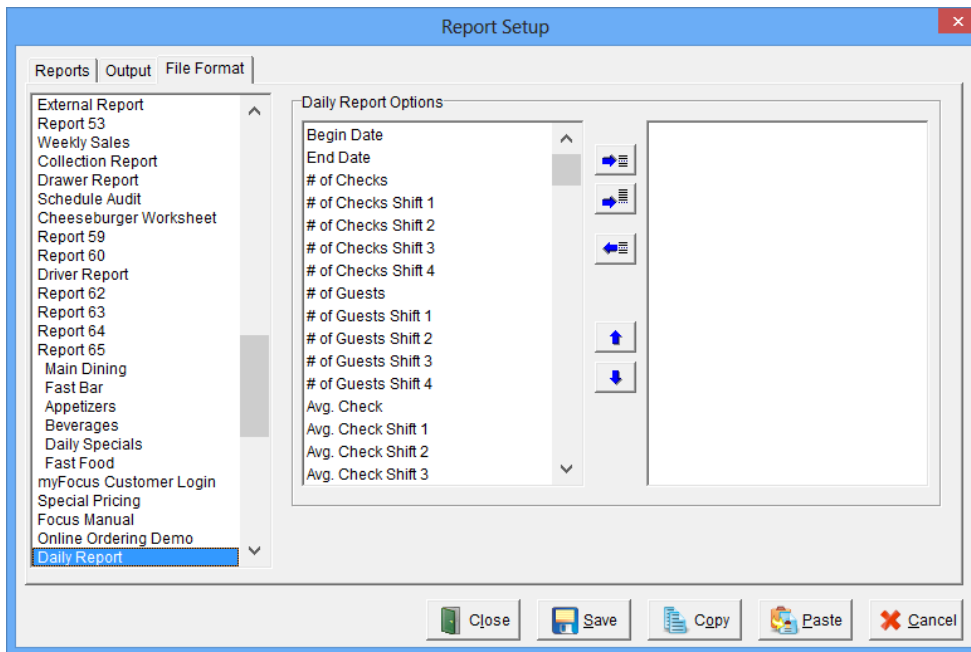


Figure 8.53 Daily Report File Format Setup Window

Figure 8.53.2 Daily Report File Format Window Fields

Field	Description	
Fields	Begin Date	The beginning date for the export.
	End Date	The ending date for the export.
	# of Checks	The Total number of Checks.
	# of Checks Shift 1	The number of Checks for Shift 1.
	# of Checks Shift 2	The number of Checks for Shift 2.
	# of Checks Shift 3	The number of Checks for Shift 3.
	# of Checks Shift 4	The number of Checks for Shift 4.
	# of Guests	The Total number of Guests.
	# of Guests Shift 1	The number of Guests for Shift 1.
	# of Guests Shift 2	The number of Guests for Shift 2.
	# of Guests Shift 3	The number of Guests for Shift 3.

	# of Guests Shift 4	The number of Guests for Shift 4.
	Avg Check	The Average Check amount.
	Avg Check Shift 1	The Average Check amount for Shift 1.
	Avg Check Shift 2	The Average Check amount for Shift 2.
	Avg Check Shift 3	The Average Check amount for Shift 3.
	Avg Check Shift 4	The Average Check amount for Shift 4.
	Avg Guest	The Average Guest amount (PPA).
	Avg Guest Shift 1	The Average Guest amount (PPA) for Shift 1.
	Avg Guest Shift 2	The Average Guest amount (PPA) for Shift 2.
	Avg Guest Shift 3	The Average Guest amount (PPA) for Shift 3.
	Avg Guest Shift 4	The Average Guest amount (PPA) for Shift 4.
	Void Units	The Total number of Voids.
	Void Units Shift 1	The number of Voids for Shift 1.
	Void Units Shift 2	The number of Voids for Shift 2.
	Void Units Shift 3	The number of Voids for Shift 3.
	Void Units Shift 4	The number of Voids for Shift 4.
	Void Amount	The Total Void dollar amount.
	Void Amount Shift 1	The Void dollar amount for Shift 1.
	Void Amount Shift 2	The Void dollar amount for Shift 2.
	Void Amount Shift 3	The Void dollar amount for Shift 3.
	Void Amount Shift 4	The Void dollar amount for Shift 4.
	RG Units Total	The Total number of units sold for all Report Groups.
	RG Units Total Shift 1	The Total number of units sold for all Report Groups during Shift 1.
	RG Units Total Shift 2	The Total number of units sold for all Report Groups during Shift 2.
	RG Units Total Shift 3	The Total number of units sold for all Report Groups during Shift 3.
	RG Units Total Shift 4	The Total number of units sold for all Report Groups during Shift 4.
	RG Sales Total	The Total sales amount for all Report Groups.
	RG Sales Total Shift 1	The Total sales amount for all Report Groups during Shift 1.
	RG Sales Total Shift 2	The Total sales amount for all Report Groups during Shift 2.

	RG Sales Total Shift 3	The Total sales amount for all Report Groups during Shift 3.
	RG Sales Total Shift 4	The Total sales amount for all Report Groups during Shift 4.
	RG Units Discount Total	The Total number of times a Discount was applied to all Report Groups.
	RG Sales Discount Total	The Total dollar amount of Discounts for all Report Groups.
	Subtotal	The Subtotal dollar amount.
	Inclusive Tax	The Inclusive Tax amount.
	Subtotal Discount	The Subtotal Discount amount.
	Net Sales	The Net Sales amount.
	Total Tax	The Total Tax amount.
	Total Sales	The Total Sales amount.
	Paidout Total	The Total Paid Outs amount.
	Paidin Total	The Total Paid Ins amount.
	Retained Tips	The Total Retained Tips amount.
	Gift Cards	The Total Gift Cards amount.
	Refunds	The Total Refunds amount.
	Tip Fee	The Total Tip Fee amount.
	Total Accountable	The Total Accountable amount.
	Gross Cash	The Total Gross Cash amount.
	Net Cash	The Total Net Cash amount.
	Deposit	The Total Deposit Amount.
	Payment Total	The Total Payment Total amount.
	RG 1 -100 Units	The Total individual Report Group Units.
	RG 1 – 100 Sales	The Total individual Report Group Sales.
	RG 1 – 100 Units – Shift 1	The Total individual Report Group Units for Shift 1.
	RG 1 – 100 Sales – Shift 1	The Total individual Report Group Sales for Shift 1.
	RG 1 – 100 Units – Shift 2	The Total individual Report Group Units for Shift 2.
	RG 1 – 100 Sales – Shift 2	The Total individual Report Group Sales for Shift 2.
	RG 1 – 100 Units – Shift 3	The Total individual Report Group Units for Shift 3.
	RG 1 – 100 Sales – Shift 3	The Total individual Report Group Sales for Shift 3.

	RG 1 – 100 Units – Shift 4	The Total individual Report Group Units for Shift 4.
	RG 1 – 100 Sales – Shift 4	The Total individual Report Group Sales for Shift 4.
	RG 1 – 100 Disc Units	The Total individual Report Group Discount Units.
	RG 1 – 100 Disc Sales	The Total individual Report Group Discount Sales amount.
	OT Charge 1 – 20	The Total individual Order Type Charge amount.
	Tax 1 – 16	The Total individual Tax amount.
	Taxable Sales 1 – 16	The Total individual Taxable Sales amount.
	Tax Exempt Sales 1 - 16	The Total individual Tax Exempt Sales amount.
	Paidout 1 – 100	The Total individual Paid Out amounts.
	Paidin 1 – 50	The Total individual Paid Ins amounts.
	Payment Units 1 – 25	The Total individual Payment Units.
	Payment \$ 1- 25	The Total individual Payment amounts.
	OT Units 1 -20	The Total individual Order Type Units.
	OT Sales 1 – 20	The Total individual Order Type Sales amount.
	Disc Units 1 - 100	The Total individual Discount Units.
	Disc Amount 1 - 100	The Total individual Discount amounts.

Related Topics (none)

Running a Daily Sales Report

The following default options may be changed when running the Daily Report: Start Date, End Date, Revenue Center and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.53.1 Daily Report Options Window

Figure 8.53.2 Daily Report Options Window Fields

Field	Description	
Start Date	The beginning date for the report.	
End Date	The ending date for the report.	
Revenue Center	The Revenue Center used to filter the report.	
Destination	Screen	The report will display on the screen.
	Printer	The report will print directly to the printer.
	File	The report will be exported to a file.
	Destination File Name	The name and path of the file to export (i.e., C:\Focus\dailysales.pdf).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.
	Destination File Name	The name of the file to e-mail (i.e., dailysales.pdf).
	FTP	The report will be sent via FTP to the pre-defined FTP address.

**Des-
tination
File
Name**

The name and path of the file to FTP (i.e., dailysales.pdf).

Figure 8.53.2 Daily Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Daily Report Options Window.

Related Topics (none)

Sample Daily Report

A sample Daily Report and description of the fields are shown below.



The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.54 Sample Daily Sales Report



Daily Report for 3/18/200X

created at 3/18/200X 12:02:10 PM

Focus Cafe

NRGT \$81,845.45	Units	Sales	% Sales	Lunch 08:00 - 15:00		Happy Hour 15:00 - 18:00		Dinner 18:00 - 21:00		Late 21:00 -
				Units	Sales	Units	Sales	Units	Sales	Units
Average Check	254	30.29		73	22.64	52	27.57	125	36.23	4
Average Guest	649	11.85		177	9.34	135	10.62	331	13.68	6
Voids	6	21.80		0	0.00	0	0.00	6	21.80	0
Liquor	203	1,260.00	16.38	36	216.25	25	147.25	140	886.50	2
Beer	85	274.75	3.57	2	7.00	24	78.75	59	189.00	0
Food	1112	6,157.78	80.05	299	1,429.69	217	1,207.41	579	3,453.53	17
Totals	1400	7,692.53	100.00	337	1,652.94	266	1,433.41	778	4,529.03	19
To Go		30.03								
Subtotal		7,722.56								
Inclusive Tax		0.00								
Subtotal Discounts		0.00								
Net Sales		7,722.56								
Sales Tax		510.09	on	6,182.08	exempt	0.00				
City Tax		0.00	on	36.00	exempt	0.00				
Total Tax		510.09								
Total Sales		8,232.65								
Paid Outs		-4.31								
Paid Ins		2.76								
Gift Cards		20.00								
CC Tip Fee		0.00								
Refunds		-25.65								
Total Accountable		8,225.45								
Gross Cash	66	1,299.87								
Paid Outs	1	-4.31	-							
Advances		-20.00	-							
CC Tip Fee		0.00	+							
Tips Paid Out		-844.80	-							
Net Cash		430.76	=							Cash Deposit: \$428.57 (Rained all day)
Checks	0	0.00	+							
Cash & Checks		430.76	=							Cash & Checks Deposit: \$428.57
House Account	47	1,348.25	+							
Master Card	44	1,626.19	+							
Visa	104	3,509.02	+							
Amex	29	1,123.79	+							
Discover	4	187.44	+							
Gift Certificate	0	0.00	+							
Diners Club	0	0.00	+							
Gift Card	0	0.00	+							
Total Payments		8,225.45	=							-8205.45 = Over/Short (\$2.19) CC Total \$6,

Order Types

Figure 8.55 Sample Daily Report Fields

Field	Description	
Open Check Amount	The amount of the open checks that were left open from the previous day.	
NRGT	Non-Resettable Grand Total. The NRGT equals the NRGT for the previous day plus the Subtotal on the Daily Report minus Item Discounts. The NRGT is not displayed if the report is run for multiple days (date range).	
Average Check	Units	The total number of checks.
	Sales	The average check amount.
	Shift 1-4	Units The number of checks for the time period.
		Sales The average check amount for the time period.
Average Guest	Units	The total number of guests.
	Sales	The average guest amount (PPA).
	Shift 1-4	Units The number of guests for the time period.
		Sales The average guest amount (PPA) for the time period.
Voids	Units	The total number of Voids.
	Sales	The Void amount.
	Shift 1-4	Units The number of Voids for the time period.
		Sales The Void amount for the time period.
Report Groups	Units	The total number of Voids.
	Sales	The Void amount.
	Shift 1-4	Units The number of Voids for the time period.
		Sales The Void amount for the time period.
	Disc. Units	The number of Report Group Units that were discounted.
	Disc. Sales	The Report Group's Discount Sales amount.

Totals	Units	The sum of all Report Group Units sold.
	Sales	The sum of all Report Group Sales amount.
	Shift 1-4	Units The sum of Report Group Units sold for the time period.
		Sales The sum of the Report Group Sales amount for the time period.
	Disc. Units	The total number of units discounted for all Report Groups.
	Disc. Sales	The sum of all Report Group Discount Sales amount.
Order Type Charges	The dollar amount of the individual Order Type Charges.	
Subtotal	Report Group Sales plus Order Type Charges.	
Inclusive Tax	The sum of all Inclusive Taxes.	
Subtotal Discounts	The sum of all Subtotal Discounts.	
Net Sales	Report Group Sales plus Order Type Charges minus Inclusive Tax minus Subtotal Discounts.	
Taxes	Tax collected, Taxable Sales and Tax-Exempt Sales are displayed for each Tax.	
	Sales	The tax collected.
	On	The dollar amount that the tax is calculated on.
	Exempt	The dollar amount Exempt from the tax.
Total Tax	The sum of all tax collected.	
Total Sales	Net Sales plus Total Tax.	
Paid Outs	The sum of all Paid Outs.	
Paid Ins	The sum of all Paid Ins.	
Gift Cards	The sum of all Gift Card purchases.	
CC Tip Fee	The sum of all Credit Card Tip Fees.	
Refunds	The sum of all Refunds.	
Retained Tips	The Tip Amount for all Non Cash Payments. Note: This field is only displayed if the "Retain Tips" Option is enabled in Miscellaneous > General > Timekeeping > Retain Tips.	
Total Accountable	Total Sales minus Paid Outs plus Paid Ins plus Retained Tips plus CC Tip Fee plus Gift Cards.	
Gross Cash	The cash collected from all Payments minus cash tips minus change back.	

	Units	The tax collected.
	Sales	The dollar amount that the tax is calculated on.
Paid Outs	Units	The number of Paid Outs.
	Sales	The dollar amount of Paid Outs.
Advances	The sum of all Advances.	
CC Tip Fee	The sum of the CC Tip Fees.	
Tips Paid Out	The Tip Amount for all Non Cash Payments. Note: This field is only displayed if the Miscellaneous > General > Time-keeping > Retain Tips > Pay Out Tips option is selected.	
Net Cash	Gross Cash minus Paid Outs plus the CC Tip Fee minus Tips Paid Out minus Advances plus Retained Tips.	
	Cash Deposit	The sum of Cash Deposits for the selected date range. Note: This field is filled in only when a Cash Deposit is entered into Focus. If multiple Deposits are entered, then "(See Below)" will be displayed and the amount and description of each Deposit will be listed at the bottom of the report.
Checks	Units	The number of Check Payments.
	Sales	The dollar amount of the Check Payments.
Cash & Checks	Sales	Net Cash plus Checks.
	Cash & Checks	The actual amount of Cash & Checks can be manually written in here. Note: This field is filled in only when a Cash and Check Deposit is entered into Focus.
Payments (Non Cash)	Individual Payments will be listed in this section.	
	Units	The number of times the Payment was applied.
	Sales	The dollar amount of the individual Payment.
Total Payments	Cash & Checks plus Payments (Non Cash).	
	Over/Short	A blank line "_____" is provided for the user to manually enter the Over/Short amount.
	Deposit Over/Short	Net Cash minus Cash & Check Deposit. Note: This field is only filled in if a Deposit is entered into Focus.
	CC Total	The sum of all Credit Card Payments and Tips.
Order Type Sales	Individual Order Types will be listed in this section.	
	Name	The Name of the Order Type.
	Units	The number of Checks for the Order Type.
	Sales	The amount of sales for the Order Type.
Discounts	Individual Discount Totals will be listed in this section.	

	Name	The Name of the Discount.
	Units	The number of times the Discount was used.
	Sales	The total dollar amount of the Discount.
Paid Outs	Individual Paid Outs will be listed in this section.	
	Name	The Name of the Paid Out.
	Units	The number of times the Paid Out was used.
Paid Ins	Individual Paid Ins will be listed in this section.	
	Name	The Name of the Paid In.
	Units	The number of times the Paid In was used.
Deposits	The description and amount is displayed for each Deposit if multiple Deposits have been entered for the day.	
	Description	The Deposit's Description.
	Sales	The amount of the Deposit.

Figure 8.55.1 Sample Daily Report Setup Options

Field	Description							
Shifts	<table border="1"> <tr> <td rowspan="3">1</td> <td>Name</td> <td>Lunch</td> </tr> <tr> <td>Start Time</td> <td>08:00</td> </tr> <tr> <td>End Time</td> <td>15:00</td> </tr> </table>	1	Name	Lunch	Start Time	08:00	End Time	15:00
	1		Name	Lunch				
			Start Time	08:00				
		End Time	15:00					
	<table border="1"> <tr> <td rowspan="3">2</td> <td>Name</td> <td>Happy Hour</td> </tr> <tr> <td>Start Time</td> <td>15:00</td> </tr> <tr> <td>End Time</td> <td>18:00</td> </tr> </table>	2	Name	Happy Hour	Start Time	15:00	End Time	18:00
	2		Name	Happy Hour				
			Start Time	15:00				
		End Time	18:00					
	<table border="1"> <tr> <td rowspan="3">3</td> <td>Name</td> <td>Dinner</td> </tr> <tr> <td>Start Time</td> <td>18:00</td> </tr> <tr> <td>End Time</td> <td>21:00</td> </tr> </table>	3	Name	Dinner	Start Time	18:00	End Time	21:00
3	Name		Dinner					
	Start Time		18:00					
	End Time	21:00						

	<table><tr><td>4</td><td><table><tr><td>Name</td><td>Late Night</td></tr><tr><td>Start Time</td><td>21:00</td></tr><tr><td>End Time</td><td>08:00</td></tr></table></td></tr></table>	4	<table><tr><td>Name</td><td>Late Night</td></tr><tr><td>Start Time</td><td>21:00</td></tr><tr><td>End Time</td><td>08:00</td></tr></table>	Name	Late Night	Start Time	21:00	End Time	08:00
4	<table><tr><td>Name</td><td>Late Night</td></tr><tr><td>Start Time</td><td>21:00</td></tr><tr><td>End Time</td><td>08:00</td></tr></table>	Name	Late Night	Start Time	21:00	End Time	08:00		
Name	Late Night								
Start Time	21:00								
End Time	08:00								
Display Non-Resettable Grand Total	Selected								
File Format	Text								

Related Topics (none)

Discounts/Voids/Audit Report

The Discounts/Voids/Audit Report displays the various Discounts, Voids, Refunds, Variable Price Items, Paid Outs, Time Card Audits and Schedule Audit Information.

Accessing the Discounts/Voids/Audit Report Options

While in Focus Setup, select Reports > Setup > Discounts/Voids Report.

Figure 8.56 Discounts/Voids/Audit Report Setup Window

Figure 8.57 Discounts/Voids/Audit Report Setup Window Options

Field	Description		
Name	The Name of the report, up to 25 alphanumeric characters.		
Discount Options	Sort Option	Approved By	Discounts will be sorted and totaled by the employee that approved the Discount.
		Type	Discounts will be sorted and totaled by the Discount Type.
		Source	Discounts will be sorted and totaled by Source.
		Type/Customer	Discounts will be sorted and totaled by Discount Type and include the Customer Information. Note: This option is designed to work for customers utilizing 'Auto Discounts'.
	Totals Option	Totals	Discounts will be grouped by the total amount.
		Detail	Individual Discounted Items will be displayed on the report.
		Check	Discounts will be displayed by the Check number associated with the Discount.

	<table><tr><td>Discounts</td><td colspan="3">The Discounts to include on the report.</td></tr></table>	Discounts	The Discounts to include on the report.		
Discounts	The Discounts to include on the report.				
Void Options	Sort Option	Approved By	Voids will be sorted and totaled by the employee that approved the Void.		
		Type	Voids will be sorted and totaled by the Void Type.		
	Totals Option	Totals	Voids will be grouped by the total amount.		
		Detail	Individual Voids will be displayed on the report.		
	Zero Price Items on Void Report	Voided Menu Items with a zero price will be displayed on the report.			
	Voids	The Void Reasons to include in the report.			
Refunds	Displays the Refunds section.				
Variable Price Items	Displays the Variable Price Items section.				
Paid Outs	Displays the Paid Outs section.				
Time Card Audits	Displays the Time Card Audit section.				
Schedule Audits	Displays the Schedule Audit Information section.				
Return Items	Displays the Return Items section.				
Paid Ins	Displays the Paid Ins section.				
Tax Exempt	Includes the Tax Exempt section.				
Deletes	Displays each time an employee utilizes the 'Delete' function in Focus. When selected, Discounts and Voids will not appear on report. When using this function, create a separate 'Delete Audit' Report. V 7.4 Build 13.5.23				
Kitchen Comments	Displays each time an employee utilizes the 'Kitchen Comment' function in Focus. When selected, Discounts and Voids will not appear on report. When using this function, create a separate Report. V 7.4 Build 13.7.1				
Drawer Opens	Displays each time an employee opens the Cash Drawer and what time each drawer open occurred. V7.4 Build 14.9.28				
Text Based Format	The report will print in a text format.				

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Discounts/Voids Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description		
Destinations	Screen	The report will be displayed on the screen.	
	Printer	The report will be printed.	
	File	The report will be saved as a file.	
		File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports	
		E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
		E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".
	FTP	The report will be sent to a FTP site.	
File Name		Enter the name of the file for the selected report. If the characters "%d"	

			are found in the file name then they are replaced by the business date of the report.
		FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.
		FTP Site	The FTP site that the report will be sent.
Format Option	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.	
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.		
ID	Unique ID for report if desired.		
File Option	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	
	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.	
Screen Option	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	
	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	
	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	
	Image File Name	An image to be displayed on the report button in the report window.	
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.		

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running a Discounts/Voids Report

The following default options may be changed when running the Discounts/Voids Report: Start Date, End Date, Revenue Center and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.53.1 Discounts/Voids Report Options Window

Figure 8.53.2 Discounts/Voids Report Options Window Fields

Field	Description		
Start Date	The beginning date for the report.		
End Date	The ending date for the report.		
Revenue Center	The Revenue Center used to filter the report. Note: If a Revenue Center is not specified, the filter is not active.		
Destination	Screen	The report will display on the screen.	
	Printer	The ending date for the report.	
	File	The Revenue Center used to filter the report. Note: If a Revenue Center is not specified, the filter is not active.	
		Destination File Name	The name and path of the file to export (i.e., C:\Focus\disc.txt).
	E-mail		
		Destination File Name	The name of the file to e-mail (i.e., disc.txt).
FTP			
	Destination File Name	The name and path of the file to FTP (i.e., disc.txt).	

Figure 8.53.3 Discounts/Voids Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Discount/Void Report

A sample Discount/Void Report and description of the fields are listed below.



Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.58 Sample Discounts/Voids Report



Voids Discounts for 3/10/200X

created at 2/7/2008 11:11:34 AM

Focus Café

DISCOUNTS

Check	Date	Time	Reopen	Amount	Employee	Approved By	Source
100% Discount							
83	03/10/200X	16:41		-15.75		Mike M.	
	1/2 Chile con Queso			-4.55	Becky B.		
	Jalapenos			-11.20	Becky B.		
Total 100% Discount				-15.75			
50% Discount							
94	03/10/200X	17:54		-5.62		Mike M.	
	Steak&Shrimp			-5.62	Becky B.		
Total 50% Discount				-5.62			
Total Discounts				-21.37			

VOIDS

Check	Date	Time	Reopen	Amount	Employee	Type	Item
Mike M.							
124	03/10/200X	18:45		5.25	Becky B.	Incorrect Order	JumboMarg Rox
130	03/10/200X	19:02		7.00	Becky B.	Changed Mind	Pechuga Monterey
130	03/10/200X	19:02		14.75	Becky B.	Changed Mind	Camaron Acapulco
Total Installer				27.00			
Total Voids				27.00			

VARIABLE PRICE ITEMS

Check	Date	Time	Reopen	Amount	Employee	Item
5	03/10/200X	12:15		10.99	Becky B.	FAJITA QUESO
5	03/10/200X	12:15		0.99	Becky B.	ADD JAPS
Total Variable Price Items				11.98		

REFUNDS

Date	Time	Amount	Employee	Payment
03/10/200X	16:47	-10.17	Mike M.	Visa
Total Refunds		-10.17		

PAID OUTS

Date	Time	Amount	Employee	Approved By	Paid Out	Vendor/Invoice/C
03/10/200X	14:32	9.99	Mike M.	Mike M.	Miscellaneous	Employee Shirt

TIME CARD AUDIT INFORMATION

Date	Time	Approved By	Action	Employee	Job	Date In	Date Out	Time In	Time Out
03/10/200X	16:49	Mike M.	Edit	Becky B.	Server	03/10/200X	03/10/200X	08:00	
03/10/200X	16:50	Mike M.	Add	Rafael A.	Cook			16:41	14:00

SCHEDULE AUDIT INFORMATION

Employee	Date	Login Time	Clock In Time	Sched Time	Hours Saved	* Pay Rate	= Pay Saved	+ Overhead	=
Rolando D.	03/10/200X	16:56	17:35	17:30	0.08	8.25	0.66	0.07	
Total							0.66	0.07	

Figure 8.59 Discounts Section Fields

Field	Description	
Type	The type of the Discount.	
	Check	The check number associated with the Discount.
	Date	The date the Discount was approved.
	Item	The Menu Item that was Discounted. If a Gift Card was Discounted then the Gift Card account number is displayed in this field.
	Time	The time the Discount was approved.
	Reopen	The time the check was Reopened.
	Amount	The Discount Amount.
	Employee	The Employee that entered the Menu Item.
	Amount	The amount of the Discount. Note: This field is only displayed if the report is sorted by Approved By or Source.
	Approved By	The employee that approved the Discount. Note: This field is only displayed if the report is sorted by Type or Source.
	Source	The Discount Source entered by the employee. Note: This field is only displayed if the report is sorted by Approved By or Type.
Total	Amount	The Total Discount Amount for the Discount Type.
Total Discounts	Amount	The Total Amount for all Discounts.

Figure 8.59.1 Voids Section Fields

Field	Description	
Type	The type of the Void.	
	Check	The check number associated with the Void.
	Date	The date the Void was approved.
	Item	The Menu Item that was Voided. If a Gift Card was Voided then the Gift Card account number is displayed in this field.
	Time	The time the Void was approved.
	Reopen	The time the check was Reopened.
	Amount	The Void Amount.
	Employee	The Employee that entered the Menu Item.

	Type	The Void Type.
	Approved By	The employee that approved the Void. Note: This field is only displayed if the report is sorted by Type.
Total	Amount	The Total Void Amount that the Employee approved.
Total Voids	Amount	The Total Void Amount approved by all employees.

Figure 8.59.2 Variable Price Items Section Fields

Field	Description
Check	The check number associated with the Variable Price Item.
Date	The Date the Variable Price Item was ordered.
Time	The Time the Variable Price Item was ordered.
Reopen	The time the check was Reopened.
Amount	The Variable Price Item Amount.
Employee	The employee that ordered the Variable Price Item.
Item	The description the employee entered for the Variable Price Item.
Total Variable Price Item	The Total Amount for all Variable Price Items ordered.

Figure 8.59.3 Refunds Section Fields

Field	Description
Date	The Date the Refund was entered.
Time	The Time the Refund was entered.
Amount	The Refund Amount.
Employee	The employee that entered the Refund.
Payment	The Payment Type for the Refund.
Total Refunds	The Total Amount for all Refunds.

Figure 8.59.4 Paid Outs Section Fields

Field	Description
Date	The Date the Paid Out was entered.
Time	The Time the Paid Out was entered.

Amount	The Paid Out Amount.
Employee	The employee that entered the Paid Out.
Approved By	The employee that approved the Paid Out.
Paid Out	The Paid Out name.
Vendor/Invoice/Comment	The Vendor, Invoice and Comment associated with the Paid Out.
Total Paid Outs	The Total Amount for all Paid Outs.

Figure 8.59.5 Time Card Audit Information Section Fields

Field	Description	
Date	The Date the Time Card was modified.	
Time	The Time the Time Card was modified.	
Approved By	The employee that modified the Time Card.	
Action	Edit	The Time Card was edited.
	Add	The Time Card was added.
	Delete	The Time Card was deleted.
Employee	The Employee associated with the Time Card.	
Job	The Employee's Job associated with the Time Card.	
Date In	The Date the Employee Clocked In. Note: If this field is edited, the original value appears on the line below.	
Date Out	The Date the Employee Clocked Out. Note: If this field is edited, the original value appears on the line below.	
Time In	The time the Employee Clocked In. Note: If this field is edited, the original value appears on the line below.	
Time Out	The time the Employee Clocked Out. Note: If this field is edited, the original value appears on the line below.	
Break In	The time the Employee started the first Break. Note: If this field is edited, the original value appears on the line below.	
Break Out	The time the Employee ended the first Break. Note: If this field is edited, the original value appears on the line below.	
Break In	The time the Employee started the second Break. Note: If this field is edited, the original value appears on the line below.	
Break Out	The time the Employee ended the second Break. Note: If this field is edited, the original value appears on the line below.	

Figure 8.59.6 Schedule Audit Information Section Fields

Field	Description
Employee	The Employee that attempted to clock in before their scheduled time.
Date	The Date the employee clocked in.
Login Time	The time the employee first attempted to clock in before their scheduled time.

Clock In Time	The time the employee was allowed to clock in.	
Sched Time	The time the employee was scheduled to clock in.	
Hours Saved	The difference between the Login Time and Clock In Time.	
Pay Rate	The Pay Rate associated with the employee's Job.	
Pay Saved	Hours Saved multiplied by Pay Rate.	
Overhead	Pay saved multiplied by the Overhead % setting established in Miscellaneous > General > Timekeeping > Scheduling Options > Overhead %.	
Total Savings	Pay Saved plus Overhead for the Time Card.	
Total	Pay Saved	The Pay Saved for all employees.
	Over-head	The Overhead for all employees.
	Total Savings	The Total Savings for all employees.

Figure 8.59.6.1 Sample Batch Report Setup Options

Field	Description	
Discount Options	Sort Option	Type
	Totals Option	Detail
	Dis-counts	100% Discount, 50% Discount
Void Options	Sort Option	Approved By
	Totals Option	Totals
	Dis-counts	Incorrect Order, Changed Mind
Include Refunds	Selected	
Include Variable Price Items	Selected	
Include Paid Outs	Selected	

Include Time Card Audits	Selected
Include Schedule Audits	Selected

Related Topics (none)

Sample Delete Audit Report

A sample Delete Audit Report and description of the fields are listed below.



Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report. Available in V 7.4 Build 13.6.1 and higher.

Figure 12.206.13 Sample Delete Audit Report



Focus POS

Operations Audit for 5/23/20XX

created at 5/23/2013 4:47:33 PM

Page

DELETES						
Check	Date	Time	Amount	Employee	Item	Approved By
5	5/23/2013	4:47pm	0.95	Mike M.	Small Diet Coke	Mike M.
5	5/23/2013	4:47pm	0.95	Mike M.	Small Fanta	Mike M.
5	5/23/2013	4:47pm	0.95	Mike M.	Small Dr Pepper	Mike M.
Total Deletes			2.85			

Figure 12.207.13 Delete Audit Report Fields

Field	Description
Check	Check number the Delete occurred on.
Date	The Date the Delete occurred on.
Time	The Time the Delete occurred.
Amount	The Amount of the Deleted item.
Employee	The Employee who performed the Delete function.
Item	The Item Deleted.
Approved By	The employee who approved the Delete if approval was necessary.

Drawer Report

The Drawer Report can display the following information for a Cash Tray: Payments, Gratuities, Paid Outs, Paid Ins, Drops, Missing Tips, Drawer Opens, Gift Cards and Inventory Counts.

Accessing the Drawer Report Options

While in Focus Setup, select Reports > Setup and then select the Drawer Report.

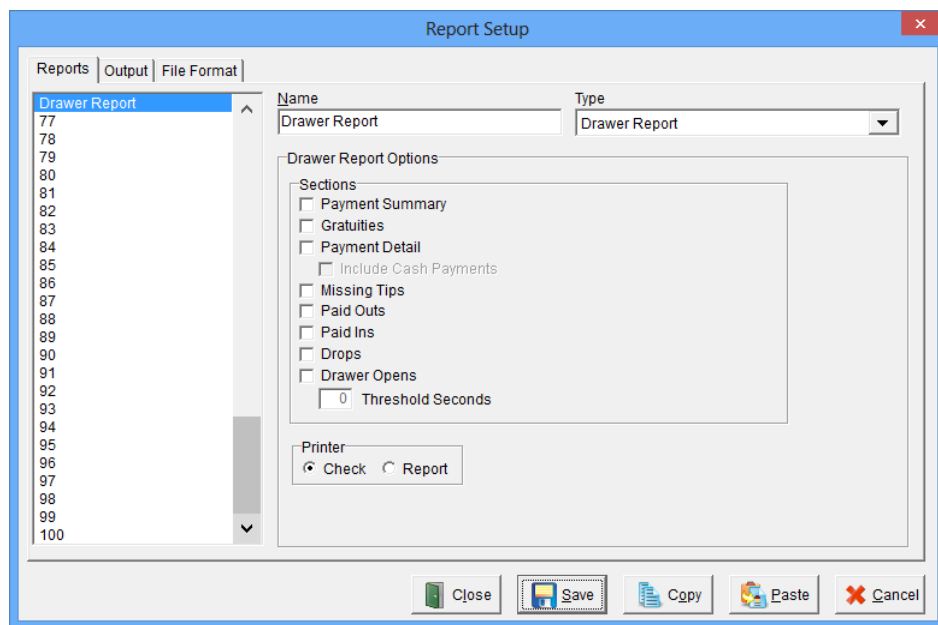


Figure 8.154 Drawer Report Setup Window

Figure 8.154. Drawer Report Setup Window Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Sections	Payments Summary	The report will display Gross Cash, Paid Out Totals, Advance Total, CC Tip Fee Total, Tips Paid Out Total, Net Cash, Non Cash Payment Total and Total Payments.
	Gratuities	The report will display Total Tips Owed.
	Payment Detail	The following fields are displayed for each individual Non Cash Payment: Check #, Amount, Tip and Total. Additionally, Totals are displayed for each Payment type.
	Include Cash Payments	The report will list each Cash Payments in Detail.
	Missing Tips	The report will display a list of Checks that have Missing Tips.
	Paid Outs	The report will display the Paid Out Name, Invoice Number and Amount.
	Paid Ins	The report will display the Paid In Name and Amount.

	Drops	The report will display the employee that received the drop, issued the drop and the Drop Amounts.	
	Drawer Opens	Threshold (Seconds)	The report will display the employee that opened the drawer, the time drawer was opened, the number of seconds the drawer was opened and the reason for opening the drawer. Only Drawer Opens that exceed the number of seconds specified will display on the report. Note: A compulsory cash drawer is required.
Printer	Check	The report will be printed on the Check Printer for the Station.	
	Report	The report will be printed on the Report Printer for the Station.	

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Drawer Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports
	FTP	The report will be sent to a FTP site.
	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail Attach-ment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ";".

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.								
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> <tr> <td>Completion Format</td><td>The print format from the list of available formats. The Format option determines how the end of the report is printed (i.e., full cut).</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.	Completion Format	The print format from the list of available formats. The Format option determines how the end of the report is printed (i.e., full cut).				
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Completion Format	The print format from the list of available formats. The Format option determines how the end of the report is printed (i.e., full cut).								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.								
Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running a Drawer Report

The Cash Tray may be selected when running the Drawer Report. The report will only display transactions associated with the selected Cash Tray.

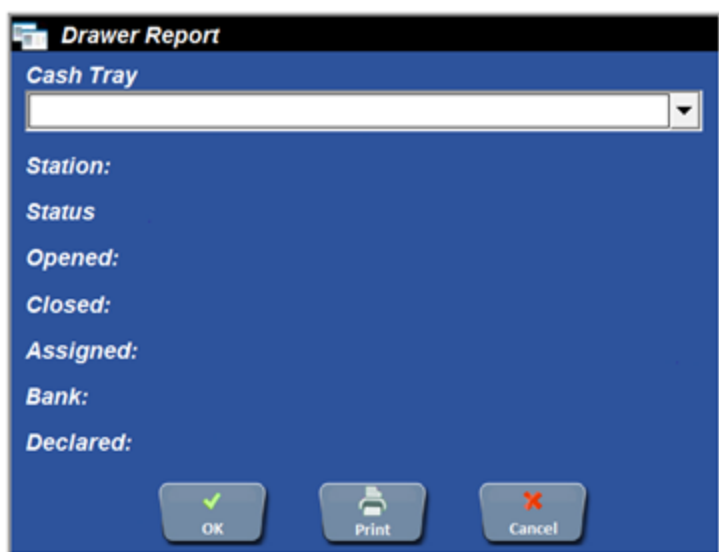


Figure 8.53.1 Drawer Report Options Window

Figure 8.53.2 Drawer Report Options Window Fields

Field	Description								
Cash Tray	Information on the report will display for the selected Cash Tray. Note: If the Job Right 'Report > Drawer Report > Access Other's Reports' is enabled then the user can access reports for all Cash Trays on the current Station. If the Job Right 'Report > Drawer Report > Access Other's Reports' is not enabled then the user can only access reports for Cash Trays on the current Station that they are assigned.								
	Cash Tray Description Fields								
	<table><tr><td>Station</td><td colspan="2">The Station and Drawer associated with the Cash Tray.</td></tr><tr><td rowspan="2">Status</td><td>OPEN</td><td>The Cash Tray is currently Open.</td></tr><tr><td>CLOSED</td><td>The Cash Tray has been closed.</td></tr></table>	Station	The Station and Drawer associated with the Cash Tray.		Status	OPEN	The Cash Tray is currently Open.	CLOSED	The Cash Tray has been closed.
	Station	The Station and Drawer associated with the Cash Tray.							
	Status	OPEN	The Cash Tray is currently Open.						
		CLOSED	The Cash Tray has been closed.						
	Opened	The date and time the Cash Tray was Opened.							
	Closed	The date and time the Cash Tray was Closed.							
	Assigned	The Employees assigned to the Cash Tray.							
	Bank	The starting bank of the Cash Tray.							
Declared	The actual amount of money counted at the close of the Cash Tray.								

Figure 8.53.2 Drawer Report Options Window Commands

Field	Description
-------	-------------

OK	Runs the report. Note: The Job Right 'Report > Drawer Report – View' must be enabled in order to view the report.
Prints	Prints the report without viewing it. Note: The following Job Right determines if the report can be printed: 'Report > Drawer Report – Print', 'Drawer Report – Access Other's Reports'
Cancel	Closes the Drawer Report Options Window.

Related Topics (none)

Sample Drawer Report

A sample Drawer Report and description of the fields are listed below.



The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Focus Café

Cash Tray Page 1

5/24/200X 1:02:00 PM

Focus (Drawer 1)

STATUS : CLOSED

TIME OPENED : 05/23/0X 2:23 PM

TIME CLOSED : 05/23/0X 9:05 PM

ASSIGNED : Adam N.

Jerrold R.

Jessica

Micheal N.

Operations

Kristen

Jeff M.

I N V E N T O R Y C O U N T S

Item	Beg Qty	Add Qty	End Qty	Qty Used	Qty Sold	Over/Short
Red Bull	34	0	34	0	0	0
Red Bull SF	15	0	14	0	0	-1

P A Y M E N T S S U M M A R Y

Gross Cash	92	521.92
Paid Outs	0	0.00
CC Tip Fee		0.00
Tips Paid Out		0.00

Net Cash		521.92
Visa	8	86.68
Mastercard	10	87.04
AMEX	2	31.15
Discover	0	0.00
Diners	0	0.00
Gift Card	4	16.64
Account	0	0.00

TOTAL PAYMENTS 743.43

G R A T U I T I E S

Tips Owed To:

Rafael A. 5.95

Total Tips Owed By Me: 5.95

P A Y M E N T S D E T A I L

Cash

Chk #	Amount	Tip	Total
Refund	-28.21	0.00	-28.21
120	6.84	0.00	6.84
121	8.69	0.00	8.69
122	18.86	0.00	18.86
123	5.43	0.00	5.43
125	13.67	0.00	13.67
126	13.35	0.00	13.35
127	0.00	0.00	0.00
128	5.16	0.00	5.16
130	4.34	0.00	4.34
131	7.06	0.00	7.06

Figure 8.156 Sample Drawer Report

Figure 8.11.1 Heading Fields

Field	Description	
Date/Time	The Date and Time the report was generated.	
Cash Tray Info	Cash Drawer	The Station Name and Drawer Number associated with the Cash Tray.
	STATUS	CLOSED The Cash Tray is Closed.
		OPEN The Cash Tray is Open.
	TIME OPENED	The date and time the Cash Tray was Opened.
	TIME CLOSED	The date and time the Cash Tray was Closed.
	ASSIGNED	The Employees Assigned to the Cash Tray.

The Inventory Counts Section compares the quantity of an Inventory Item used with the quantity sold to determine the variance (Over/Short).

Note: Only Items on checks closed to the Cash Tray are included in the Inventory Counts Section.

Figure 8.12 Inventory Counts Section Fields

Field	Description
Item	The Inventory Item Name.
Beg Qty	The number of Units in stock before the shift.
Add Qty	The number of Units added to stock during the shift.
End Qty	The number of Units in stock at the end of the shift.
Qty Used	The number of Units used during the shift (End Qty minus Beg Qty plus Add Qty).
Qty Sold	The number of Units ordered during the shift.
Over/Short	Qty Used minus Qty Sold.

Figure 8.14 Payment Summary Section Fields

Field	Description	
Gross Cash	Units	The number of cash payments received.
	Amount	The Total amount of cash collected from all payments minus cash tips minus change back.
Paid Outs	Non Cash	Non Cash Payments

	Payments	
	Non Cash Payments	Non Cash Payments
Drops	The total dollar amount of all Drops.	
CC Tip Fee	The Total Tip Fee collected for all Payments.	
Tips Paid Out	The Tip Amount for all Non Cash Payments. Note: This field is only displayed if the Miscellaneous > General > Timekeeping > Retain Tips > Pay Out Tips option is selected.	
Net Cash	Gross cash plus Paid Outs plus Advances plus Drops plus CC Tip Fee plus Tips Paid Out plus Retained Tip Pool.	
Non Cash Payments	Name	The Payment Name.
	Units	The number of times the Payment was applied.
	Amount	The Total amount of the Payment.
TOTAL PAYMENTS	Net Cash plus Non Cash Payments.	

Figure 8.15 Gratuities Sections Fields

Field	Description	
Tips Owed to	Name	The Employee that is owed tips.
	Amount	The Amount the tips owed. Note: The Amount is Net of the CC Tip Fee.
	Total Tips Owed by Me	The Total Amount of tips owed.

Figure 8.16 Payment Detail Section Fields

Field	Description	
Payment Name	The Name of the Payment for all Non Cash Payments. Note: Cash Payments (i.e., \$5, \$10, \$20, etc.) are grouped together and displayed as the Payment Name 'Cash'. Cash Payments are only displayed on the report if the Drawer Report Option 'Include Cash Payment' is enabled.	
	Chk #	The Check and Seat number associated with the Payment. Note: A Paid In will display "Paid In" and a Refund will display "Refund" in this field. A "V" in this field denotes the Payment has been Voided.
	Amount	The amount of the Payment.
	Tip	The tip amount for the Payment.
	Total	The Amount plus Tip.
CC Total	Amount	The Total credit card Payment Amount.

	Tip	The Total credit card Tip Amount.
	Total	The Total credit card Amount plus Total CC Tip Amount.

The Cash Detail Section is displayed if a Starting Bank or Declared Cash has been entered.

Figure 8.16.1 Cash Detail Section Fields

Field	Description
Declared Cash	The actual amount of money counted at the close of the Cash Tray.
Net Cash	Gross cash plus Paid Outs plus Advances plus Drops plus CC Tip Fee plus Tips Paid Out plus Retained Tip Pool.
Starting Bank	The Cash Tray's Starting Bank.
Over/Short	Declared Cash minus Net Cash minus Starting Bank. Note: If the drawer is short, the word "Short" is enclosed in []'s (i.e., Over/[Short] -1.76)
Declared Check Total	The actual amount of checks counted at the close of the Cash Tray.
Check Total	The amount of checks received.
Checks Over/Short	Declared Check Total minus Check Total.
Declared Gift Card Total	The actual amount of Gift Cards counted at the close of the Cash Tray.
Gift Card Total	The amount of Gift Cards received.
Gift Card Over/Short	Declared Gift Card Total minus Gift Card Total.

Figure 8.14 Refunds Section Fields

Field	Description
Name	The Payment Type associated with the Refund.
Time	The Time the Refund occurred.
Amount	The Amount of the Refund.

Figure 8.14 Missing Tips Section Fields

Field	Description
Missing Tip	Employee The Nickname of the Employee associated with the Payment that is missing a tip.
	Check # The Check # that contains the Payment with the missing tip.
	Amount The Amount of the Payment of the check with the missing tip.

Figure 8.14 Paid Outs Section Fields

Field	Description	
Paid Out	Name	The Name of the Paid Out.
	Invoice	The Invoice Number associated with the Paid Out.
	Amount	The Amount of the Paid Out.

Figure 8.14 Paid Ins Section Fields

Field	Description	
Paid Ins	Name	The Name of the Paid In. Note: A "V" in front of the Paid In Name indicates the Paid In was Voided.
	Amount	The Amount of the Paid In.

Figure 8.14 Gift Cards Section Fields

Field	Description		
Accounts Activated	Amount	The Amount of the Activation.	
	Total	Acti-vated	The number of Gift Cards Activated.
		Amount	The Total Amount of Activation.
Accounts Incremented	Amount	The Amount of the Increment.	
	Total	Acti-vated	The number of Gift Cards Incremented.
		Amount	The Total Amount of Increment.

Figure 8.14 Drops Section Fields

Field	Description	
Dropped To	Name	The Drop recipient.
	Amount	The Amount of the Drop received.
	Total	The Total Dropped To Amount.
Dropped By	Name	The employee that initiated the Drop.
	Amount	The Amount of the Drop relinquished.
	Total	The Total Dropped By Amount.

Note: Only Drawer Opens longer than the number of seconds defined in Drawer Report Setup > Drawer Opens > Threshold (Seconds) will appear on the report.

Figure 8.26 Drawer Opens Section

Field	Description														
Open Time	The time the drawer was opened.														
Name	The Name of the cash drawer that was opened.														
Activity	<table> <tr> <td>Gift/Cd</td><td>The drawer was open as a result of a Gift Card Purchase.</td></tr> <tr> <td>Paid In</td><td>The drawer was open as a result of a Paid In.</td></tr> <tr> <td>Refund</td><td>The drawer was open as a result of a Refund.</td></tr> <tr> <td>Paid Out</td><td>The drawer was open as a result of a Paid Out.</td></tr> <tr> <td>Drop</td><td>The drawer was open as a result of a Drop.</td></tr> <tr> <td>No Sale</td><td>The drawer was open as a result of a No Sale (Open (Drawer) Command).</td></tr> <tr> <td>Ck #</td><td>The Check # associated with the Payment received.</td></tr> </table>	Gift/Cd	The drawer was open as a result of a Gift Card Purchase.	Paid In	The drawer was open as a result of a Paid In.	Refund	The drawer was open as a result of a Refund.	Paid Out	The drawer was open as a result of a Paid Out.	Drop	The drawer was open as a result of a Drop.	No Sale	The drawer was open as a result of a No Sale (Open (Drawer) Command).	Ck #	The Check # associated with the Payment received.
Gift/Cd	The drawer was open as a result of a Gift Card Purchase.														
Paid In	The drawer was open as a result of a Paid In.														
Refund	The drawer was open as a result of a Refund.														
Paid Out	The drawer was open as a result of a Paid Out.														
Drop	The drawer was open as a result of a Drop.														
No Sale	The drawer was open as a result of a No Sale (Open (Drawer) Command).														
Ck #	The Check # associated with the Payment received.														
Time(Secs)	The number of seconds the drawer was open.														

Related Topics (none)

Employee Performance Report

The Employee Performance Report is a customizable report based on employee sales data. The user may create custom column, fields and filters to analyze the performance of employees for specific jobs.

Accessing the Employee Performance Report Options

While in Focus Setup, select Reports > Setup and then select the Employee Performance Report.

Figure 8.115 Employee Performance Report Setup Window

Figure 8.116 Employee Performance Report Setup Window Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Employees	Heading 1 or Heading 2 must be entered for the Column to be displayed.	
	Heading 1	The Column Name, up to 10 alphanumeric characters.
	Heading 2	The Column Name, up to 10 alphanumeric characters.
	Type	# of Guests The number of Guests.
		# of Checks The number of Checks.
		Sales by Guest Displays the average Sales by Guest (PPA). Note: If a Filter is specified then Sales by Guest is calculated on sales of the Filtered Items.
		Sales by Check Displays the average Sales by Check. Note: If a Filter is specified then Sales by Check is calculated on sales of the Filtered Items.

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Jobs	The Jobs to include in the Employee Performance Report.	
File Format	Text	The report will be exported as a text file.
	Comma Delimited	The report will be exported in a comma delimited format.
	Tab Delimited	The report will be exported in a tab delimited format
Ranking	The report will be sorted by the selected Column. Note: If a Column is not specified then the report is not sorted.	

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Employee Performance Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file. <div> <div>File Name</div> <div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div> </div>
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports <div> <div>E-mail Attachment Name</div> <div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div> <div>E-mail Address (To)</div> <div>Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".</div> </div>
	FTP	The report will be sent to a FTP site.

	<table> <tr> <td></td><td> <table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table> </td></tr> </table>		<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.
	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.								
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.								
Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running an Employee Performance Report

The following default options may be changed when running the Employee Performance Report: Start Date, End Date, Revenue Center and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.104.1 Employee Performance Report Options Window

Figure 8.104.1 Employee Performance Report Options Window Fields

Field	Description	
Start Date	The beginning date for the report.	
End Date	The ending date for the report.	
Destination	Screen	The report will display on the screen.
	Printer	The report will print directly to the printer.
	File	The report will be exported to a file.
	Des- tination File Name	The name and path of the file to export (i.e., C:\Focus\emppperform.pdf).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.
	Des- tination File Name	The name of the file to e-mail (i.e., emppperform.pdf).
	FTP	The report will be sent via FTP to the pre-defined FTP address.
	Des- tination File Name	The name and path of the file to FTP (i.e., emppperform.pdf).

Name

Figure 8.53.2 Employee Performance Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Employee Performance Report Options Window.

Related Topics (none)

Sample Employee Performance Report

A sample Employee Performance Report and description of the fields are listed below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.


						
Employee Performance for 3/18/200X at 3/18/200X 9:29:49 PM						
Focus Cafe			created at 3/18/200X 9:29:49 PM			
Employee	Number of Guests	Number of Checks	Per Person Average	Margaritas Sold	Beers Sold	Marg to Beer %
Becky B.	7	3	23.21	14	18	77.78
Rafael A.	4	2	22.75	4	20	20.00
Grand Totals	11	5	23.05	18	38	47.37

Figure 8.117 Sample Employee Performance Report

Field	Description	
Employee	The Employee's Nickname.	
Number of Guests	The Number of Guests.	
Number of Checks	The Number of Checks.	
Per Person Average	Displays the average Sales by Guest (PPA).	
Margaritas Sold	The number of Margaritas sold.	
Beers Sold	The number of Beers sold.	
Marg to Beer %	Margaritas Sold divided by Beer Sold.	
Grand Totals	Number of Guests	The Total Number of Guests.
	Number of Checks	The Totals Number of Checks.
	Per Person Average	The average Sales by Guest (PPA) for all Employees.
	Margaritas Sold	The Total number of Margaritas Sold.
	Beers Sold	The Total number of Beers Sold.
	Marg to Beer %	Total Margaritas sold divided by Total Beers Sold.

Figure 8.118.1 Sample Employee Performance Report Setup Options

Field	Description	
Column 1	Heading 1	Number of
	Heading 2	Guests
	Type	# of Guests
	Menu Item Filter	<None>
	Base Item Filter	<None>
Column 2	Heading 1	Number of
	Heading 2	Checks
	Type	# of Checks
	Menu Item Filter	<None>
	Base Item Filter	<None>
Column 3	Heading 1	Per Person
	Heading 2	Average
	Type	Sales by Guest
	Menu Item Filter	<None>
	Base Item Filter	<None>
Column 4	Heading 1	Margaritas
	Heading 2	Sold
	Type	Units
	Menu Item Filter	Margaritas
	Base Item Filter	<None>
Column 5	Heading 1	Beers
	Heading 2	Sold

	Type	Units
	Menu Item Filter	Beer
	Base Item Filter	<None>
Column 6	Heading 1	Marg to
	Heading 2	Beer %
	Type	Unit to Unit %
	Menu Item Filter	Margaritas
	Base Item Filter	Beer
Jobs	All Jobs have been selected.	
File Format	Text	
Ranking	Column 1	

Related Topics (none)

External Report

The External Report allows the Focus system to call another program, file or website from the Reports Window.

Accessing the External Report Options

While in Focus Setup, select Reports > Setup and then select the External Report.

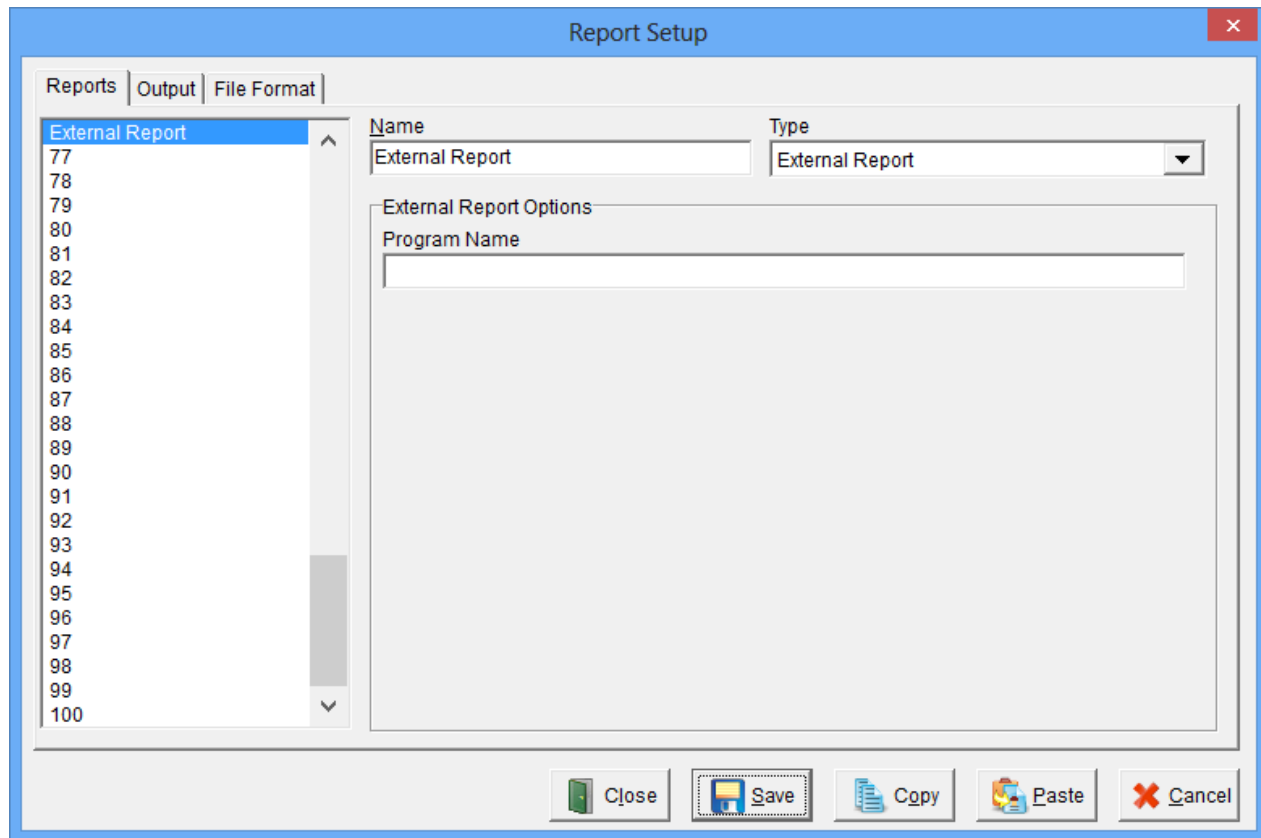


Figure 8.60 External Report Setup Window

Figure 8.61 External Report Setup Window Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Program Name	The path to the program file, file name or website address.	
	Sample Program Name and Description	
	Program Name	Description
	http://my.focuspos.com	Pulls up the Focus Web Reporting website, http://my.focuspos.com
	Calc.exe	Pulls up the Windows calculator.
C:\focus\batch.bat	Runs the batch file batch.bat located in c:\focus.	

	C:\focus\images\nutrition.pdf	Pulls up the .pdf file, nutrition.pdf located in c:\focus\images.
	C:\focus-images\nutrition.htm	Pulls up the .htm file, nutrition.htm located in c:\focus\images.

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure if the External Report is Displayed On Screen and Security Code.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

The screenshot shows the 'Report Setup' window with the 'Output' tab selected. On the left, a list of reports is shown, with 'External Report' highlighted. The main configuration area includes:

- Destination:** Radio buttons for Screen, Printer, File, E-mail, and FTP. 'Screen' is selected.
- File Name:** A text input field.
- E-mail Address (To):** A text input field.
- FTP Site:** A dropdown menu showing 'cuspos.comos.com/'.
- Format Options:** A section with 'Initialize Format' and a dropdown menu set to '<None>'.
- Security Code:** A text input field containing '1'.
- ID:** A text input field.
- File Option:** Radio buttons for 'Overwrite' (selected) and 'Append'.
- Screen Options:** A section with a 'Display' checkbox (checked), 'Screen Format' dropdown (set to '<None>'), 'Sort Position' dropdown, and 'Image File Name' text input.

At the bottom, there are buttons for 'Close', 'Save', 'Copy', 'Paste', and 'Cancel'.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file. <div> <div>File Name</div> <div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div> </div>
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports <div> <div>E-mail Attachment Name</div> <div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div> <div>E-mail Address (To)</div> <div>Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".</div> </div>
	FTP	The report will be sent to a FTP site.

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.								
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.								
Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running an External Report

The External Report is run directly from the Report Window. No other options are available.

For Example:

If the External Report is set to `http://www.restaurant.com` then the website will be displayed in a default Internet browser window.

If the External Report is set to `calc.exe` then the Windows calculator will appear on the screen.

If the External Report is set to `c:\focus\checkouthelp.txt` then the text document will be displayed on the screen.

Related Topics (none)

Gift Card Report

The Gift Card Report displays a list of gift card transactions (redemptions, activations and increments).

Accessing the Gift Card Report Options

While in Focus Setup, select Reports > Setup and then select the Gift Card Report.

Figure 8.131 Gift Card Report Setup Window

Figure 8.132 Gift Card Report Setup Window Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Sort	Type	Gift Cards are sorted by Type.
	Account	Gift Cards are sorted by Account Number.
Beginning Account Range	Beginning gift card account range for report.	
Ending Account Range	Ending gift card account range for report.	

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Gift Card Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description		
Destinations	Screen	The report will be displayed on the screen.	
	Printer	The report will be printed.	
	File	The report will be saved as a file.	
		File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports	
		E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
		E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".
	FTP	The report will be sent to a FTP site.	
File Name		Enter the name of the file for the selected report. If the characters "%d"	

		are found in the file name then they are replaced by the business date of the report.
	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.
	FTP Site	The FTP site that the report will be sent.
Format Option	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.	
ID	Unique ID for report if desired.	
File Option	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.
	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.
Screen Option	Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .
	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.
	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.
	Image File Name	An image to be displayed on the report button in the report window.
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.	

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running a Gift Card Report

The following default options may be changed when running the Gift Card Report: Start Date, End Date, Sort and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.104.1 Gift Card Report Options Window

Figure 8.104.1 Gift Card Report Options Window Fields

Field	Description		
Start Date	The beginning date for the report.		
End Date	The ending date for the report.		
Sort	Type	Gift Cards are sorted by Type.	
	Account	Gift Cards are sorted by Account Number.	
Destination	Screen	The report will display on the screen.	
	Printer	The report will print directly to the printer.	
	File	The report will be exported to a file.	
		Des- tination File Name	The name and path of the file to export (i.e., C:\Focus\giftcard.txt).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.	
Des- tination File Name		The name of the file to e-mail (i.e., giftcard.txt).	
FTP	The report will be sent via FTP to the pre-defined FTP address.		

**Des-
tination
File
Name**

The name and path of the file to FTP (i.e., giftcard.txt).

Figure 8.53.2 Gift Card Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Gift Card Report Options Window.

Related Topics (none)

Net Amount		
	Amount	The Net Amount of all Gift Card transactions (Activations plus Increments minus Redemptions).

Figure 8.134.1 Gift Card Report Setup Options

Field	Description	
Sort		
	Type	Gift Cards are sorted by Type.

Related Topics (none)

Hourly Report

The Hourly Report displays sales and labor information for intervals within a pre-defined time range.

Accessing the Hourly Report Options

While in Focus Setup, select Reports > Setup > Hourly Report.

Figure 8.62 Hourly Report Setup Window

Figure 8.63 Hourly Report Setup Window Options

Field	Description		
Name	The Name of the report, up to 25 alphanumeric characters.		
Start Time	The starting time for the report.		
End Time	The ending time for the report.		
Interval	The Interval allows the report to be displayed for incremental periods within the time range. For example, if the Interval is set to "15" then the report will display sales and labor information in 15 minute Intervals from the Start Time to the End Time.		
Labor	None	Labor information will not be shown on the report.	
	Job Totals	Jobs	The selected Jobs are used to calculate the Labor Cost and Total Labor %.

	<table> <tr> <td>Total</td><td> <table> <tr> <td>Jobs</td><td>The selected Jobs are used to calculate the Total Labor %.</td></tr> </table> </td></tr> </table>	Total	<table> <tr> <td>Jobs</td><td>The selected Jobs are used to calculate the Total Labor %.</td></tr> </table>	Jobs	The selected Jobs are used to calculate the Total Labor %.
Total	<table> <tr> <td>Jobs</td><td>The selected Jobs are used to calculate the Total Labor %.</td></tr> </table>	Jobs	The selected Jobs are used to calculate the Total Labor %.		
Jobs	The selected Jobs are used to calculate the Total Labor %.				
Sales	<table> <tr> <td>Report Groups</td><td>Report Group Sales will be displayed.</td></tr> <tr> <td>Total</td><td>Total Report Group Sales will be displayed.</td></tr> </table>	Report Groups	Report Group Sales will be displayed.	Total	Total Report Group Sales will be displayed.
Report Groups	Report Group Sales will be displayed.				
Total	Total Report Group Sales will be displayed.				
File Format	<table> <tr> <td>Text</td><td>The report will be exported as a text file.</td></tr> <tr> <td>Comma Delimited</td><td>The report will be exported in a comma delimited format.</td></tr> </table>	Text	The report will be exported as a text file.	Comma Delimited	The report will be exported in a comma delimited format.
Text	The report will be exported as a text file.				
Comma Delimited	The report will be exported in a comma delimited format.				
Printer	<table> <tr> <td>Check</td><td>The report will be printed on the Check Printer for the Station.</td></tr> <tr> <td>Report</td><td>The report will be printed on the Report Printer for the Station.</td></tr> </table>	Check	The report will be printed on the Check Printer for the Station.	Report	The report will be printed on the Report Printer for the Station.
Check	The report will be printed on the Check Printer for the Station.				
Report	The report will be printed on the Report Printer for the Station.				

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Hourly Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

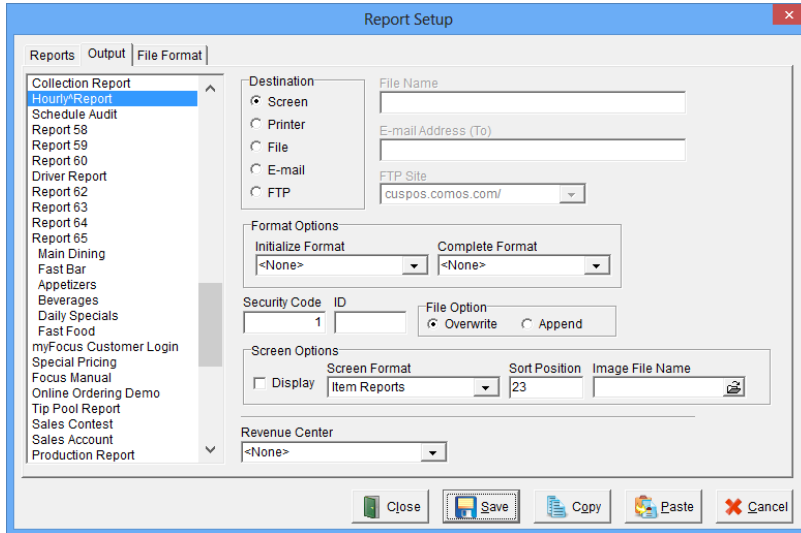


Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file.
	E-mail	<div>File Name</div> <div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div>
		<div>E-mail Attachment Name</div> <div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div>
	E-mail	<div>E-mail Address (To)</div> <div>Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".</div>
		<div>FTP</div> <div>File Name</div> <div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div>

	<table> <tr> <td></td><td> <table> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table> </td></tr> </table>		<table> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
	<table> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.				
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.								
Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running a Hourly Report

The following default options may be changed when running the Hourly Report: Start Date, End Date, Start Time, End Time, Interval, Revenue Center and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.53.1 Hourly Report Options Window

Figure 8.53.2 Hourly Report Options Window Fields

Field	Description	
Start Date	The beginning date for the report.	
End Date	The ending date for the report.	
Start Time	The Start Time of the first Interval.	
End Time	The End Time of the last Interval.	
Interval	The Interval allows the report to be displayed for incremental periods within the time range. For example, if the Interval is set to "15" then the report will display sales and labor information in 15 minute Intervals from the Start Time to the End Time.	
Revenue Center	Only transactions and time records associated with the selected Revenue Center will display on the report.	
Destination	Screen	The report will display on the screen.
	Printer	The report will print directly to the printer.
	File	The report will be exported to a file.
		<div><div>Des- tination File Name</div><div>The name and path of the file to export (i.e., C:\Focus\hourly.txt).</div></div>
	E-mail	The report will be e-mailed to the pre-defined e-mail address.

		Des- tination File Name	The name of the file to e-mail (i.e., hourly.txt).
	FTP	The report will be sent via FTP to the pre-defined FTP address.	
		Des- tination File Name	The name and path of the file to FTP (i.e., hourly.txt).

Figure 8.53.2 Hourly Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Hourly Report

A sample Hourly Report and description of the fields are listed below.



The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.64 Sample Hourly Report

Focus Cafe

Hourly Report Page 1

for 4/27/200X at 5/21/200X 4:08:04 PM

=====

11:00-12:00

Checks 33 Guests 83
 Sales 775.95 Total Sales 775.95
 Labor% 20.13 Total Labor% 20.13

Liquor 7 38.00 Wine 2 7.00
 Beer 11 19.25 Food 137 711.70

Server 17.74 Bartender 6.00
 Manager 9.00 Hostess 12.50
 Busboy 34.44 Cook 29.75
 Dishwasher 20.25 Prep Cook 26.50

12:00-13:00

Checks 28 Guests 72
 Sales 791.45 Total Sales 1567.40
 Labor% 20.02 Total Labor% 20.07

Liquor 21 78.75 Beer 11 20.75
 Food 133 691.95

Server 19.17 Bartender 6.00
 Manager 9.00 Hostess 12.50
 Busboy 35.25 Cook 29.75
 Dishwasher 20.25 Prep Cook 26.50

13:00-14:00

Checks 13 Guests 25
 Sales 231.66 Total Sales 1799.06
 Labor% 56.72 Total Labor% 24.79

Liquor 3 11.75 Beer 5 9.75
 Food 39 210.16

Server 19.17 Bartender 6.00
 Manager 9.00 Hostess 12.50
 Busboy 32.35 Cook 23.38
 Dishwasher 15.05 Prep Cook 13.95

14:00-15:00

Checks 5 Guests 10
 Sales 125.80 Total Sales 1924.86
 Labor% 75.28 Total Labor% 28.09

Liquor 4 20.00 Beer 1 1.75
 Food 17 104.05

Server 3.57 Bartender 6.00
 Manager 17.28 Hostess 6.25
 Busboy 11.73 Cook 22.48
 Dishwasher 13.64 Prep Cook 13.75

15:00-16:00

Checks 6 Guests 13
 Sales 197.05 Total Sales 2121.91
 Labor% 34.49 Total Labor% 28.68

Liquor 7 31.75 Beer 1 2.00
 Food 25 163.30

Server 6.39 Bartender 3.12
 Manager 18.00 Hostess 2.81
 Busboy 9.00 Cook 8.27

Figure 8.65 Hourly Report Fields

Field	Description	
Interval Section	Time Range	The Interval Start Time and End Time. Note: Transactions occurring from the Start Time and before the End Time are included in the Interval.
	Checks	The number of checks that were opened during the Interval.
	Guests	The number of guests on checks opened during the Interval.
	Sales	The Total Report Group Sales for the interval.
	Total Sales	The Total Report Group Sales for the current and preceding Intervals.
	Labor	The Labor % for the Interval.
	Total Labor	The Total Labor % for the current and preceding Intervals.
	Hours	The Total Hours worked for all selected jobs for the current and preceding Intervals.
	Report Group Sales	Report Group Units for the Interval.
		Report Group Sales for the Interval.
	Job Labor Cost	If the "Labor" option is set to "Jobs" then Labor Cost is displayed by Job.
		The Job Name.
		The labor cost for the Job.
Summary Section	Totals are displayed for Checks, Guests, Sales, Labor %, Report Group sales and labor cost by Job.	
	Time Range	The Start Time and End Time specified for the report.
	Checks	The Total number of Checks that were opened for the Time Range.
	Guests	The number of guests on checks opened during the Time Range.
	Total Sales	The Total Report Group Sales for the Time Range.
	Total Labor %	The Total Labor % for the Time Range.
	Report Group Sales	Total Report Group Units for the Time Range.
		Total Report Group Sales for the Time Range.
	Job Labor Cost	If the "Labor" option is set to "Jobs" then Labor Cost is displayed by Job.
		The Job Name.
		The Total Labor Cost for the Job for the Time Range.


Figure 8.65.1 Hourly Report Setup Options

Field	Description
Start Time	11:00
End Time	23:00
Interval	60
Labor	Job Totals
Sales	Report Groups
File Format	Text
Printer	Check
Jobs	All Jobs were selected.

Related Topics (none)

Inventory Detail Report

The Inventory Detail Report displays the detailed usage for each Inventory Item included on the report.

 The Sale, Pour, Empty and Open events are displayed when using a 3rd party liquor control system (i.e., Bar Vision). Additionally, the actual volume, units sold, unit variance, percent variance and date/time is displayed to help control costs.

Accessing the Inventory Detail Report

While in Focus Setup, select Reports > Setup > Inventory Detail Report.

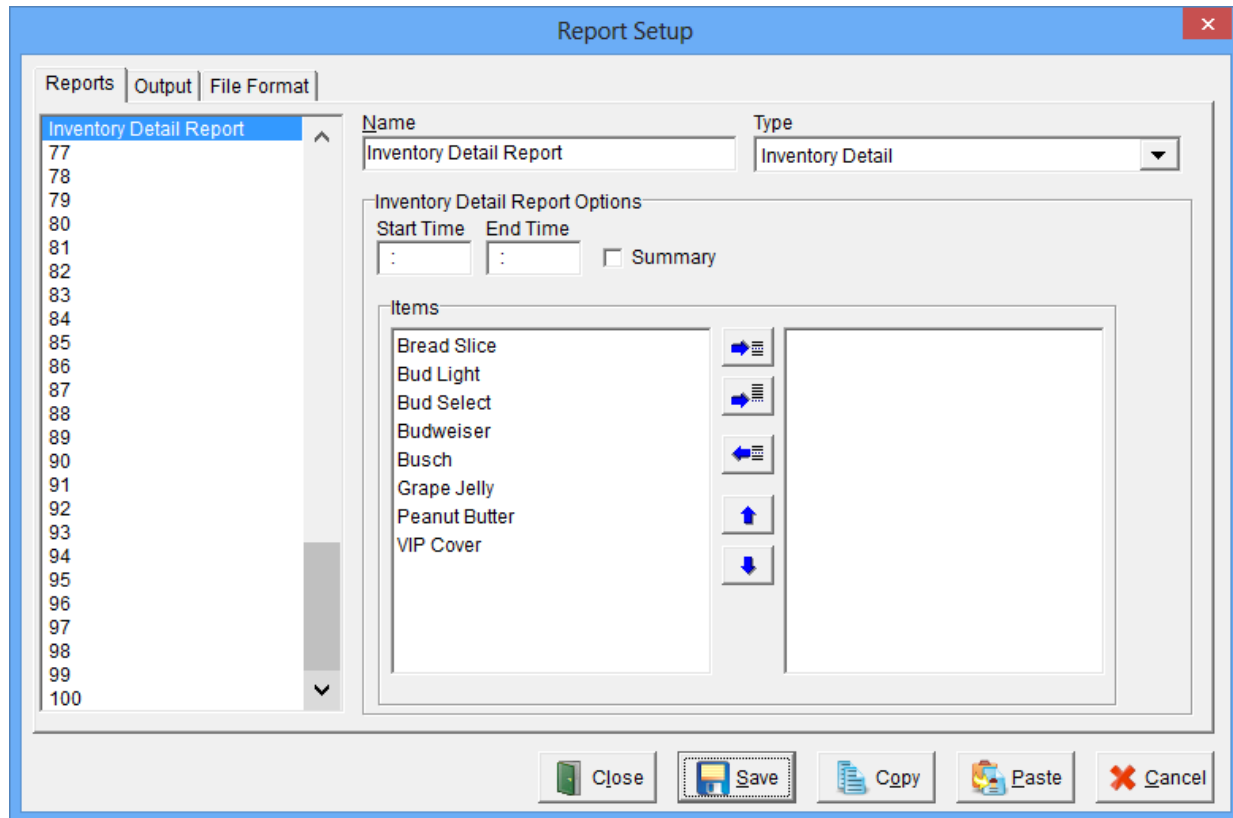


Figure 8.147 Inventory Detail Report Setup Window

Figure 8.148 Inventory Detail Report Setup Window Options

Field	Description
Name	The Name of the report, up to 25 alphanumeric characters.
Start Time	Transactions on or after the Start Time will display on the report.
End Time	Transactions before the End Time are included on the report.
Summary	Only the summary of individual transactions is included on the report.
Items	Select the Items for the report.

Related Topics

Job Right 'Reports – Report Setup'

The Output Window is used to configure the Inventory Detail Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Report Setup

Reports | **Output** | File Format

Inventory Detail*Report

- Sale Acct.
- Daily Sales
- Discount
- Voids
- Attendance
- Labor %
- Cumulative Sis
- Payroll Rpt
- Daily Item Rpt
- Weekly Item Rpt
- Cumulative Item
- Close Day Rpts
- Interval Rpt
- Daily E-Mail
- Short Checkout
- Lunch Report
- Acct Statement Report
- Calibrate
- Beer Promo
- Credit Card Rpt
- Inv Bar
- Inv Kitchen
- Sysco Reorder
- Inv Analysis

Destination

☒ Screen

☐ Printer

☐ File

☐ E-mail

☐ FTP

File Name

E-mail Address (To)

FTP Site

Format Options

Initialize Format

Security Code **ID**

File Option

☒ Overwrite ☐ Append

Screen Options

☒ Display

Screen Format

Sort Position

Image File Name

Close **Save** **Copy** **Paste** **Cancel**

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file.
		<div>File Name<div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div></div>
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports
		<div>E-mail Attachment Name<div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div></div>
<div>E-mail Address (To)<div>Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".</div></div>		
FTP	The report will be sent to a FTP site.	

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
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Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
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Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running an Inventory Detail Report

The following default options may be changed when running the Inventory Detail Report: Start Date, End Date, Start Time, End Time and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.53.1 Inventory Detail Report Options Window

Figure 8.53.2 Inventory Detail Report Options Window Fields

Field	Description	
Start Date	The beginning date for the report.	
End Date	The ending date for the report.	
Start Time	The starting time for the report.	
End Time	The ending time for the report.	
Destination	Screen	The report will display on the screen.
	Printer	The report will print directly to the printer.
	File	The report will be exported to a file.
		<div><div>Destination File Name</div><div>The name and path of the file to export (i.e., C:\Focus\detail.txt).</div></div>
	E-mail	The report will be e-mailed to the pre-defined e-mail address.
		<div><div>Destination File Name</div><div>The name of the file to e-mail (i.e., detail.txt).</div></div>
FTP	The report will be sent via FTP to the pre-defined FTP address.	

**Des-
tination
File
Name**

The name and path of the file to FTP (i.e., detail.txt).

Figure 8.53.2 Inventory Detail Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Inventory Detail Report

A sample Inventory Detail Report and description of the fields are listed below.



The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.



Inventory Detail 3/1/200X

Focus Cafe

created at 3/8/200X 10:30:22 AM

Page 1 of 1

Item	Tran Type	Actual	Units Sold	Unit Variance	% Variance	Date/Time
Absolut						
Absolut	SALE		1.25	-1.25	0.00	03/01/200X 20:13:02
	POUR	0.89		-0.36	-40.45	03/01/200X 20:14:31
Total Absolut		0.89	1.25	-0.36	-40.45	
Absolute Mandarin						
	POUR	1.06		1.06	100.00	03/01/200X 20:12:42
Total Absolute Mandarin		1.06	0.00	1.06	100.00	
Crown Royal						
	POUR	0.87		0.87	100.00	03/01/200X 20:02:29
Crown Royal	SALE		1.25	-0.38	-43.68	03/01/200X 20:07:28
	POUR	2.04		1.66	57.04	03/01/200X 20:08:36
Total Crown Royal		2.91	1.25	1.66	57.04	
Malibu Coconut						
	POUR	1.32		1.32	100.00	03/01/200X 20:10:55
Total Malibu Coconut		1.32	0.00	1.32	100.00	
Stoli Razberi						
	EMPTY					03/01/200X 20:11:48
	OPEN					03/01/200X 20:12:42
	EMPTY					03/01/200X 20:13:02
	EMPTY					03/01/200X 20:13:34
	OPEN					03/01/200X 20:13:34
	EMPTY					03/01/200X 20:14:30
	OPEN					03/01/200X 20:14:30
	EMPTY					03/01/200X 20:14:57
Total Stoli Razberi		0.00	0.00	0.00	100.00	
Well Rum						
Well Rum	SALE		1.25	-1.25	0.00	03/01/200X 20:09:50
	POUR	1.68		0.43	25.60	03/01/200X 20:12:28
Total Well Rum		1.68	1.25	0.43	25.60	
Well Scotch						
	EMPTY					03/01/200X 20:14:02
	OPEN					03/01/200X 20:14:02
Total Well Scotch		0.00	0.00	0.00	25.60	
Well Vodka						
	POUR	1.49		1.49	100.00	03/01/200X 20:00:02
Well Vodka	SALE		1.25	0.24	16.11	03/01/200X 20:03:47
	POUR	1.26		1.50	54.55	03/01/200X 20:07:42
Total Well Vodka		2.75	1.25	1.50	54.55	

Figure 8.149 Sample Inventory Detail Report

Figure 8.150 Inventory Detail Report Fields

Field	Description	
Item	The name of the Inventory Item.	
Tran Type	Pour	A drink Pour transaction was recorded by the 3rd party liquor control system.
	Sale	The drink was ordered through the point of sale.
	Empty	An Empty Bottle transaction was recorded by the 3rd party liquor control system.
	Open	An Open Bottle transaction was recorded by the 3rd party liquor control system.
Actual	The Actual amount of liquor poured according to the 3rd party liquor control system.	
Unit Sold	The amount of the Inventory Item used according to the recipe in Focus Inventory.	
Unit Variance	The running Unit Variance (Actual pour minus Unit Sold).	
% Variance	The running % Variance for the Inventory Item (Unit Variance divided by Actual displayed as a percentage).	
Date/Time	The date and time the item was ordered.	
Total	Actual	The total amount of liquor poured of the inventory item according to the 3rd party liquor control system.
	Unit Sold	The total amount of the Inventory Item used according to the recipe in Focus Inventory.
	Unit Var- iance	The running Unit Variance (Actual pour minus Unit Sold).
	% Var- iance	The running % Variance for the Inventory Item (Unit Variance divided by Actual displayed as a per- centage).

Figure 8.150.1 Inventory Detail Report Setup Options

Field	Description
Start Time	08:00
End Time	23:00
Summary	Selected
Items	All Items.

Related Topics (none)

Sample Inventory Detail Summary Report

A sample Inventory Detail Summary Report and description of the fields are listed below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.


				
Inventory Detail 3/1/200X				
Focus Cafe		created at 3/8/200X 10:30:22 AM		Page 1 of 1
Item	Actual	Units Sold	Unit Variance	% Variance
Absolut	0.89	1.25	-0.36	-40.45
Absolut Mandarin	1.06	0.00	1.06	100.00
Crown Royal	2.91	1.25	1.66	57.04
Malibu Coconut	1.32	0.00	1.32	100.00
Sotli Razberi	0.00	0.00	0.00	100.00
Well Rum	1.68	1.25	0.43	25.60
Well Scotch	0.00	0.00	0.00	25.60
Well Vodka	2.75	1.25	1.50	54.55

Figure 8.149 Sample Inventory Detail Summary Report

Field	Description
Item	The name of the Inventory Item.
Actual	The amount of liquor poured according to the 3rd party liquor control system.
Units Sold	The amount of the Inventory Item used according to the recipe in Focus Inventory.
Unit Variance	Actual amount of liquor poured minus Units Sold.
% Variance	Unit Variance divided by Actual displayed as a percentage.

Figure 8.150.1 Inventory Detail Report Setup Options

Field	Description
Start Time	08:00
End Time	23:00
Summary	Selected
Items	Absolute, Absolute Manadarin, Crown Royal, Malibu Coconut, Sotli Razberi, Well Rum, Well Scotch and Well Vodka.

Related Topics (none)

Inventory On Hand Report

The Inventory On Hand Report displays the theoretical amount of product on hand.

Accessing the Inventory On Hand Report Options

While in Focus Setup, select Reports > Setup > Inventory On Hand Report.

Figure 8.66 Inventory On Hand Report Setup Window

Figure 8.67 Inventory On Hand Report Setup Window Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Sort	Vendors	<p>The report will be sorted by Vendors.</p> <div> Vendors <p>Inventory Items that are purchased from the selected Vendors will display on the report. Multiple Vendors may be selected by holding the Ctrl Key and clicking other vendors.</p> </div>
	Subgroups	<p>The report will be sorted by Subgroups.</p> <div> Subgroups <p>Inventory Items that are included in the selected Subgroups will display on the</p> </div>

			report. Multiple Subgroups may be selected by holding the Ctrl key and clicking other subgroups.
	Items	The report will be sorted by Items.	
		Items	Inventory Items that are selected will display on the report.
Page Break	If selected, a new page will be created for each Vendor or Subgroup.		

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Inventory On Hand Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description		
Destinations	Screen	The report will be displayed on the screen.	
	Printer	The report will be printed.	
	File	The report will be saved as a file.	
		File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports	
		E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
		E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".
FTP	The report will be sent to a FTP site.		

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.								
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
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Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running an Inventory On Hand Report

The following default options may be changed when running the Inventory On Hand Report: Date, Destination and Sort. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.53.1 Inventory On Hand Report Options Window

Figure 8.53.2 Inventory On Hand Report Options Window Fields

Field	Description	
Date	The ending date for the report. The inventory transactions entered on or before the Date will be included on the report.	
Destination	Screen	The report will display on the screen.
	Printer	The report will print directly to the printer.
	File	The report will be exported to a file.
	Des- tination File Name	The name and path of the file to export (i.e., C:\Focus\onhand.txt).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.
FTP	Des- tination File Name	The name of the file to e-mail (i.e., onhand.txt).
	Des- tination File Name	The report will be sent via FTP to the pre-defined FTP address.
FTP	Des- tination File Name	The name and path of the file to FTP (i.e., onhand.txt).

Sort	Vendors	The report will be sorted by Vendors.	
		Vendors	Inventory Items that are included in the selected Vendors will display on the report. Multiple Vendors may be selected by holding the Ctrl key and clicking other vendors.
	Sub-groups	The report will be sorted by Subgroups.	
		Sub-groups	Inventory Items that are included in the selected Subgroups will display on the report. Multiple Subgroups may be selected by holding the Ctrl key and clicking other subgroups.
	Items	The report will be sorted by Items.	
		Items	Inventory Items that are selected will display on the report.


Figure 8.53.2 Inventory On Hand Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Inventory On Hand Report

A sample Inventory On Hand Report and description of the fields are listed below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Focus		Inv On Hand for 3/6/200X					Page 1 of 1	
Focus Cafe		created at 3/6/200X 1:44:57 PM						
Item	Beg Date	Stock Unit	Begin Inv.	+	Purchases	-	Qty Sold	= Expected On Hand
TYSON								
Chicken White Meat	3/3/200X	Case	23.00		8.00		20.65	10.35 Case(s)
Chicken Wings	3/3/200X	Case	5.00		1.00		4.50	1.50 Case(s)
Chicken Dark Meat	3/3/200X	Case	6.00		3.00		8.04	0.96 Case(s)
Wingers	3/3/200X	Case	10.00		4.00		14.60	-0.60 Case
COKE								
2 liter Coke	3/3/200X	Btl	24.00		0.00		3.00	21 Btl(s)
Bottled Water	3/3/200X	Case	5.00		1.00		4.50	0.5 Case(s)

Figure 8.68 Sample Inventory On Hand Report

Figure 8.69 Inventory On Hand Report Fields

Field	Description
Item	The name of the Inventory Item.
	Vendor Name The name of the Vendor if the Sort option is set to Vendor.
	Subgroup The name of the Subgroup if the Sort option is set to Subgroup.
Beg Date	The date that a physical count was last taken for the item. If a physical count has not been performed for an item, a "-----" will display in this field.
Stock Unit	The stock unit defined for the item.
Begin Inv	The starting count of goods.
Purchases	The invoices entered into the system which occurred AFTER "Beg Date" and before or on the user specified end date. Only purchases from posted Invoices are accumulated.
Qty Sold	Sales that occurred after Beg Date and before or on the user specified end date.
Expected On Hand	Begin Inv plus Purchases minus Qty Sold.

Figure 8.69.1 Inventory On Hand Report Setup Options

Field	Description
Sort	Vendors
Vendors	Tyson, Coke

Related Topics (none)

Inventory Production Report

The Inventory Production Report is used to help determine the amount of product that should be prepared at certain time intervals throughout the day.

Accessing the Inventory Production Report Options

While in Focus Setup, select Reports > Setup > Inventory Production Report.

Figure 8.139 Inventory Production Report Setup Window

Figure 8.140 Inventory Production Report Setup Window Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Start Time	The beginning time of the first Interval.	
End Time	The ending time of the last Interval.	
Interval	The Interval allows the Ingredient's usage to be displayed for specific periods within the time range. For example, if the Interval is set to "30" then the report will be divided into 30 minute Intervals from the Start Time to the End Time.	
Day	Current Business Date	The report date defaults to the Current Business Date.
	Tomorrow	The report date defaults to Tomorrow's Business Date.

	Sunday	The report date defaults to the following Sunday. If the current day is Sunday, the report defaults to the Current Business Date.
	Monday	The report date defaults to the following Monday. If the current day is Monday, the report defaults to the Current Business Date.
	Tuesday	The report date defaults to the following Tuesday. If the current day is Tuesday, the report defaults to the Current Business Date.
	Wednesday	The report date defaults to the following Wednesday. If the current day is Wednesday, the report defaults to the Current Business Date.
	Thursday	The report date defaults to the following Thursday. If the current day is Thursday, the report defaults to the Current Business Date.
	Friday	The report date defaults to the following Friday. If the current day is Friday, the report defaults to the Current Business Date.
	Saturday	The report date defaults to the following Saturday. If the current day is Saturday, the report defaults to the Current Business Date.
Ingredient	The Inventory Item for the report.	

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Inventory Production Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

The screenshot shows the 'Report Setup' window with the 'Output' tab selected. On the left, a list of reports is shown, with 'Inv. Production Report' highlighted. The main area contains several sections: 'Destination' with radio buttons for Screen, Printer, File, E-mail, and FTP; 'Format Options' with an 'Initialize Format' dropdown; 'Security Code' and 'ID' input fields; 'File Option' with 'Overwrite' and 'Append' radio buttons; 'Screen Options' with a 'Display' checkbox, 'Screen Format' dropdown, 'Sort Position' input, and 'Image File Name' input; and 'Revenue Center' dropdown. At the bottom are buttons for Close, Save, Copy, Paste, and Cancel.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	<div>The report will be saved as a file.</div> <div><div>File Name</div><div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div></div>
	E-mail	<div>The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports</div> <div><div>E-mail Attachment Name</div><div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div></div> <div><div>E-mail Address (To)</div><div>Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".</div></div>
	FTP	The report will be sent to a FTP site.

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
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FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.								
Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
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Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running an Inventory Production Report

The following default options may be changed when running the Inventory Production Report: Date, Start Time, End Time, Interval, Revenue Center and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.53.1 Inventory Production Report Options Window

Figure 8.53.2 Inventory Production Report Options Window Fields

Field	Description		
Date	The Date for the report.		
Start Time	The Start Time of the first Interval.		
End Time	The End Time of the last Interval.		
Interval	The Interval allows the Ingredient's usage to be displayed for specific periods within the time range. For example, if the Interval is set to "30" then the report will be divided into 30 minute Intervals from the Start Time to the End Time.		
Revenue Center	Only sales occurring in the selected Revenue Center will be used to determine the Inventory Item usage.		
Destination	Screen	The report will display on the screen.	
	Printer	The report will print directly to the printer.	
	File	The report will be exported to a file.	
		Des- tination File Name	The name and path of the file to export (i.e., C:\Focus\production.txt).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.	
Des- tination		The name of the file to e-mail (i.e., production.txt).	

		File Name	
	FTP	The report will be sent via FTP to the pre-defined FTP address. Des- tination File Name The name and path of the file to FTP (i.e., production.txt).	


Figure 8.53.2 Inventory Production Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Inventory Production Report

A sample Inventory Production Report and description of the fields are listed below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Focus

Prep Biscuits for 3/7/2008

Focus Cafe

created at 3/10/200X 8:57:32 AM

Page 1 of 1

Item (Biscuits), Friday

Interval	02/15	02/22	02/29	03/07	Average
09:00 - 09:29	0	0	0	0	0.00
09:30 - 09:59	0	0	0	0	0.00
10:00 - 10:29	0	0	4	0	1.33
10:30 - 10:59	9	23	16	0	16.00
11:00 - 11:29	25	19	11	0	18.33
11:30 - 11:59	30	56	28	0	38.00
12:00 - 12:29	30	22	38	0	30.00
12:30 - 12:59	35	24	34	0	31.00
13:00 - 13:29	24	23	35	0	27.33
13:30 - 13:59	20	35	34	0	29.67
14:00 - 14:29	19	23	20	0	20.67
14:30 - 14:59	25	22	25	0	24.00
15:00 - 15:29	15	27	26	0	22.67
15:30 - 15:59	13	24	19	0	18.67
16:00 - 16:29	17	45	42	0	34.67
16:30 - 16:59	25	36	42	0	34.33
17:00 - 17:29	44	41	18	0	34.33
17:30 - 17:59	46	41	18	0	35.00
18:00 - 18:29	37	50	44	0	43.67
18:30 - 18:59	52	50	70	0	57.33
19:00 - 19:29	57	49	48	0	51.33
19:30 - 19:59	34	46	25	0	35.00
20:00 - 20:29	56	22	30	0	36.00
20:30 - 20:59	28	32	21	0	27.00
21:00 - 21:29	13	15	36	0	21.33
21:30 - 21:59	18	13	21	0	17.33
22:00 - 22:29	8	9	15	0	10.67
22:30 - 22:59	2	3	0	0	1.67
23:00 - 23:29	0	0	0	0	0.00
23:30 - 23:59	0	0	0	0	0.00
Totals	682	750	720	0	717.33

Figure 8.141 Sample Inventory Production Report

Figure 8.142 Sample Inventory Production Report Fields

Field	Description
Item, Day	The Ingredient for the report followed by the day of the week. Note: Day is determined by the Date selected when running the report.

Interval	The periods within the established time range. Sales are included in an interval if the time the sale occurred was on or after the interval start time and before the interval end time.	
Date	The amount of the Ingredient used (in whole numbers) during the defined interval time and day. The Date columns are determined by the Date entered when running the report. For example, if the Date (03/07) fell on a Sunday, the dates of the previous 3 Sundays (02/29, 02/22, 02/15) will be used for the report.	
Average	The Average Interval Ingredient's usage for the first 3 Date columns.	
Totals	Date	The Total Ingredient's usage for the first 3 Date columns.
	Average	The Average Ingredient's usage for the first 3 Date columns.

Figure 8.142.1 Sample Inventory Production Report Setup Options

Field	Description
Start Time	09:00
End Time	24:00
Interval	30
Day	Friday
Ingredient	Biscuits

Related Topics (none)

Inventory Reorder Report

The Inventory Reorder Report uses the inventory on hand, par level and minimum purchase to determine the quantity needed and calculate the extended price of the order.

Accessing the Activity Report Options

While in Focus Setup, select Reports > Setup and then select the Inventory Reorder Report.

Figure 8.70 Inventory Reorder Report Setup Window

Figure 8.71 Inventory Reorder Report Setup Window Options

Field	Description		
Name	The Name of the report, up to 25 alphanumeric characters.		
Sort	Vendors	The Vendors will be the only way to configure this report.	
		Vendors	Inventory Items that are purchased from the selected Vendors will display on the report. Multiple Vendors may be selected by holding the Ctrl Key and clicking other vendors.
	Subgroups	This option is not active.	
	Items	This option is not active.	

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Inventory Reorder Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

The screenshot shows the 'Report Setup' window with the 'Output' tab selected. On the left, a list of reports is shown, with 'Inventory Reorder Report' highlighted. On the right, the configuration options for the selected report are displayed. The 'Destination' section has radio buttons for Screen, Printer, File, E-mail, and FTP. The 'Format Options' section has a dropdown for 'Initialize Format'. The 'Security Code' and 'ID' fields are present. The 'File Option' section has radio buttons for 'Overwrite' and 'Append'. The 'Screen Options' section has a checkbox for 'Display', a dropdown for 'Screen Format', a dropdown for 'Sort Position', and a text field for 'Image File Name'.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description		
Destinations	Screen	The report will be displayed on the screen.	
	Printer	The report will be printed.	
	File	The report will be saved as a file.	
		File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports	
		E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
E-mail Address (To)		Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".	
FTP	The report will be sent to a FTP site.		

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.								
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
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Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running an Inventory Reorder Report

The Destination and Vendors may be changed when running the Inventory Reorder Report. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.



Figure 8.53.1 Inventory Reorder Report Options Window

Figure 8.53.2 Inventory Reorder Report Options Window Fields

Field	Description	
Destination	Screen	The report will display on the screen.
	Printer	The report will print directly to the printer.
	File	The report will be exported to a file. <div> <div>Destination File Name</div> <div>The name and path of the file to export (i.e., C:\Focus\reorder.txt).</div> </div>
	E-mail	The report will be e-mailed to the pre-defined e-mail address. <div> <div>Destination File Name</div> <div>The name of the file to e-mail (i.e., reorder.txt).</div> </div>
	FTP	The report will be sent via FTP to the pre-defined FTP address. <div> <div>Destination File Name</div> <div>The name and path of the file to FTP (i.e., reorder.txt).</div> </div>
Vendors	Select the vendors to for the report. Multiple Vendors may be selected by holding the Ctrl key and clicking other Vendors.	

Figure 8.53.2 Inventory Reorder Report Options Window Commands

Field	Description
-------	-------------

OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Inventory Reorder Report

A sample Inventory Reorder Report and description of the fields are listed below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.


		Inv Reorder for 3/6/200X						Page 1 of 1
Focus Cafe		created at 3/6/200X 1:44:57 PM						
Item	Purch Unit	Purch Price	Expected On Hand	Par Level	Minimum Purchase	Vendor Number	Qty Needed	Extended Price
TYSON (713) 555-1234 Ext 101 Fax (800)555-1234 Contact Linda Route Information This is the Route info 123 Main St. Houston, TX 77007-1600								
Chicken Breast	Case	35.95	3 Case(s)	8.00	1.00	123456789	5.00	179.75
Chicken Legs	Case	23.45	4 Case(s)	9.00	1.00	567890123	5.00	117.25
Chicken Wings	Case	26.95	6 Case(s)	7.00	1.00	987654321	1.00	26.95
Total								323.95

Figure 8.72 Sample Inventory Reorder Report

Field	Description
Vendor Information	The following information will be displayed beneath the Item heading if established in Inventory > Vendors.
	Name The Vendor's Name.
	Phone Number The Vendor's Phone Number.
	Ext. The Vendor's Extension.
	Fax Number The Vendor's Fax Number.
	Contact The Vendor's Contact Name.
	Route The Route information.
	Address The Vendor's Address.
	City The Vendor's City.
	State The Vendor's State.
	Zip Code The Vendor's Zip Code.
Item	The name of the Inventory Item.
Purch Unit	The Purchase Unit defined for the Item.

Purch Price	The last price paid for the Item.
Expected On Hand	The theoretical number of Items in stock (see also Inventory On Hand Report).
Par Level	The minimum stock inventory level defined for the Item.
Minimum Purchase	The minimum purchase defined for the Item.
Vendor Number	The Vendor Number defined for the Item.
Qty Needed	Expected On Hand minus the Par Level. Note: The Qty Needed must be greater than Minimum Purchase to be displayed.
Extended Price	Extended Price equals Qty Needed multiplied by Purch Price.
Total	The Total Extended Price of the order.

Figure 8.73.1 Inventory Reorder Report Setup Options

Field	Description
Vendors	Tyson

Related Topics (none)

Inventory Sales Analysis Report

The Inventory Sales Analysis Report uses the inventory unit cost and inventory units sold to calculate the cost of goods sold and the % of cost of goods sold.

Accessing the Activity Report Options

While in Focus Setup, select Reports > Setup and then select the Inventory Sales Analysis Report.

Figure 8.70 Inventory Sales Analysis Report Setup Window

Figure 8.71 Inventory Sales Analysis Report Setup Window Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Sort	Vendors	This option is not active.
	Subgroups	The report will be sorted by the subgroups selected.
	Items	This option is not active.

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

Purpose

The Output Window is used to configure the Inventory Sales Analysis Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

The screenshot shows the 'Report Setup' window with the 'Output' tab selected. On the left, a list of reports is shown, with 'Inventory Sales Analysis' selected. The main area contains several configuration sections: 'Destination' with radio buttons for Screen (selected), Printer, File, E-mail, and FTP; 'File Name', 'E-mail Address (To)', and 'FTP Site' text fields; 'Format Options' with an 'Initialize Format' dropdown set to '<None>'; 'Security Code' (1) and 'ID' fields; 'File Option' with 'Overwrite' (selected) and 'Append' radio buttons; and 'Screen Options' with a checked 'Display' checkbox, 'Screen Format' dropdown set to '<None>', 'Sort Position' set to '1', and an 'Image File Name' field with a browse button. At the bottom are 'Close', 'Save', 'Copy', 'Paste', and 'Cancel' buttons.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file.
		<div><div>File Name</div><div>Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.</div></div>
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports

		E-mail Attachment Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.
		E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a “;”.
	FTP	The report will be sent to a FTP site.	
		File Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.
		FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.
	FTP Site	The FTP site that the report will be sent.	
Format Option	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.	
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.		
ID	Unique ID for report if desired.		
File Option	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	
	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.	
Screen Option	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	
	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	
	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	
	Image File Name	An image to be displayed on the report button in the report window.	
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.		

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running an Inventory Sales Analysis Report

The Destination and Vendors may be changed when running the Inventory Sales Analysis Report. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.53.1 Inventory Sales Analysis Report Options Window

Figure 8.53.2 Inventory Sales Analysis Report Options Window Fields

Field	Description	
Destination	Screen	The report will display on the screen.
	Printer	The report will print directly to the printer.
	File	The report will be exported to a file.
	Destination File Name	The name and path of the file to export (i.e., C:\Focus\Sa-lesAnalysis.txt).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.
E-mail	Destination File Name	The name of the file to e-mail (i.e., SalesAnalysis.txt).
	FTP	The report will be sent via FTP to the pre-defined FTP address.
FTP	Destination File Name	The name and path of the file to FTP (i.e., SalesAnalysis.txt).
Employee	Select the Employee for the report.	
Subgroups	Select the Subgroups for the report. Multiple Subgroups may be selected by holding the Ctrl key and clicking other Sub-	

	groups. Note: If you do not select any Subgroups, the report will be blank.
--	---


Figure 8.53.2 Inventory Sales Analysis Report Options Window Commands


Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Inventory Sales Analysis Report

A sample Inventory Sales Analysis Report and description of the fields are listed below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.



Focus Cafe

Inventory Sales Analysis for 1/9/2013

created at 2/7/2013 2:00:49 PM

Pag

Item	Stock Unit	Unit Cost	Qty Sold	\$ COGS	% COGS
Domestic Beer					
Bud Light	Case	0.00	0.29	0.00	0.00
Bud Select	Case	0.00	0.00	0.00	0.00
Budweiser	Case	0.00	0.17	0.00	0.00
Busch	Case	0.00	0.00	0.00	0.00
VIP Cover	Case	0.00	0.00	0.00	0.00
Domestic Beer Totals			0.46	0.00	0.00
Kitchen					
Bread Slice	Loaf	1.03	0.33	0.34	0.20
Grape Jelly	Qt	6.85	0.25	1.71	0.99
Peanut Butter	Qt	4.52	0.25	1.13	0.65
Kitchen Totals			0.83	3.19	1.84
Grand Totals			1.29	3.19	1.84

Figure 8.72 Sample Inventory Sales Analysis Report

Field	Description	
Item Information	The following information will be displayed beneath the Item heading if established in Inventory > Vendors.	
	Subgroup	The Subgroup Selected prior to running the report.
	Items	The Items included in that subgroup
	Totals	The Totals for that Subgroup.
Stock Unit	The Stock unit of the inventory item.	
Unit Cost	The current cost of the unit. Note: For this to be accurate the user must enter daily invoice pricing into the system.	
Qty Sold	The Quantity sold of that item.	
\$ COGS	The Cost of Goods Sold	
% COGS	The % Cost of Goods Sold.	
Grand Totals	The totals for all items in the selected Subgroups.	

Related Topics (none)

Inventory Usage Analysis Report

The Inventory Usage Analysis Report compares the actual inventory count to the projected (ideal inventory) count to produce a variance report.

Accessing the Inventory Usage Analysis Report Options

While in Focus Setup, select Reports > Setup and then select the Inventory Usage Analysis Report.

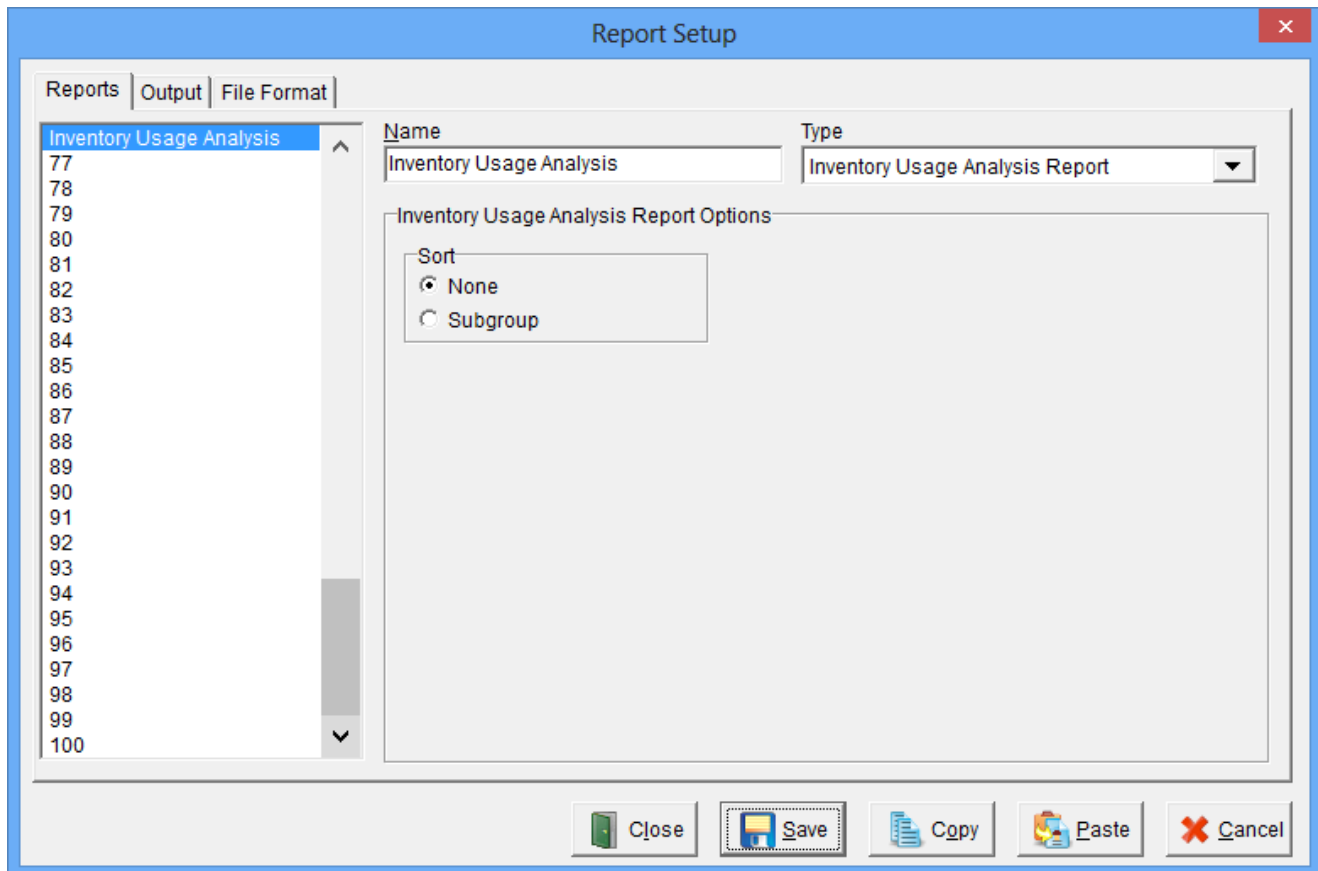


Figure 8.74 Inventory Usage Analysis Setup Window

Figure 8.75 Inventory Usage Analysis Report Setup Window Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Sort	None	The report will be sorted by the Sort Option in the Inventory Worksheet
	Subgroup	The Report will be sorted by the Subgroups.

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Account Statement Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

The screenshot shows the 'Report Setup' window with the 'Output' tab selected. On the left, a list of reports is shown, with 'Inventory Usage Report' highlighted. The main area contains several configuration sections: 'Destination' with radio buttons for Screen, Printer, File, E-mail, and FTP; 'Format Options' with a dropdown for 'Initialize Format'; 'Security Code' and 'ID' fields; 'File Option' with 'Overwrite' and 'Append' radio buttons; and 'Screen Options' with a checked 'Display' checkbox, a 'Screen Format' dropdown, a 'Sort Position' field, and an 'Image File Name' field. At the bottom, there are buttons for 'Close', 'Save', 'Copy', 'Paste', and 'Cancel'.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file. <div> <div>File Name</div> <div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div> </div>
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports <div> <div>E-mail Attachment Name</div> <div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div> <div>E-mail Address (To)</div> <div>Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ";".</div> </div>
	FTP	The report will be sent to a FTP site.

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
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Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.								
Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running an Inventory Usage Analysis Report

The Destination and a previously entered Inventory may be selected when running the Inventory Usage Analysis Report. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

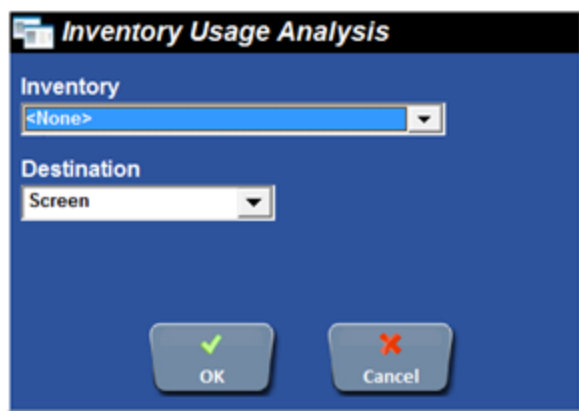


Figure 8.53.1 Inventory Usage Analysis Report Options Window

Figure 8.53.2 Inventory Usage Analysis Report Options Window Fields

Field	Description		
Inventory	Select the Inventory from the drop-down list that will be used for the report.		
Destination	Screen	The check number associated with the Void.	
	Printer	The report will print directly to the printer.	
	File	The report will be exported to a file.	
		Destination File Name	The name and path of the file to export (i.e., C:\Focus\usage.txt).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.	
		Destination File Name	The name of the file to e-mail (i.e., usage.txt).
FTP	The report will be sent via FTP to the pre-defined FTP address.		
	Destination File Name	The name and path of the file to FTP (i.e., usage.txt).	

Figure 8.53.2 Inventory Usage Analysis Report Options Window Commands


Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Inventory Usage Report

A sample Inventory Usage Report and description of the fields are listed below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.



Focus Cafe

Inventory Usage Analysis for 3/2/200X

created at 3/7/200X 12:24:06 PM

Item	Beg Date	Unit Cost	Stock Unit	Unit Usage						
				Begin Inv	+ Purchases	Qty Sold	Proj = End Inv	Actual End Inv =	Variance	Proj End Inv
Freezer										
Apple Pies	2/25/200X	0.19	Ea.	70.00	120.00	48.00	142.00	125.00	-17.00	26.70
Breast Fillets (FTF)	2/25/200X	10.99	Bag	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Breast Fillets (Fresh)	2/25/200X	12.65	Bag	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Buns	2/25/200X	0.18	Ea.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Butter Solids	2/25/200X	1.95	Ea.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cajun Meat	2/25/200X	7.79	Chub	14.00	18.00	21.56	10.44	15.00	4.56	81.36
Chicken Etouffee Base	2/25/200X	5.87	Chub	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Corn	2/25/200X	0.29	Ea.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Crawfish Etouffee Base	2/25/200X	3.44	Chub	0.00	0.00	0.00	0.00	0.00	0.00	0.00
French Fries	2/25/200X	3.63	Bag	24.00	36.00	31.05	28.95	22.00	-6.95	105.00
Gravy Base	2/25/200X	5.94	Chub	13.00	18.00	16.21	14.79	6.00	-8.79	87.80
Mississippi Mud Cake	2/25/200X	0.56	Ea.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Freezer Totals				121.00	192.00	116.82	196.18	168.00	-28.18	300.90
Chicken										
Chicken Pieces	2/25/200X	33.39	Case	37.00	68.00	70.66	34.34	23.00	-11.34	1,146.60
Chicken Wings	2/25/200X	57.60	Case	1.00	1.00	0.00	2.00	0.00	-2.00	115.20
Dark Chicken	2/25/200X	28.00	Case	8.00	1.00	11.51	-2.51	6.00	8.51	-70.20
Wingers	2/25/200X	56.70	Case	1.00	0.00	0.00	1.00	1.00	0.00	56.70
Chicken Totals				47.00	70.00	82.17	34.83	30.00	-4.83	1,248.30
Grand Totals				168.00	262.00	198.99	231.01	198.00	-33.01	1,549.20

Figure 8.76 Sample Inventory Usage Report

Figure 8.77 Inventory Usage Analysis Report Fields

Field	Description	
Subgroup	Item	The name of the Inventory Item.
	Beg Date	The date that a physical count was last taken for the item.
	Unit Cost	The Unit Cost is the last purchase price for the Inventory Item.
	Stock Unit	The Stock Unit defined for the item.

	Unit Usage	Begin Inv	The beginning count of the Inventory Item.
		Pur-chases	The number of Units Purchased (of the Inventory Item) from the Beg Date through the End Date. Note: Only purchases from posted Invoices are accumulated.
		Qty Sold	The number of Inventory Items sold from the Beg Date through the End Date.
		Proj End Inv	Begin Inv plus Purchases minus Qty Sold.
		Actual End Inv	The physical Ending Inventory that was counted for the Inventory Item.
		Variance	Actual End Inv minus Proj End Inv.
	Dollar Usage	Proj End Inv	Proj End Inv multiplied by Unit Cost.
		Actual End Inv	Actual End Inv multiplied by Unit Cost.
		Variance	Actual End Inv Dollar Usage minus Proj End Inv Dollar Usage.
		% Variance	Variance (Dollar Usage) divided by Actual End Inv (Dollar Usage) displayed as a percentage.
	Food Cost	\$ COGS	(Cost of Goods Sold) Unit Cost multiplied by Qty Sold.
		% COGS	(Cost of Goods Sold) \$ COGS divided by Net Sales displayed as a percentage.
		\$ COGU	(Cost of Goods Used) Unit Sales multiplied by Unit Cost.
		% COGU	(Cost of Goods Used) Cost of Goods Used divided by Net Sales displayed as a percentage.
	Sub-group Totals	Begin Inv	Total Begin Inv for the Subgroup.
		Pur-chases	Total Purchased for the Subgroup.
		Qty Sold	Total Qty Sold for the Subgroup.
		Proj End Inv	Total Proj End Inv for the Subgroup.
		Actual End Inv	Total Actual End Inv for the Subgroup.
		Variance	Total Variance for the Subgroup.
		Proj End Inv	Total Proj End Inv for the Subgroup.

		Actual End Inv	Total Actual End Inv for the Subgroup.
		Variance	Total Variance for the Subgroup.
		% Variance	Variance Dollar Amount divided by Actual End Inv Dollar amount displayed as a percentage.
		\$ COGS	Total \$ COGS for the Subgroup.
		% COGS	Average % COGS for the Subgroup displayed as a percentage.
		\$ COGU	Total \$ COGU for the Subgroup.
		% COGU	Average % COGU for the Subgroup displayed as a percentage.
Grand Totals	Begin Inv	Total Begin Inv for all Subgroups.	
	Purchases	Total Purchased for all Subgroups.	
	Qty Sold	Total Qty Sold for all Subgroups.	
	Proj End Inv	Total Proj End Inv for all Subgroups.	
	Actual End Inv	Total Actual End Inv for all Subgroups.	
	Variance	Total Variance for all Subgroups.	
	Proj End Inv	Total Proj End Inv for all Subgroups.	
	Actual End Inv	Total Actual End Inv for all Subgroups.	
	Variance	Total Variance for all Subgroups.	
	% Variance	Total Variance Dollar Amount divided by Actual End Inv Dollar amount displayed as a percentage.	
	\$ COGS	Total \$ COGS for all Subgroups.	
	% COGS	Average % COGS for all Subgroups displayed as a percentage.	
	\$ COGU	Total \$ COGU for all Subgroups.	
	% COGU	Average % COGU for all Subgroups displayed as a percentage.	

Figure 8.77.1 Inventory Usage Analysis Report Setup Options

Field	Description
Sort	Subgroup

Related Topics (none)

Inventory Worksheet Report

The Inventory Worksheet Report is used to record the actual inventory.

Accessing the Inventory Worksheet Report Options

While in Focus Setup, select Reports > Setup and then select the Inventory Worksheet Report.

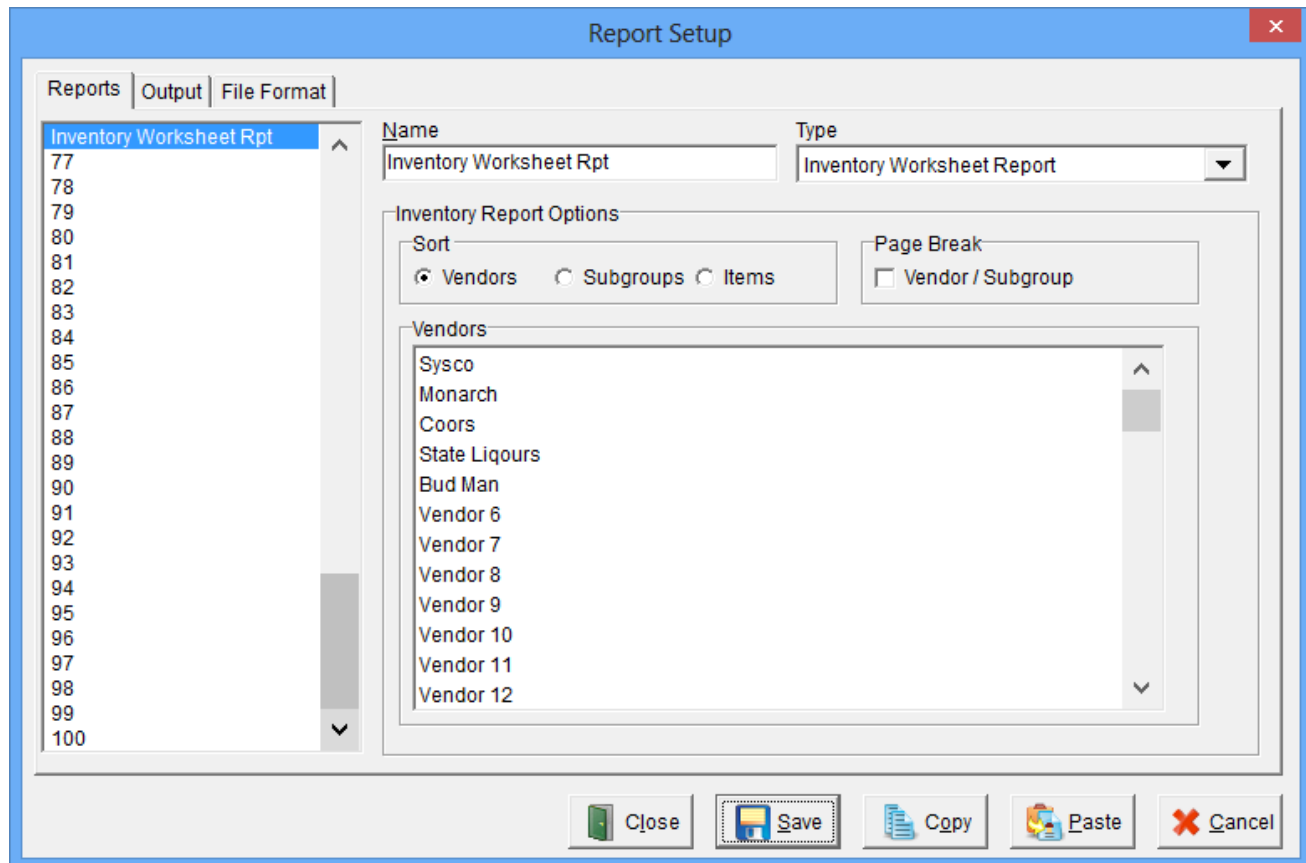


Figure 8.78 Inventory Worksheet Report Setup Window

Figure 8.79 Inventory Worksheet Report Setup Window Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Sort	Vendors	<p>The report will be sorted by Vendors.</p> <div> Vendors <p>Select the vendors to for the report. Multiple Vendors may be selected by holding the Ctrl key and clicking other Vendors.</p> </div>
	Subgroups	<p>The report will be sorted by Subgroups.</p> <div> Subgroups <p>Select the subgroups for the report. Multiple Vendors may be selected by holding the Ctrl key and clicking other Vendors.</p> </div>

	The report will be sorted by Items.	
	Items	Select the items for the report.
Page Break	Vendor / Subgroup	Each Vendor or Subgroup will print on a separate page.

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Inventory Worksheet Report is used to record the actual inventory.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

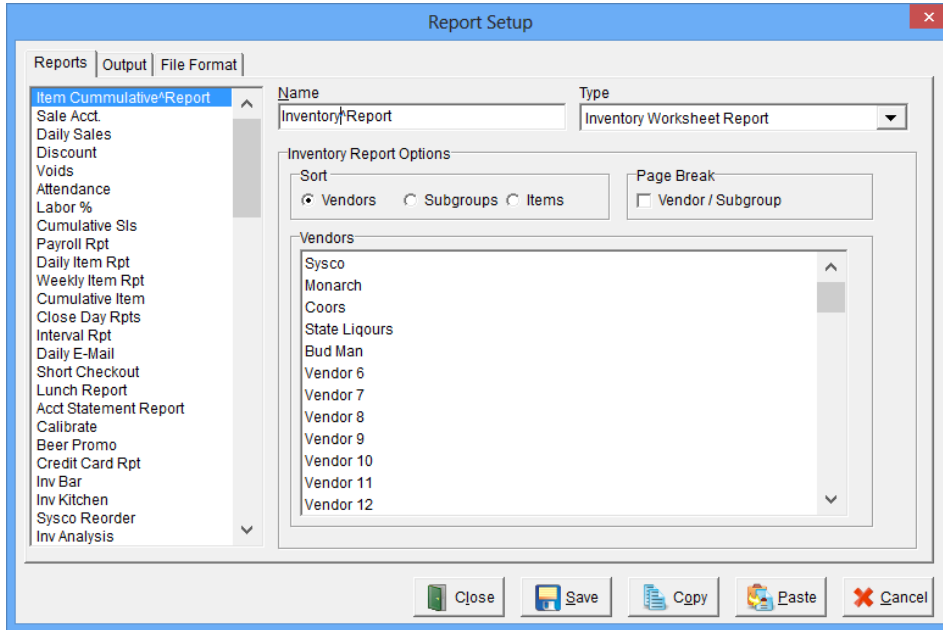


Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description		
Destinations	Screen	The report will be displayed on the screen.	
	Printer	The report will be printed.	
	File	The report will be saved as a file.	
		File Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports	
		E-mail Attachment Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.
		E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a “;”.
FTP	The report will be sent to a FTP site.		

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.								
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
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Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
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Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running an Inventory Worksheet Report

The Destination may be changed when running the Inventory Worksheet Report. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

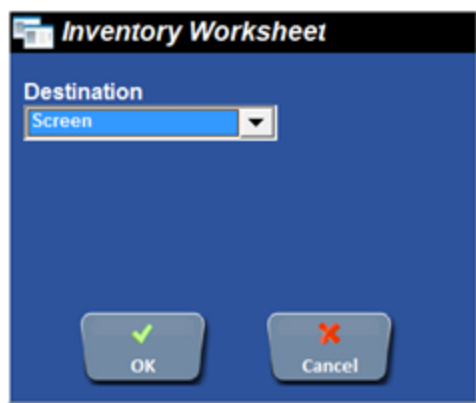


Figure 8.53.1 Inventory Worksheet Report Options Window

Figure 8.53.2 Inventory Worksheet Report Options Window Fields

Field	Description		
Destination	Screen	The report will display on the screen.	
	Printer	The report will print directly to the printer.	
	File	The report will be exported to a file.	
		Destination File Name	The name and path of the file to export (i.e., C:\Focus\worksheet.txt).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.	
		Destination File Name	The name of the file to e-mail (i.e., worksheet.txt).
FTP	The report will be sent via FTP to the pre-defined FTP address.		
	Destination File Name	The name and path of the file to FTP (i.e., worksheet.txt).	

Figure 8.53.2 Inventory Worksheet Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Inventory Worksheet Report

A sample Inventory Worksheet Report and description of the fields are listed below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Focus		Inventory Worksheet at 3/7/200X 4:09:50 PM						
Focus Cafe		created at 3/7/200X 4:09:50 PM						
Item	Qty	Stock Unit	X	Conv Factor	=	Purch Unit	Par Level	Price
TYSON								
1 Pc Chicken	_____	Case		1.00		Case	1.00	
Chicken Wings	_____	Case		1.00		Case	1.00	
Dark Chicken	_____	Case		1.00		Case	1.00	
Wingers	_____	Case		1.00		Case	4.00	
COKE								
2 liter coke	_____	Ea.		1.00		Ea.	1.00	
Bottled Water	_____	Ea.		24.00		Case	1.00	

Figure 8.80 Sample Inventory Worksheet Report

Figure 8.81 Inventory Worksheet Report Fields

Field	Description
Subgroup/Vendor	The name of the Subgroup or Vendor.
Item	The name of the Inventory Item.
Qty	A blank field used to record the number of Inventory Items in stock.
Stock Unit	The Stock Unit of the Inventory Item.
Conv Factor	The Stock to Purchase Conversion Factor for the Inventory Item.
Purch Unit	The Purchase Unit for the Inventory Item.
Par Level	The Par Level for the Inventory Item.
Price	The Price is only displayed for Menu Items that have the Inventoried Option.

Figure 8.81.1 Inventory Worksheet Report Setup Options

Field	Description
Sort	Vendors
Vendors	Tyson, Coke

Related Topics (none)

Item Count Cumulative Report

The Item Count Cumulative Report displays a count of items sold by the Day, Week, Month and Year.

Accessing the Item Count Cumulative Report Options

While in Focus Setup, select Reports > Setup > Item Count Cumulative Report.

Figure 8.39 Item Count Cumulative Report Setup Window

Figure 8.40 Item Count Cumulative Report Setup Options

Field	Description		
Name	The Name of the report, up to 25 alphanumeric characters.		
Include Totals for Each Price	Menu Items ordered with multiple prices will be displayed on separate lines and totaled.		
Include Zero Price Items	Menu Items with a zero price will be displayed on the report.		
Current Employee	The employee running the report will only see the Menu Items that they sold. This option allows an employee to view their item counts without viewing other employee's counts.		
Primary Sort Options	<table border="1"> <tr> <td>Report Group</td><td>Menu Items will be sorted and totaled by Report Group.</td></tr> </table>	Report Group	Menu Items will be sorted and totaled by Report Group.
Report Group	Menu Items will be sorted and totaled by Report Group.		

	Sort Key	Menu Items will be sorted and totaled by Sort Key.
	Item	Menu Items will be sorted by the Menu Item Check Name.
Secondary Sort	Name	Menu Items will be sorted by the Menu Item Check Name.
	Units Sold	Menu Items will be sorted by the number of Units Sold.
	Sales	Menu Items will be sorted by the Sales amount.
Menu Item Filter	The Menu Item Filter determines the Menu Items that will appear on the report. If a Menu Item Filter is not specified then all Menu Items are displayed.	
Start Time	The starting time of the report.	
End Time	The ending time of the report.	
Order Type	Menu Items with the selected Order Type will display on the report.	

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Item Count Cumulative Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Report Setup

Reports | **Output** | File Format

Item Cumulative Report

Destination

☒ Screen

☐ Printer

☐ File

☐ E-mail

☐ FTP

File Name

E-mail Address (To)

FTP Site

<None>

Format Options

Initialize Format

<None>

Security Code **ID**

1 1

File Option

☒ Overwrite ☐ Append

Screen Options

☒ Display

Screen Format **Sort Position** **Image File Name**

Sales Reports 1 r_sales.bmp

Revenue Center

<None>

Close **Save** **Copy** **Paste** **Cancel**

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports
	E-mail Attach-ment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ";".

	FTP	The report will be sent to a FTP site.	
		File Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.
		FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.
		FTP Site	The FTP site that the report will be sent.
Format Option	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.	
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.		
ID	Unique ID for report if desired.		
File Option	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	
	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.	
Screen Option	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	
	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	
	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	
	Image File Name	An image to be displayed on the report button in the report window.	
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.		

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running an Item Count Cumulative Report

The following default options may be changed when running the Item Count Cumulative Report: End Date, Start Time, End Time, Employee, Menu Item Filter, Revenue Center and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.53.1 Item Count Cumulative Report Options Window

Figure 8.53.2 Item Count Cumulative Report Options Window Fields

Field	Description		
End Date	The ending date for the report.		
Start Time	The beginning time for the report. Note: The Start Time can be entered by touching the italicized "Start Time" label.		
End Time	The ending time for the report. Note: The End Time can be entered by touching the italicized "End Time" label.		
Employee	Only Menu Items sold by the selected Employee will display on the report.		
Menu Item Filter	Only Menu Items contained in the Menu Item Filter will display on the report. Note: The Menu Item Filter can be entered by touching the italicized "Menu Item Filter" label.		
Revenue Center	Only Menu Items ordered in the selected Revenue Center will be displayed on the report.		
Destination			
	Screen	The report will display on the screen.	
	Printer	The report will print directly to the printer.	
	File	The report will be exported to a file.	
		Destination File Name	The name and path of the file to export (i.e., C:\Focus\item.txt).
E-mail	The report will be e-mailed to the pre-defined e-mail address.		
	Destination File Name	The name of the file to e-mail (i.e., item.txt).	

	<table><tr><td>FTP</td><td>The report will be sent via FTP to the pre-defined FTP address.</td></tr><tr><td>Destination File Name</td><td>The name and path of the file to FTP (i.e., item.txt).</td></tr></table>	FTP	The report will be sent via FTP to the pre-defined FTP address.	Destination File Name	The name and path of the file to FTP (i.e., item.txt).
FTP	The report will be sent via FTP to the pre-defined FTP address.				
Destination File Name	The name and path of the file to FTP (i.e., item.txt).				


Figure 8.53.2 Item Count Cumulative Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Item Count Cumulative Report

A sample Item Count Cumulative Report and description of the fields are listed below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Cumulative Item Count for 1/1/200X-12/31/200X							
Focus Cafe	created at 1/21/200X 5:50:26 PM						Pa
	Day 12/31/200X	Net Sales	Week 12/30/200X - 12/31/200X	Net Sales	Month 12/01/200X - 12/31/200X	Net Sales	Year 01/01/200X - 12/31/200X
	Units		Units		Units		Units
Shakes - Small							
Strawberry Small	6	17.16	11	38.61	115	461.32	2687
Staw Banana Small	0	0.00	2	8.58	45	184.47	781
Total Shakes - Small	6	17.16	13	47.19	160	645.79	3468
Shakes - Med							
Mango Med	0	0.00	0	0.00	9	53.91	244
Pineapple Med	0	0.00	0	0.00	9	58.41	177
Island Med	0	0.00	1	6.49	2	12.98	2
Total Shakes - Med	0	0.00	1	6.49	20	125.30	423
Shakes - Large							
Straberry Large	0	0.00	0	0.00	3	23.97	122
Straw Kiwi Large	0	0.00	0	0.00	3	23.97	48
Staw Xtreme Large	0	0.00	1	7.99	3	23.97	35
Pineapple Large	1	7.99	1	7.99	1	7.99	28
Mango Large	0	0.00	0	0.00	1	7.49	29
Van Large	0	0.00	0	0.00	9	63.92	16
Van Xtreme Large	0	0.00	0	0.00	0	0.00	18
Straw Van Large	0	0.00	0	0.00	0	0.00	3
Total Shakes - Large	1	7.99	2	15.98	20	151.31	299
Snacks							
CC Cookie	0	0.00	0	0.00	0	0.00	12
Espresso Cookie	0	0.00	0	0.00	0	0.00	3
Peanut Butter Cookie	0	0.00	0	0.00	0	0.00	2
Dark Choc Cookie	0	0.00	0	0.00	0	0.00	1
Almond Cookie	0	0.00	0	0.00	0	0.00	1
Total Snacks	0	0.00	0	0.00	0	0.00	19
Protein							
5oz Protein	0	0.00	0	0.00	0	0.00	2
Van Meal Replacement	0	0.00	0	0.00	0	0.00	2
Total Protein	0	0.00	0	0.00	0	0.00	4
Grand Totals	7	25.15	16	69.66	200	922.40	4213

Figure 8.41 Sample Item Count Cumulative Report

Figure 8.42 Sample Item Count Cumulative Report Fields

Field	Description	
Report Group	The Report Group for the Menu Item is displayed.	
	Item Name	The Guest Check Name of the Menu Item.
	Units	The number of units sold is displayed for the day, week to date, month to date and year to date.
	Net Sales	Net Sales (net of Item Discounts) for the Menu Item is displayed for the day, week to date, month to date and year to date.
Report Group Totals	Units	The number of units sold for the Report Group is displayed for the day, week to date, month to date and year to date.
	Net Sales	Net Sales for the Report Group are displayed for the day, week to date, month to date and year to date.
Grand Totals	Units	The number of units sold for all Report Groups.
	Net Sales	Net Sales (net of Item Discounts) for all Report Groups for the day, week to date, month to date and year to date.

Figure 8.42.1 Sample Item Count Cumulative Report Setup Options

Field	Description	
Primary Sort	Report Group	Selected.
Secondary Sort	Name	Selected.

Related Topics (none)

Item Count Daily Report

The Item Count Daily Report displays Menu Items sold and the associated cost information.

Accessing the Collection Report Options

While in Focus Setup, select Reports > Setup > Item Count Daily Report.

Figure 8.46 Item Count Daily Report Setup Window

Figure 8.47 Item Count Daily Report Setup Options

Field	Description
Name	The Name of the report, up to 25 alphanumeric characters.
Include Totals for Each Price	Menu Items ordered with multiple prices will be displayed on separate lines and totaled.
Include Zero Price Items	Menu Items with a zero price will be displayed on the report.
Include Cost Information	Cost information will be displayed on the report.
Current Employee	The employee running the report will only see the Menu Items that they sold. This option allows an employee to view their item counts without viewing other employee's counts.
Include Items with	Report will include all items in the report, even if there was no sales.

No Sales									
Use Station Filter	Report will only show information run on the selected station. Note: You do not have the option when running the report to change the station. This must be done in Setup.								
Totals Only	The report will only show the totals instead of the individual items.								
Primary Sort Options	<table> <tr> <td>Report Group</td><td>Menu Items will be sorted and totaled by Report Group.</td></tr> <tr> <td>Sort Key</td><td>Menu Items will be sorted and totaled by Sort Key.</td></tr> <tr> <td>Item</td><td>Menu Items will be sorted by the Menu Item Check Name.</td></tr> </table>	Report Group	Menu Items will be sorted and totaled by Report Group.	Sort Key	Menu Items will be sorted and totaled by Sort Key.	Item	Menu Items will be sorted by the Menu Item Check Name.		
Report Group	Menu Items will be sorted and totaled by Report Group.								
Sort Key	Menu Items will be sorted and totaled by Sort Key.								
Item	Menu Items will be sorted by the Menu Item Check Name.								
Secondary Sort	<p>The report is sorted first by the Primary Sort Option and then by one of the Secondary Sort Options listed below.</p> <table> <tr> <td>Name</td><td>Menu Items will be sorted by the Menu Item Check Name.</td></tr> <tr> <td>Units Sold</td><td>Menu Items will be sorted by the number of Units Sold.</td></tr> <tr> <td>Sales</td><td>Menu Items will be sorted by the Sales amount.</td></tr> <tr> <td>Profit</td><td>Menu Items will be sorted by the Profit amount.</td></tr> </table>	Name	Menu Items will be sorted by the Menu Item Check Name.	Units Sold	Menu Items will be sorted by the number of Units Sold.	Sales	Menu Items will be sorted by the Sales amount.	Profit	Menu Items will be sorted by the Profit amount.
Name	Menu Items will be sorted by the Menu Item Check Name.								
Units Sold	Menu Items will be sorted by the number of Units Sold.								
Sales	Menu Items will be sorted by the Sales amount.								
Profit	Menu Items will be sorted by the Profit amount.								
Menu Item Filter	The Menu Item Filter determines the Menu Items that will appear on the report. If a Menu Item Filter is not specified then all Menu Items are displayed.								
Start Time	The starting time of the report.								
End Time	The ending time of the report.								
Display Name (V7.4 Build 13.7.16)	<p>Which field will display as the item name on the report.</p> <table> <tr> <td>Guest Check Name</td><td>The Guest Check Name field will display on the report.</td></tr> <tr> <td>Remote Check Name</td><td>The Remote Check Name field will display on the report.</td></tr> <tr> <td>Menu Name</td><td>The Menu Name field will display on the report.</td></tr> </table>	Guest Check Name	The Guest Check Name field will display on the report.	Remote Check Name	The Remote Check Name field will display on the report.	Menu Name	The Menu Name field will display on the report.		
Guest Check Name	The Guest Check Name field will display on the report.								
Remote Check Name	The Remote Check Name field will display on the report.								
Menu Name	The Menu Name field will display on the report.								
Order Type	Menu Items with the selected Order Type will display on the report.								
Top Selling	<p>The number of Top Selling items you would like displayed on the report. Note: When using this feature, only the top 'x' number of items will display. All other data will be eliminated in the report.</p> <p>See Video</p> <p>Version 7.4 Build 13.6.14</p>								
Bottom Selling	<p>The number of Bottom Selling items you would like displayed on the report. Note: When using this feature, only the bottom 'x' number of items will display. All other data will be eliminated in the report.</p> <p>See Video</p> <p>Version 7.4 Build 13.6.14</p>								
Station	The station you would like to run the report from. Note: You must have 'Use Station Filter' selected for this to be active.								

File Format	Report	The default view used to view and print the report.
	FOODTRAK	Used to output a file for the FOODTRAK format.
	Scannabar	Used to output a file for the Scannabar format.
	Comma Delimited	Used to output a file to a comma separated value format.
	XML	Used to output a file to an XML format.

Related Topics

Job Right 'Reports – Report Setup'

Setting the File Format

Reports Output Window

The Output Window is used to configure the Item Count Daily Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

The screenshot shows the 'Report Setup' window with the 'Output' tab selected. On the left, a list of reports is shown, with 'Item Daily Report' highlighted. The right side of the window contains several configuration sections: 'Destination' with radio buttons for Screen, Printer, File, E-mail, and FTP; 'Format Options' with dropdowns for Initialize Format and Complete Format; 'Security Code' and 'ID' fields; 'File Option' with radio buttons for Overwrite and Append; 'Screen Options' with a checked 'Display' checkbox, a 'Screen Format' dropdown, a 'Sort Position' dropdown, and an 'Image File Name' field; and a 'Revenue Center' dropdown. At the bottom, there are buttons for Close, Save, Copy, Paste, and Cancel.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file.
		File Name
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports
		E-mail Attachment Name
E-mail Address (To)		Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a “;”.
FTP	The report will be sent to a FTP site.	

		File Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.
		FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.
		FTP Site	The FTP site that the report will be sent.
Format Option	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.	
	Completion Format	The print format from the list of available formats. The Format Option determines if the paper will be cut.	
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.		
ID	Unique ID for report if desired.		
File Option	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	
	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.	
Screen Option	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	
	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	
	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	
	Image File Name	An image to be displayed on the report button in the report window.	
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.		

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Item Count Daily Report File Format Option

The File Format Option on the Item Count Daily Report is used to select the fields to display.

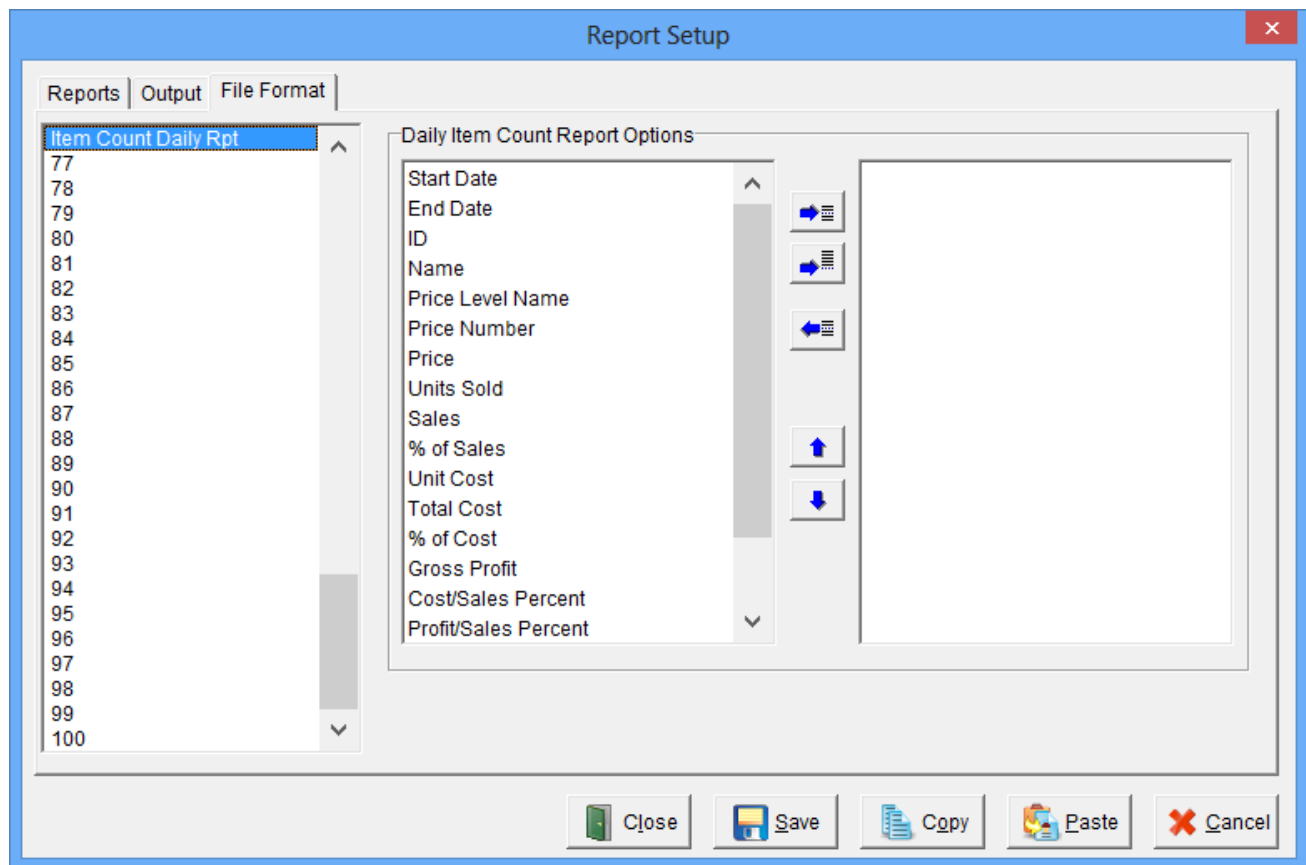


Figure 8.48 Item Count Daily Report File Format Window

Figure 8.53.2 Item Count Daily Report File Format Window Fields

Field	Description	
Daily Item Count Report Options	Start Date	The Start Date for the report.
	End Date	The End Date for the report.
	ID	The Menu Item ID.
	Name	The Menu Item Name.
	Price Level Name	The Price Level Name associated with the sale of the Menu Item.
	Price Number	The order Price Number of the Menu Item.
	Price	The order Price of the Menu Item.

	Units Sold	The number of Units Sold for the Menu Item.
	Sales	The Sales amount for the Menu Item.
	% of Sales	The Menu Item Sales divided by the Total Sales for the report.
	Unit Cost	The Cost of the Menu Item.
	Total Cost	Units Sold multiplied by Unit Cost.
	% of Cost	The Menu Item Cost divided by the Total Cost for the report.
	Gross Profit	Sales minus Total Cost.
	Cost/Sales Percent	The Total Cost divided by Total Sales and displayed as a percentage.
	Prof-it/Sales Percent	The Gross Profit divided by Total Sales and displayed as a percentage.
	Inventory ID	The Menu Item Inventory ID.
	Report Group	The Report Group for the report.
	Sort Key	The Sort Key for the report.
	Average Price	The Average Price the item sold for.

Related Topics (none)

Running an Item Count Daily Report

The following default options may be changed when running the Item Count Daily Report: Start Date, End Date, Start Time, End Time, Employee, Menu Item Filter, Revenue Center and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.53.1 Item Count Daily Report Options Window

Figure 8.53.2 Item Count Daily Report Options Window Fields

Field	Description	
Start Date	The beginning date for the report.	
End Date	The ending date for the report.	
Start Time	The beginning time for the report. Note: The Start Time can be entered by touching the italicized “Start Time” label.	
End Time	The ending time for the report. Note: The End Time can be entered by touching the italicized “End Time” label.	
Employee	Only Menu Items sold by the selected Employee will display on the report.	
Menu Item Filter	Only Menu Items contained in the Menu Item Filter will display on the report. Note: The Menu Item Filter can be entered by touching the italicized “Menu Item Filter” label.	
Revenue Center	Only Menu Items ordered in the selected Revenue Center will be displayed on the report.	
Destination	Screen	The report will display on the screen.
	Printer	The report will print directly to the printer.
	File	The report will be exported to a file.
		<div>Destination File Name</div> The name and path of the file to export (i.e., C:\Focus\item.txt).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.

		Destination File Name	The name of the file to e-mail (i.e., item.txt).
		The report will be sent via FTP to the pre-defined FTP address.	
		Destination File Name	The name and path of the file to FTP (i.e., item.txt).

Figure 8.53.2.1 Item Count Daily Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Item Count Daily Report (Sorted by Report Group)

A sample Item Count Daily Report and description of the fields are shown below.



Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.



Daily Item Count for 3/1/200X

Focus Cafe

created at 3/11/200X 1:22:37 PM

Page 1 of 1

Item	Units	Net Sales	% of Sales
Liquor			
Bourbon	1	3.25	0.21
Corazon Anejo	2	10.00	0.65
Cuervo Marg	7	36.75	2.40
Jack Daniels	2	8.50	0.56
JumMangoMg	2	16.00	1.05
Jumbo CuervoMarg	11	107.25	7.01
Jumbo Marg 1800	1	11.25	0.73
Jumbo Sangria Margarita	5	40.00	2.61
Jumbo Strawberry Margar	2	16.00	1.05
JumboMarg Frozen	53	410.75	26.83
JumboMarg rox	27	209.25	13.67
MangoMarg	2	9.50	0.62
Marg Straw	4	18.00	1.18
Marg. Froz.	47	172.50	11.27
Marg. Rox	18	67.50	4.41
Michelada	4	13.00	0.85
PatronSilver Jumbo Marg	5	63.75	4.16
Peach margarita	2	8.50	0.56
Pina Colada	3	15.00	0.98
Sangria margarita	1	4.50	0.29
Strawberry Daiquiri	3	15.00	0.98
Total Liquor	202	1,256.25	82.05
Beer			
Bud	5	15.00	0.98
Bud Light	17	51.00	3.33
Carta Blanca	3	10.50	0.69
Coors Light	10	30.00	1.96
Corona	3	10.50	0.69
Corona Light	14	49.00	3.20
DOS Equis	2	7.00	0.46
DosXX Lager	3	10.50	0.69
Heineken	3	10.50	0.69
Michelob ultra	1	3.00	0.20
Miller Lite	12	36.00	2.35
Modelo Especial	5	17.50	1.14
Negra Modelo	2	7.00	0.46
Rolling Rock	1	3.50	0.23
Sol	1	3.25	0.21
Tecate	3	10.50	0.69
Total Beer	85	274.75	17.95
Grand Total	287	1,531.00	100.00

Figure 8.49 Sample Item Count Daily Report

Figure 8.50 Sample Item Count Daily Report Fields (Sorted by Report Group)

Field	Description		
Report Group	Menu Item Name	The Guest Check Name of the Menu Item.	
		Units	The number of units sold.
		Net Sales	Net Sales (net of Item Discounts) for the Menu Item.
		% of Sales	Net Sales to Grand Total Sales percentage.
Report Group Total	Units	The number of units sold for the Report Group.	
	Net Sales	Net Sales (net of Item Discounts) for the Menu Item for the Report Group.	
	% of Sales	Net Sales to Grand Total Sales percentage for the Report Group.	
Grand Totals	Units	The number of units sold for all Report Groups.	
	Net Sales	Net Sales (net of Item Discounts) for the Menu Item for all Report Group.	
	% of Sales	Total % Sales for all Report Groups.	

Figure 8.32.1 Sample Daily Item Count Report Setup Options

Field	Description	
Primary Sort	Report Group	Selected.
Secondary Sort	Name	Selected.

Related Topics (none)

Sample Item Count Report (Sorted by Sort Key)

A sample Item Count Daily Report and description of the fields are shown below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.


			
Daily Item Count for 3/11/200X			
Focus Cafe	created at 3/11/200X 2:06:30 PM		Page 1 of 1
Item	Units	Net Sales	% of Sales
Liquor			
LQ			
Bourbon	5	11.25	3.31
Jack Daniels	3	12.75	3.75
Total LQ	8	24.00	7.06
MG			
JumboMarg Frozen	10	52.50	15.44
JumboMarg rox	12	63.00	18.53
Marg Straw	2	9.00	2.65
Marg. Froz.	1	2.75	0.81
PatronSilver Jumbo Marg	4	51.00	15.00
Total MG	29	178.25	52.43
Total Liquor	37	202.25	59.49
Beer			
DO			
Bud	8	18.00	5.29
Bud Light	6	13.50	3.97
Coors Light	13	29.25	8.60
Miller Lite	2	4.50	1.32
Total DO	29	65.25	19.19
IM			
Corona	17	42.50	12.50
Corona Light	9	22.50	6.62
Heineken	3	7.50	2.21
Total IM	29	72.50	21.32
Total Beer	58	137.75	40.51
Grand Totals	95	340.00	100.00

Figure 8.49 Sample Item Count Daily Report

Figure 8.50 Sample Item Count Daily Report Fields (Sorted by Sort Key)

Field	Description			
Report Group	Sort Key	Item	The Guest Check Name of the Menu Item.	
		Units	The number of units sold.	
		Net Sales	Net Sales (net of Item Discounts) for the Menu Item.	
		% of Sales	Net Sales to Grand Total Sales percentage.	
		Totals	Units	The number of units sold for the Sort Key.
			Net Sales	Net Sales (net of Item Discounts) for the Sort Key.
			% of Sales	Net Sales to Total Sales percentage for the Sort Key.
Report Group Total	Units	The number of units sold for the Report Group.		
	Net Sales	Net Sales (net of Item Discounts) for the Menu Item for the Report Group.		
	% of Sales	Net Sales to Grand Total Sales percentage for the Report Group.		
Grand Total	Units	The number of units sold for all Report Groups.		
	Net Sales	Net Sales (net of Item Discounts) for the Menu Item for all Report Group.		
	% of Sales	Total % Sales for all Report Groups.		


Figure 8.50.1 Sample Item Count Daily Report Setup Options

Field	Description	
Primary Sort	Sort Key	Selected.
Secondary Sort	Sort Key	Selected.

Related Topics(none)

Sample Item Count Report (w/Cost)

A sample Item Count Daily Report and description of the fields are shown below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.


<div>  <div> Daily Item Count for 3/11/200X </div> </div>									
Focus Cafe		created at 3/11/200X 2:48:17 PM						Page 1 of 1	
Item	Units	Net Sales	% of Sales	Unit Cost	Total Cost	% of Cost	Cost/ Sales	Gross Profit	Profit Sales
Bourbon	5	11.25	3.31	0.54	2.70	2.54	24.00	8.55	76.00
Bud	8	18.00	5.29	0.74	5.92	5.56	32.89	12.08	67.11
Bud Light	6	13.50	3.97	0.74	4.44	4.17	32.89	9.06	67.11
Coors Light	13	29.25	8.60	0.74	9.62	9.04	32.89	19.63	67.11
Corona	17	42.50	12.50	0.87	14.79	13.89	34.80	27.71	65.20
Corona Light	9	22.50	6.62	0.87	7.83	7.35	34.80	14.67	65.20
Heineken	3	7.50	2.21	1.05	3.15	2.96	42.00	4.35	58.00
Jack Daniels	3	12.75	3.75	0.47	1.41	1.32	11.06	11.34	88.94
JumboMarg Frozen	10	52.50	15.44	1.57	15.70	14.75	29.90	36.80	70.10
JumboMarg rox	12	63.00	18.53	1.84	22.08	20.74	35.05	40.92	64.95
Marg Straw	2	9.00	2.65	2.45	4.90	4.60	54.44	4.10	45.56
Marg. Froz.	1	2.75	0.81	0.97	0.97	0.91	35.27	1.78	64.73
Miller Lite	2	4.50	1.32	0.74	1.48	1.39	32.89	3.02	67.11
PatronSilver Jumbo Marg	4	51.00	15.00	2.87	11.48	10.78	22.51	39.52	77.45
Grand Totals	95	340.00	100.00		106.47	100.00	31.31	233.53	68.65

Figure 8.49 Sample Item Count Daily Report

Figure 8.50 Sample Item Count Daily Report Fields (Sorted by Report Group)

Field	Description
Item	The Menu Item Guest Check Name.
Units	The number of units sold.
Net Sales	Net Sales (net of Item Discounts) for the Menu Item.
% of Sales	Net Sales to Grand Total Sales percentage for the Menu Item.
Unit Cost	The Cost of the Menu Item.
Total Cost	Units Sold multiplied by Unit Cost.
% of Cost	The Menu Item Cost divided by the Total Cost for the report.

Cost/Sales	The Total Cost divided by Net Sales and displayed as a percentage.	
Gross Profit	Net Sales minus Total Cost.	
Profit/Sales	The Gross Profit divided by Net Sales and displayed as a percentage.	
Grand Totals	Units	The number of units sold.
	Net Sales	Total Net Sales (net of Item Discounts) for all Menu Items.
	% of Sales	Net Sales to Grand Total Sales percentage for all Menu Item.
	Total Cost	Total Cost for all Menu Items.
	% of Cost	Total Menu Item Cost divided by the Total Cost for the report.
	Cost/Sales	The Total Cost divided by Total Net Sales and displayed as a percentage.
	Gross Profit	Total Net Sales minus Total Cost.
	Prof-it/Sales	The Total Gross Profit divided by Total Net Sales and displayed as a percentage.

Figure 8.50.1 Sample Item Count Daily Report Setup Options

Field	Description	
Include Cost Information	Selected	
Primary Sort	Report Group	Selected.
Secondary Sort	Name	Selected.

Related Topics (none)

Sample Item Count Daily Report (Top 5 Selling Items)

A sample Item Count Daily Report and description of the fields are shown below.



Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 6.209.13 Sample Item Count Daily Report


		Daily Item Rpt for 6/17/20xx created at 6/20/20xx 4:55:56 PM		Page
Item	Units	Net Sales	% of Sales	
House Salad	1764	1,411.20	12.84	
Michelob Ultra	365	547.50	4.98	
Roast Chicken	360	4,302.00	39.15	
Zingers	360	2,876.40	26.17	
Hamburger	145	433.55	3.94	
Grand Totals	3175	10,989.80	100.00	

Figure 6.209a.13 Sample Item Count Daily Report

Field	Description	
Item	The Guest Check Name of the Menu Item.	
Units	The number of units sold.	
Net Sales	Net Sales (net of Item Discounts) for the Menu Item.	
% of Sales	Net Sales to Grand Total Sales percentage.	
Grand Totals	Units	The number of units sold for all Report Groups.
	Net Sales	Net Sales (net of Item Discounts) for the Menu Item for all Report Group.
	% of Sales	Total % Sales for all Report Groups.

Sample Item Count Daily Report (Bottom 5 Selling Items)

A sample Item Count Daily Report and description of the fields are shown below.



Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 6.209c.13 Sample Item Count Daily Report


 Focus Cafe		Daily Item Rpt for 6/17/20XX created at 6/20/20XX 4:55:56 PM		Pag
Item	Units	Net Sales	% of Sales	
Long Island Ice Tea	1	3.50	0.03	
Muffin	1	0.40	0.00	
Silverado Chard	1	45.00	0.41	
Well Gin	1	3.50	0.03	
Well Rum	1	3.50	0.03	
Grand Totals	3175	10,989.80	100.00	

Figure 6.209d.13 Sample Item Count Daily Report

Field	Description	
Item	The Guest Check Name of the Menu Item.	
Units	The number of units sold.	
Net Sales	Net Sales (net of Item Discounts) for the Menu Item.	
% of Sales	Net Sales to Grand Total Sales percentage.	
Grand Totals	Units	The number of units sold for all Report Groups.
	Net Sales	Net Sales (net of Item Discounts) for the Menu Item for all Report Group.
	% of Sales	Total % Sales for all Report Groups.

Item Count Weekly Report

The Item Count Weekly Report displays the Menu Items sold for each day of the week.

Accessing the Item Count Weekly Report Options

While in Focus Setup, select Reports > Setup> Weekly Item Count Report.

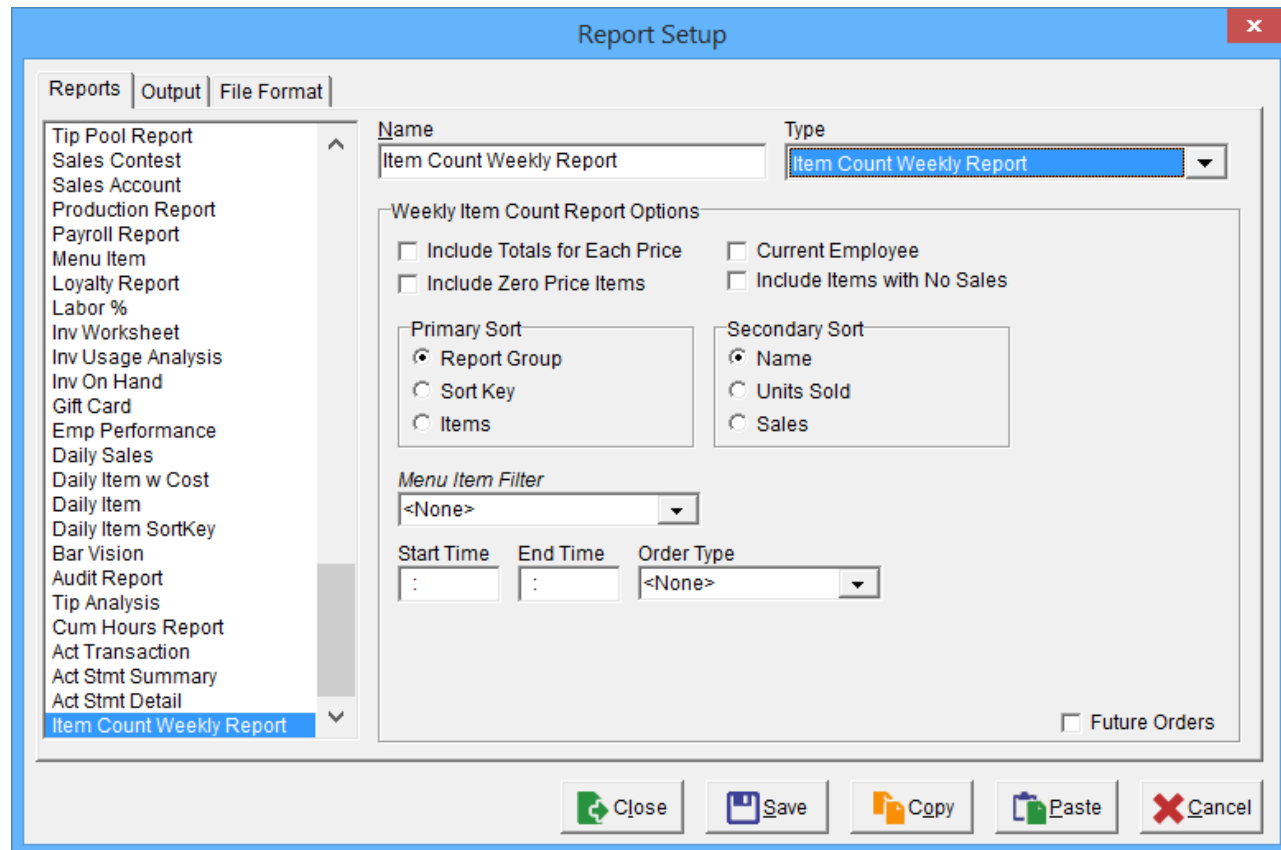


Figure 8.111 Item Count Weekly Report Setup Window

Figure 8.112 Item Count Weekly Report Setup Window Options

Field	Description
Name	The Name of the report, up to 25 alphanumeric characters.
Include Totals for Each Price	Menu Items ordered with multiple prices will be displayed on separate lines and totaled.
Include Zero Price Items	Menu Items with a zero price will be displayed on the report.
Current Employee	The employee running the report will only see the Menu Items that they sold. This option allows an employee to view their item counts without viewing other employee's counts.
Include Items with No Sales	Report will include all items in the report, even if there was no sales. V7.4 Build 14.3.31

Primary Sort Options	Report Group	Menu Items will be sorted and totaled by Report Group.
	Sort Key	Menu Items will be sorted and totaled by Sort Key.
	Item	Menu Items will be sorted by the Menu Item Check Name.
Secondary Sort	Name	Menu Items will be sorted by the Menu Item Check Name.
	Units Sold	Menu Items will be sorted by the number of Units Sold.
	Sales	Menu Items will be sorted by the Sales amount.
Menu Item Filter	The Menu Item Filter determines the Menu Items that will appear on the report. If a Menu Item Filter is not specified then all Menu Items are displayed.	
Start Time	The starting time of the report.	
End Time	The ending time of the report.	
Order Type	Menu Items with the selected Order Type will display on the report.	
Future Orders	If selected, the report will display Future Order sales information. See Video V7.4 Build 13.10.10	

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Item Count Weekly Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

The screenshot shows the 'Report Setup' window with the 'Output' tab selected. On the left, a list of reports is shown, with 'Items*Report' at the top. The main configuration area on the right includes:

- Destination:** Radio buttons for Screen (selected), Printer, File, E-mail, and FTP.
- File Name:** A text input field.
- E-mail Address (To):** A text input field.
- FTP Site:** A dropdown menu currently showing '<None>'.
- Format Options:** A section with 'Initialize Format' and a dropdown menu showing '<None>'.
- Security Code:** A text input field with '1'.
- ID:** A text input field.
- File Option:** Radio buttons for 'Overwrite' (selected) and 'Append'.
- Screen Options:** A section with a checked 'Display' checkbox, a 'Screen Format' dropdown (showing 'Sales Reports'), a 'Sort Position' dropdown (showing '1'), and an 'Image File Name' text field (showing 'r_sales.bmp') with a file icon button.
- Revenue Center:** A dropdown menu showing '<None>'.

 At the bottom of the window are buttons for 'Close', 'Save', 'Copy', 'Paste', and 'Cancel'.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file.
		<div><div>File Name</div><div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div></div>
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports
		<div><div>E-mail Attachment Name</div><div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div></div>
<div><div>E-mail Address (To)</div><div>Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".</div></div>		
FTP	The report will be sent to a FTP site.	

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.								
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.								
Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running an Item Count Weekly Report

The following default options may be changed when running the Item Count Weekly Report: Start Date, End Date, Start Time, End Time, Employee, Menu Item Filter, Revenue Center and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.104.1 Item Count Weekly Report Options Window

Figure 8.104.1 Item Count Weekly Report Options Window Fields

Field	Description	
Start Date	The beginning date for the report.	
End Date	The ending date for the report.	
Start Time	The beginning time for the report. Note: The Start Time can be entered by touching the italicized "Start Time" label.	
End Time	The ending time for the report. Note: The End Time can be entered by touching the italicized "End Time" label.	
Employee	Only Menu Items sold by the selected Employee will display on the report.	
Menu Item Filter	Only Menu Items contained in the Menu Item Filter will display on the report. Note: The Menu Item Filter can be entered by touching the italicized "Menu Item Filter" label.	
Revenue Center	Only Menu Items ordered in the selected Revenue Center will be displayed on the report.	
Destination	Screen	The report will display on the screen.
	Printer	The report will print directly to the printer.
	File	<div> <div>The report will be exported to a file.</div> <div> <div>Destination File Name</div> <div>The name and path of the file to export (i.e., C:\Focus\item.txt).</div> </div> </div>
	E-mail	The report will be e-mailed to the pre-defined e-mail address.

		Destination File Name	The name of the file to e-mail (i.e., item.txt).
	FTP	The report will be sent via FTP to the pre-defined FTP address.	
		Destination File Name	The name and path of the file to FTP (i.e., item.txt).


Figure 8.53.2 Item Count Weekly Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Item Count Weekly Report

A sample Item Count Weekly Report and description of the fields are listed below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Weekly Item Count Report for 1/13/200X-1/19/200X										
Focus Café			created at 1/21/200X 5:23:21 PM							
	1/13/200X Sunday		1/14/200X Monday		1/15/200X Tuesday		1/16/200X Wednesday		1/17/200X Thursday	
	Units	Net Sales	Units	Net Sales	Units	Net Sales	Units	Net Sales	Units	Net Sales
Beer										
Bud Light	13	35.75	16	25.00	9	18.75	45	95.75	33	68.75
Miller Lite	14	38.50	10	20.50	14	30.50	32	60.50	46	99.50
Corona	10	32.50	8	19.75	13	34.75	16	44.50	8	24.75
Coors Light	0	0.00	2	4.50	2	5.50	15	29.25	14	27.50
Corona Light	0	0.00	5	12.50	0	0.00	14	33.00	4	9.25
Negra Modelo	4	13.00	6	14.50	4	8.00	10	30.00	0	0.00
Michelob ultra	2	5.50	1	1.75	0	0.00	0	0.00	6	11.50
DosXX Lager	0	0.00	0	0.00	0	0.00	4	8.00	9	21.75
Shiner bock	0	0.00	0	0.00	4	11.00	10	21.50	0	0.00
Bud	2	5.50	0	0.00	3	7.25	11	26.25	8	22.00
DOS Equis	7	22.75	7	16.50	5	10.00	0	0.00	1	2.00
Modelo Especial	0	0.00	3	6.00	3	7.25	9	25.50	0	0.00
Tecate	3	9.75	0	0.00	1	3.25	1	3.25	2	4.00
Pacifico	0	0.00	0	0.00	0	0.00	6	13.50	0	0.00
Bohemia	0	0.00	0	0.00	2	6.50	0	0.00	0	0.00
SOL	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Red Bull Blaster	0	0.00	0	0.00	2	14.00	0	0.00	0	0.00
Caguama	0	0.00	0	0.00	0	0.00	0	0.00	1	5.25
Carta Blanca	1	3.25	0	0.00	0	0.00	0	0.00	1	2.00
Red Bull	0	0.00	0	0.00	0	0.00	0	0.00	1	3.00
Miller Genuine Draft	0	0.00	1	1.75	0	0.00	0	0.00	0	0.00
Starburst	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Miller.chill	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Tecate Michelada	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Smirnoff Ice	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Total Beer	56	166.50	59	122.75	62	156.75	173	391.00	134	301.25
Grand Totals	56	166.50	59	122.75	62	156.75	173	391.00	134	301.25

Figure 8.113 Sample Item Count Weekly Report

Figure 8.114 Sample Item Count Weekly Report Fields

Field	Description	
Report Group	The Report Group for the Menu Item is displayed.	
	Item Name	The Guest Check Name of the Menu Item.
	Units	The number of units sold is displayed for the each day of the week.
	Net Sales	Net Sales (net of Item Discounts) for the Menu Item is displayed for each day of the week.
Report Group Totals	Units	The number of units sold for the Report Group is displayed for each day of the week.
	Net Sales	Net Sales for the Report Group are displayed for each day of the week.
Grand Totals	Units	The number of units sold for all Report Groups.
	Net Sales	Net Sales (net of Item Discounts) for all Report Groups.

Figure 8.114.1 Sample Item Count Weekly Report Setup Options

Field	Description	
Primary Sort	Report Group	Selected.
Secondary Sort	Name	Selected.

Related Topics (none)

Labor Percentage Report

The Labor Percentage Report displays an overview of the labor costs.

Accessing the Labor Percentage Report Options

While in Focus Setup, select Reports > Setup and then select the Labor Percentage Report.

The screenshot shows the 'Report Setup' window with the 'Reports' tab selected. The 'Labor Percentage Report' is highlighted in the left-hand list. The 'Name' field contains 'Labor Percentage Report' and the 'Type' dropdown is set to 'Labor Percentage Report'. The 'Labor Percentage Report Options' section contains a list of job roles with checkboxes: Bartender, Server, Hostess, Cook, Manager, Busser, Cashier, Chef, Asst. Manager, Dishwasher, Take Out, Driver, Test, Counter Service, Bar Fast, Bar Tabs, Bar Floor, Drive Through, and Bar Age Verify. The 'Detail' section has two radio buttons: 'Job' (selected) and 'Employee'. At the bottom, there are buttons for 'Close', 'Save', 'Copy', 'Paste', and 'Cancel'.

Figure 8.82 Labor Percentage Report Setup Window

Figure 8.83 Labor Percentage Report Setup Window Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Jobs	The Jobs to include in the Labor Percentage Report.	
Detail	Job	Sorts the report by Job.
	Employee	Sort the report by Employee.

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Labor Percentage Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

The screenshot shows the 'Report Setup' window with the 'Output' tab selected. On the left, a list of reports is shown, with 'Labor% Report' at the top. The main area contains several configuration sections: 'Destination' with radio buttons for Screen, Printer, File, E-mail, and FTP; 'Format Options' with an 'Initialize Format' dropdown; 'Security Code' and 'ID' fields; 'File Option' with 'Overwrite' and 'Append' radio buttons; 'Screen Options' with a 'Display' checkbox, 'Screen Format' dropdown, 'Sort Position' dropdown, and 'Image File Name' text field; and a 'Revenue Center' dropdown. At the bottom, there are buttons for 'Close', 'Save', 'Copy', 'Paste', and 'Cancel'.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports
	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".

	FTP	The report will be sent to a FTP site.	
		File Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.
		FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.
		FTP Site	The FTP site that the report will be sent.
Format Option	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.	
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.		
ID	Unique ID for report if desired.		
File Option	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	
	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.	
Screen Option	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	
	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	
	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	
	Image File Name	An image to be displayed on the report button in the report window.	
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.		

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running a Labor Percentage Report

The following default options may be changed when running the Labor Percentage Report: Start Date, End Date, Jobs, Revenue Center and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.53.1 Labor Percentage Report Options Window

Figure 8.53.2 Labor Percentage Report Options Window Fields

Field	Description		
Start Date	The beginning date for the report.		
End Date	The ending date for the report.		
Jobs	Only time records with the specified Jobs will appear on the report.		
Revenue Center	The Revenue Center used to filter the report. Note: If a Revenue Center is not specified, the filter is not active.		
Destination	Screen	The report will display on the screen.	
	Printer	The report will print directly to the printer.	
	File	The report will be exported to a file.	
		Destination File Name	The name and path of the file to export (i.e., C:\Focus\labor.txt).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.	
		Destination File Name	The name of the file to e-mail (i.e., labor.txt).
FTP	The report will be sent via FTP to the pre-defined FTP address.		
	Destination File Name	The name and path of the file to FTP (i.e., labor.txt).	

Figure 8.53.2 Labor Percentage Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Labor Percentage Report

A sample Labor Percentage Report and description of the fields are listed below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.


<div>  <div> Labor Percentage for 3/1/200X created at 3/12/200X 11:21:51 AM </div> </div>						
Focus Cafe						
Page 1 of 1						
Job	Labor Hours	Labor Cost	17.00% Overhead	Actual Labor	% of Labor	% of Sales
FOH						
Server	60.91	117.42	19.97	137.39	56.32	1.78
Rafael A.	4.82	10.27	(17:11 - 22:00 = 4.82) X 2.13)			
Anselmo	5.27	11.23	(16:39 - 21:55 = 5.27) X 2.13)			
M.Garcia	9.73	20.72	(11:08 - 21:52 = 9.73) X 2.13)			
Manuel G.	3.30	7.03	(11:24 - 14:42 = 3.30) X 2.13)			
Manuel G.	5.22	11.12	(16:45 - 21:58 = 5.22) X 2.13)			
Martin M.	4.67	9.95	(16:20 - 21:00 = 4.67) X 2.13)			
Beto Speedy \$\$\$	3.65	7.77	(10:31 - 14:10 = 3.65) X 2.13)			
Beto Speedy \$\$\$	4.00	8.52	(17:00 - 21:00 = 4.00) X 2.13)			
Captain Adrian	6.52	13.89	(14:29 - 21:00 = 6.52) X 2.13)			
Andrea	3.25	6.92	(11:52 - 15:07 = 3.25) X 2.13)			
Suarez A.	10.48	0.00	(11:14 - 21:43 = 10.48) X 0.00)			
Total FOH	60.91	117.42	19.97	137.39	56.32	1.78
BOH						
Cook	13.24	91.06	15.48	106.54	43.68	1.38
Ricardo G.	4.32	28.08	(18:17 - 22:36 = 4.32) X 6.50)			
Maria M.	8.92	57.98	(12:26 - 22:21 = 8.92) X 6.50)			
Total BOH	13.24	91.06	15.48	106.54	43.68	1.38
Grand Totals	74.15	208.48	35.45	243.93	100.00	3.16
Total Labor Cost		\$243.93				
Net Sales		\$7,718.81				
Labor/Sales %		3.16				

Figure 8.84 Sample Labor Percentage Report

Figure 8.85 Labor Percentage Report Fields

Field	Description	
Labor Group	Job	Labor statistics for each Job is displayed.

		Summary	Labor Hours	The number of Labor Hours worked for the Job.	
			Labor Cost	The total pay employees earned for the Job.	
			% Over-head	Labor Cost multiplied by the % Overhead established in Miscellaneous > General > Timekeeping > Scheduling Options > Overhead %.	
			Actual Labor	Labor Cost plus % Overhead for the Job.	
			% of Labor	Actual Labor for the Job divided by the Actual Labor for all Jobs.	
			% of Sales	Actual Labor for the Job divided by Net Sales.	
		Individual Times	If the Detail Option is set to Employee, the following fields will be displayed for each time record.		
			Employee Name	The Employee's Nickname.	
			Labor Hours	The number of Hours the employee worked.	
			Labor Cost	The pay the employee earned.	
			Cal-cula-tion	Labor Hours multiplied by the pay rate for the Job.	
Labor Group Totals	Labor Hours	The number of Labor Hours worked for the Labor Group.			
	Labor Cost	The total pay employees earned for the Labor Group.			
	% Over-head	Labor Cost multiplied by the % Overhead established in Miscellaneous > General > Timekeeping > Scheduling Options > Overhead %.			
	Actual Labor	Labor Cost plus % Overhead for the Labor Group.			
	% of Labor	Actual Labor for the Labor Group divided by the Actual Labor for all Labor Groups.			
	% of Sales	Actual Labor for the Labor Group divided by Net Sales.			
Grand Totals	Labor Hours	The Total number of Labor Hours worked.			

	Labor Cost	The Total Labor Cost.
	% Over-head	The Total % Overhead.
	Actual Labor	The Total Labor Cost plus % Overhead established in Miscellaneous > General > Timekeeping > Scheduling Options > Overhead %.
	% of Labor	The Total % of Labor for all Labor Groups.
	% of Sales	The Total Actual Labor divided by Net Sales.
Total Labor Cost	The Total of all Actual Labor.	
Net Sales	Net Sales for the period.	
Labor/Sales %	Total Labor Cost divided by Net Sales displayed as a percentage.	

Figure 8.85.1 Labor Percentage Report Setup Options

Field	Description
Jobs	All Jobs were selected.
Detail	Employee

Related Topics (none)

Loyalty Report

The Loyalty Report displays an Account's Loyalty activity including Points Earned and Awards received.

Accessing the Loyalty Report Options

While in Focus Setup, select Reports > Setup > Loyalty Report.

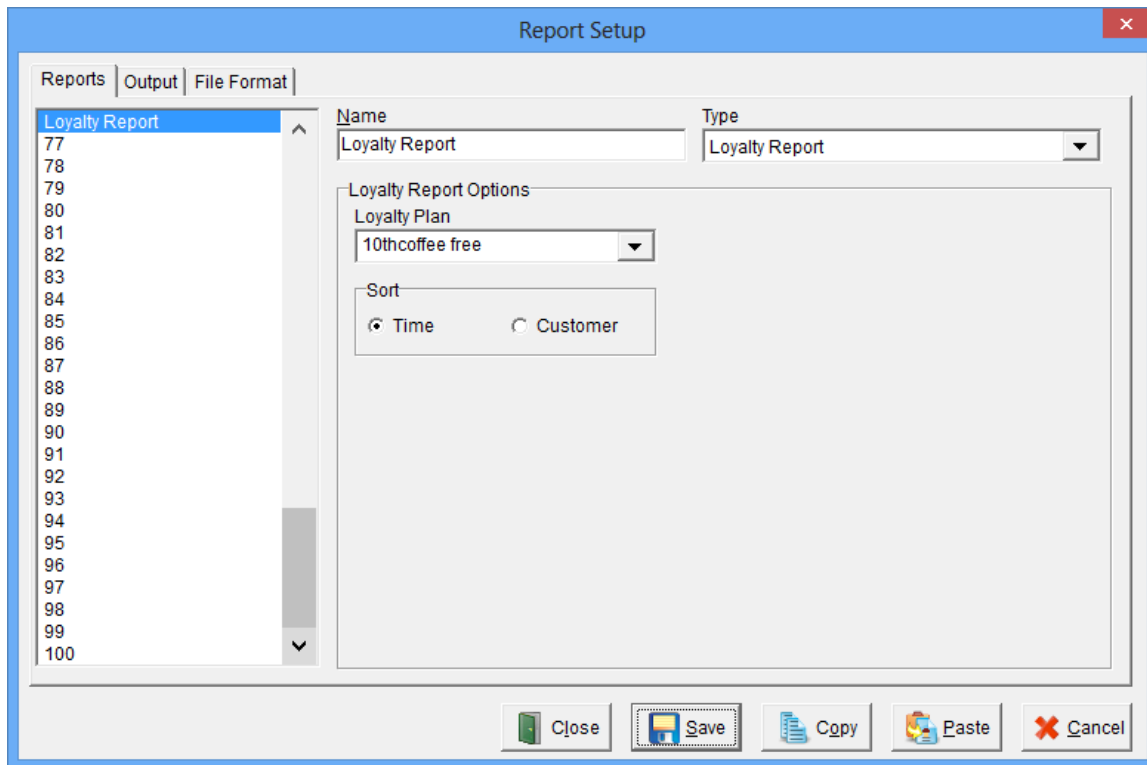
The screenshot shows the 'Report Setup' window with a blue title bar and a close button. It has three tabs: 'Reports', 'Output', and 'File Format'. The 'Reports' tab is active, showing a list of reports on the left with 'Loyalty Report' selected. The right pane shows the configuration for the 'Loyalty Report'. It includes a 'Name' field with 'Loyalty Report' and a 'Type' dropdown menu also set to 'Loyalty Report'. Below these is the 'Loyalty Report Options' section, which contains a 'Loyalty Plan' dropdown menu set to '10thcoffee free' and a 'Sort' section with two radio buttons: 'Time' (which is selected) and 'Customer'. At the bottom of the window are five buttons: 'Close', 'Save', 'Copy', 'Paste', and 'Cancel'.

Figure 8.143 Loyalty Report Setup Window

Figure 8.144 Loyalty Report Setup Window Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Loyalty Plan	The Loyalty Plan for the report.	
Sort	Time	Sorts the report by the Time the Loyalty transaction occurred.
	Customer	Sorts and totals the report by Customer.

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Inventory Worksheet Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file. <div> <div>File Name</div> <div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div> </div>
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports <div> <div>E-mail Attachment Name</div> <div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div> <div>E-mail Address (To)</div> <div>Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".</div> </div>
	FTP	The report will be sent to a FTP site.

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.								
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.								
Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running a Loyalty Report

The following default options may be changed when running the Loyalty Report: Start Date, End Date, Destination, Loyalty Plan and Customer. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.53.1 Loyalty Report Options Window

Figure 8.53.2 Loyalty Report Options Window Fields

Field	Description	
Start Date	The beginning date for the report.	
End Date	The ending date for the report.	
Destination	Screen	The report will display on the screen.
	Printer	The report will print directly to the printer.
	File	The report will be exported to a file.
	Destination File Name	The name and path of the file to export (i.e., C:\Focus\loyalty.txt).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.
FTP	Destination File Name	The name of the file to e-mail (i.e., loyalty.txt).
	FTP	The report will be sent via FTP to the pre-defined FTP address.
Destination File Name	Destination File Name	The name and path of the file to FTP (i.e., loyalty.txt).
Loyalty Plan	The Loyalty Plan for the report.	
Customer: (All)	Displays the Customer Search Window. The Loyalty Report will only display the information for the selected Customer.	

Figure 8.53.2 Loyalty Report Options Window Commands


Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Loyalty Report (Sorted by Time)

A sample Loyalty Report (by Time) and description of the fields are listed below.

📄 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.



Loyalty Report for 3/1/200X – 3/10/200X
 created at 3/10/200X 1:20:27 PM

Focus Cafe

Free Dessert

Date	Time	Account	Check	Prev Points	+ Points Earned	- Award Points	= Total Points	Disc Amount	Coup Issued
3/01/200X	10:01	5425234	11	0	6		6		
3/03/200X	08:02		25	6		1	5	-10.99	
3/07/200X	09:16		28	5		1	4	-32.97	
Totals						6	2	4	-43.96
3/02/200X	15:41	5425278	132	0	1		1		
3/03/200X	14:24		165	1		1	0	-10.99	
3/04/200X	15:30		145	0	1		1		
Totals						2	1	1	-10.99
Grand Totals				0	8	3	5	-54.95	

Figure 8.145 Sample Loyalty Report

Figure 8.146 Loyalty Report Fields

Field	Description
Loyalty Plan	The Name of the Loyalty Plan.
Date	The date the transaction occurred.
Time	The time the transaction occurred.
Account	The Account Number for the Loyalty Customer. If the account number is blank then the customer last name followed by a slash and then first name are displayed.
Check	The Check Number of the transaction.
Prev Points	The Customer's point total before the transaction occurred.
Points Earned	The number of points earned for the transaction.
Award Points	The number of points that were decremented because an award was issued.
Total Points	Previous Points plus Points Earned plus Award Points.
Disc Amount	The Discounts Amount (in dollars) the customer has been awarded.
Coup Issued	The identification number of the Coupon awarded.

Employee	The employee that entered the transaction.	
Grand Totals	Prev Points	The Total Prev Points for all transactions.
	Points Earned	The Total number of points earned all transactions.
	Award Points	The Total number of Award Points for all transactions.
	Total Points	The Total Previous Points plus Points Earned minus Award Points for all transactions.
	Disc Amount	The Total Disc Amount (in dollars) the customer has been awarded for all transactions.

Figure 8.146.1 Loyalty Report Setup Options


Field	Description
Loyalty Plan	Free Dessert
Sort	Time

Related Topics (none)

Sample Loyalty Report (Sorted by Customer)

A sample Loyalty Report (by Customer) and description of the fields are listed below.

📄 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.



Loyalty Report for 3/1/200X – 3/10/200X
 created at 3/10/200X 1:20:27 PM

Focus Cafe

Free Dessert

Date	Time	Account	Check	Prev Points	+ Points Earned	- Award Points	= Total Points	Disc Amount	Coup Issued
3/01/200X	10:01	5425234	11	0	6		6		
3/03/200X	08:02		25	6		1	5	-10.99	
3/07/200X	09:16		28	5		1	4	-32.97	
Totals					6	2	4	-43.96	
3/02/200X	15:41	5425278	132	0	1		1		
3/03/200X	14:24		165	1		1	0	-10.99	
3/04/200X	15:30		145	0	1		1		
Totals					2	1	1	-10.99	
Grand Totals				0	8	3	5	-54.95	

Figure 8.145 Sample Loyalty Report

Figure 8.146 Loyalty Report Fields

Field	Description
Loyalty Plan	The Loyalty Plan for the report.
Date	The date the transaction occurred.
Time	The time the transaction occurred.
Account	The Account Number for the Loyalty Customer. If the account number is blank then the customer last name followed by a slash and then first name is displayed.
Check	The Check Number of the transaction.
Prev Points	The Customer's point total before the transaction occurred.
Points Earned	The number of Points Earned for the transaction.
Award Points	The number of points that were decremented because an award was issued.
Total Points	Previous Points plus Points Earned minus Award Points.
Disc Amount	The Discounts Amount (in dollars) the customer has been awarded.
Coup Issued	The identification number of the Coupon awarded.

Employee	The employee that entered the transaction.	
Totals	Points Earned	The number of points the Customer earned for the transaction.
	Award Points	The number of points that were decremented because an award was issued for the Customer.
	Total Points	The Customer's Previous Points plus Points Earned minus Award Points.
	Disc Amount	Disc Amount is the dollar amount of Discounts the customer has received.
Grand Totals	Points Earned	The Total number of points earned all transactions.
	Award Points	The Total number of Award Points for all transactions.
	Total Points	The Total Previous Points plus Points Earned minus Award Points for all transactions.
	Disc Amount	The Total Disc Amount (in dollars) that has been awarded for all transactions.

Figure 8.146.1 Loyalty Report Setup Options

Field	Selection
Loyalty Plan	Free Dessert
Sort	Customer

Related Topics (none)

Media Report

The Media Report displays the Payments which have been specified in the report setup.

Accessing the Media Report Options

While in Focus Setup, select Reports > Setup and then select the Media Report.

Figure 8.86 Media Report Setup Window Options

Figure 8.87 Media Report Setup Window Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Sort	Type	Payments are sorted by Payment type, Payment number, and then by time. Totals are displayed for each Type.
	Time	Payments are sorted by time.
	Account	Payments are sorted by Account number. Totals are displayed for each Account.
	Check #	Payments are sorted by Check #.
	Amount	Payments are sorted by Amount.
	Employee/	Payments are sorted by Employee and Amounts.

	Amount	
	Employee/Type	Payments are sorted by Employee and Type.
File Format	Text	The default view used to view and print the report.
	Comma Delimited	Select this option to export the report to a comma separated format.
Account Number	Only Payments that contain the specified Account Number (or partial Account Number) will be included on the report. For example, entering 5XXXXX456 will return all payments that are 9 characters long, start with a 5 and end with 456. An "X" denotes that any number is allowed in that position.	
Payments	The Payments to display.	

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Media Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description		
Destinations	Screen	The report will be displayed on the screen.	
	Printer	The report will be printed.	
	File	The report will be saved as a file.	
		File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports	
		E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
		E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ";".
	FTP	The report will be sent to a FTP site.	
File Name		Enter the name of the file for the selected report. If the characters "%d"	

		are found in the file name then they are replaced by the business date of the report.
	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.
	FTP Site	The FTP site that the report will be sent.
Format Option	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.	
ID	Unique ID for report if desired.	
File Option	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.
	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.
Screen Option	Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .
	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.
	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.
	Image File Name	An image to be displayed on the report button in the report window.
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.	

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Media Report File Format Option

The File Format Option on the Media Report is used to select the fields to display. Note: This option is only used when the File Format is set to Comma Delimited.

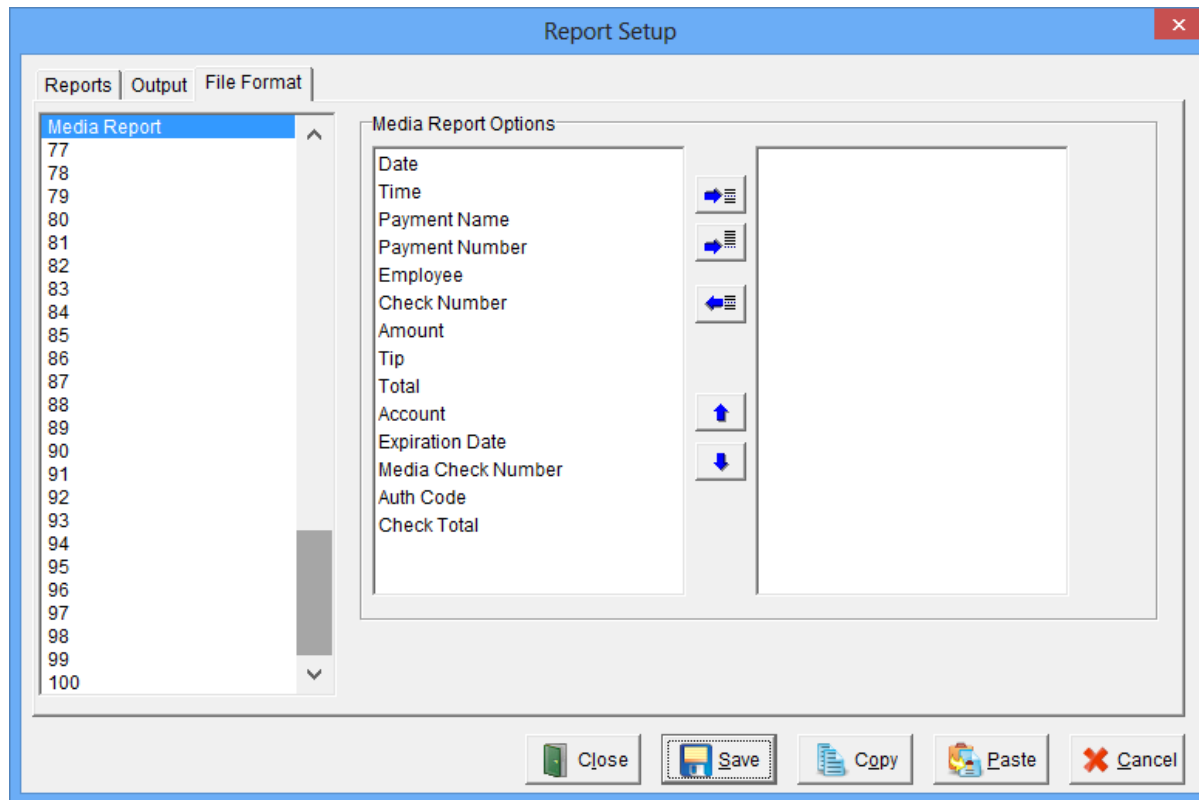


Figure 8.88 Media Report File Format Setup Window

Figure 8.88.1 Media Report File Format Window Fields

Field	Description	
Fields	Date	The Date the Payment was authorized.
	Time	The Time the Payment was authorized.
	Payment Name	The Payment's Name.
	Payment Number	The position of the Payment configured in Order Entry > Payments.
	Owner Name	The employee that entered the Payment.
	Check Number	The Check Number associated with the Payment.
	Amount	The Amount of the Payment.
	Tip	The Tip amount of the Payment.
	Total	The Amount plus Tip.

	Account	The Payment's account number (masked if a credit card).
	Expiration Date	The expiration date of the Payment.
	Media Check Number	The Payment's Check Number for Payment Type Check.
	Auth Code	The credit/gift card Payment Approval Code.
	Check Total	The Total amount of the Check.

Related Topics (none)

Running a Media Report

The following default options may be changed when running the Media Report: Start Date, End Date, Destination, Revenue Center, Sort, Account and Payments. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.53.1 Media Report Options Window

Figure 8.53.2 Media Report Options Window Fields

Field	Description		
Start Date	The beginning date for the report.		
End Date	The ending date for the report.		
Destination	Screen	The report will display on the screen.	
	Printer	The report will print directly to the printer.	
	File	The report will be exported to a file.	
		Destination File Name	The name and path of the file to export (i.e., C:\Focus-\attendance.txt).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.	
		Destination File Name	The name of the file to e-mail (i.e., attendance.txt).
FTP	The report will be sent via FTP to the pre-defined FTP address.		
	Destination File Name	The name and path of the file to FTP (i.e., attendance.txt).	
Revenue Center	The Revenue Center used to filter the report. Note: If a Revenue Center is not specified, the filter is not active.		

Sort	Type	Payments are sorted by Payment type, Payment number, and then by time. Totals are displayed for each Type.
	Time	Payments are sorted by time.
	Account	Payments are sorted by Account number. Totals are displayed for each Account.
	Check #	Payments are sorted by Check #.
Account	Only Payments that contain the specified Account Number (or partial Account Number) will be included on the report. For example, entering 5XXXXX456 will return all payments that are 9 characters long, start with a 5 and end with 456. An "X" denotes that any number is allowed in that position.	
Payments	The Payments to display.	

Figure 8.53.2 Media Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Media Report

A sample Media Report and description of the fields are listed below.



The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

**Media Report for 2/2/200X**

Focus Cafe

created at 2/5/200X 3:57:35 PM

Page 1

Check	Date	Time	Employee	Amount	Tip	Total	Account	Chk #	Exp Date	Result	Aut Cod
Amex											
13	2/2/200X	12:13	Laura I.	34.96	6.00	40.96	123456XXXXX7890 - M		11/09		5413
15	2/2/200X	12:08	Nathali H.	15.50	4.00	19.50	123456XXXXX7890		07/09		5045
17	2/2/200X	12:48	Miguel P.	38.13	6.00	44.13	123456XXXXX7890		07/10		5882
34	2/2/200X	12:53	Jesus chuy	17.64	3.00	20.64	123456XXXXX7890		05/08		5686
61	2/2/200X	13:41	Roberto H.	41.30	7.70	49.00	123456XXXXX7890		11/11		5619
63	2/2/200X	14:06	Juan E.	16.95	3.00	19.95	123456XXXXX7890		03/09		5877
141	2/2/200X	16:37	TOGO	14.59	0.00	14.59	123456XXXXX7890		06/11		5666
167	2/2/200X	18:06	Ricardo L	19.52	0.00	19.52	123456XXXXX7890		12/10		5697
168	2/2/200X	18:13	Elvin T.	104.80	10.20	115.00	123456XXXXX7890		04/09		5286
179	2/2/200X	18:02	Fancisco V.	18.72	3.00	21.72	123456XXXXX7890		01/12		5462
192	2/2/200X	19:00	Fancisco V.	41.57	6.43	48.00	123456XXXXX7890		12/10		5999
219	2/2/200X	20:33	Fancisco V.	75.65	20.76	96.41	123456XXXXX7890		08/09		5158
231	2/2/200X	19:47	Ana S.	45.52	10.00	55.52	123456XXXXX7890		07/11		5245
250	2/2/200X	20:24	Laura I.	51.59	8.41	60.00	123456XXXXX7890		02/12		5863
284	2/2/200X	20:44	Maria	30.59	5.41	36.00	123456XXXXX7890		03/11		5865
298	2/2/200X	21:44	Laura I.	74.08	14.00	88.08	123456XXXXX7890		10/10		5843
REF	2/2/200X	21:45	Mike M.	-10.00	0.00	0.00	123456XXXXX7890		11/10	Refund	5846
P/I	2/2/200X	21:46	Mike M.	10.00	0.00	0.00	123456XXXXX7890		09/10		5847
307	2/2/200X	21:22	Maria	29.28	6.00	35.28	123456XXXXX7890		03/09		5889
Amex Total				670.39	113.91	784.30					
Gift Card											
68	2/2/200X	14:04	Nathali H.	11.34	0.00	11.34	77620202326				1469
203	2/2/200X	19:26	Abel A.	30.00	0.00	30.00	77620202332				1470
292	2/2/200X	20:58	Beto b.	15.00	0.00	15.00	77620202104				1470
Gift Card Total				56.34	0.00	56.34					
Grand Total				726.73	113.91	840.64					
M - Manual											

Figure 8.89 Sample Media Report

Figure 8.90 Media Report Fields

Field	Description
-------	-------------

Check	The Check number.	
	Exceptions	
	Refunds	Refunds show "REF" in place of the check number.
	Paid Ins	Paid Ins show "P/I" in place of the check number.
Date	The Date the Payment was entered.	
Time	The time the Payment was entered.	
Employee	The name of the employee that entered the Payment.	
Amount	The amount of the Payment. Refunded Payments appear as negative.	
Tip	The amount of the Tip.	
Total	The Amount plus Tip.	
Account	The Payment's Account Number. Note: If the Payment is a credit card and it has been entered manually then a "-M" is appended to the Account Number.	
Chk #	The Payment's Check Number for Payment Type Check.	
Expiration Date	The date the credit card Payment expires.	
Result	Voided	If a Payment is Voided then the original Payment as well as the Voided Payment is displayed.
	Pending	The Payment is appending approval from the processor.
	Denied	The Payment was not approved.
	Refund	The Payment was refunded.
Auth Code	The Approval Code received from the credit card processor.	

Figure 8.90.1 Sample Media Report Setup Options

Field	Description	
Sort	Type	Payments are sorted by Payment type, Payment number, and then by time. Totals are displayed for each Type.
File Format	Text	The default view used to view and print the report.
Account Number	Blank.	
Payments	AMEX, Gift Card.	

Related Topics (none)

Menu Item Report

The Menu Item Report displays a list of Menu Items and the associated Count. Out of Stock Menu Items are displayed in Red with an "X" in the Count field.

Accessing the Menu Item Report Options

While in Focus Setup, select Repots > Setup > Menu Item Report.

The screenshot shows the 'Report Setup' window with a blue title bar and a close button. It has three tabs: 'Reports', 'Output', and 'File Format'. The 'Reports' tab is active, showing a list of reports on the left and configuration options on the right. The list on the left includes 'Menu Item Report' (highlighted) and a range of numbers from 77 to 100. The configuration area on the right has a 'Name' field containing 'Menu Item Report' and a 'Type' dropdown menu also set to 'Menu Item Report'. Below these is a section titled 'Menu Item Report Options' containing a 'Menu Item Filter' dropdown menu set to '<None>'. At the bottom of the window are five buttons: 'Close', 'Save', 'Copy', 'Paste', and 'Cancel'.

Figure 8.127 Menu Item Report Setup Window

Figure 8.128 Menu Item Report Setup Window Options

Field	Description
Name	The Name of the report, up to 25 alphanumeric characters.
Menu Item Filter	The Menu Item Filter determines the Menu Items that will appear on the report. If a Menu Item Filter is not specified then all Menu Items are displayed.

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Menu Item Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Report Setup

Reports | **Output** | File Format

Menu Item Report

- Sale Acct.
- Daily Sales
- Discount
- Voids
- Attendance
- Labor %
- Cumulative Sls
- Payroll Rpt
- Daily Item Rpt
- Weekly Item Rpt
- Cumulative Item
- Close Day Rpts
- Interval Rpt
- Daily E-Mail
- Short Checkout
- Lunch Report
- Acct Statement Report
- Calibrate
- Beer Promo
- Credit Card Rpt
- Inv Bar
- Inv Kitchen
- Sysco Reorder
- Inv Analysis

Destination

☒ Screen
☐ Printer
☐ File
☐ E-mail
☐ FTP

File Name

E-mail Address (To)

FTP Site
 <None>

Format Options

Initialize Format
 <None>

Security Code **ID**

File Option
☒ Overwrite ☐ Append

Screen Options

☒ Display **Screen Format** **Sort Position** **Image File Name**

Close Save Copy Paste Cancel

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file.
	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports
	E-mail Attach-ment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".
	FTP	The report will be sent to a FTP site.

	<table> <tr> <td></td><td> <table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table> </td></tr> </table>		<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.
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FTP Site	The FTP site that the report will be sent.								
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Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
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Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
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Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Menu Item Report File Format Option

The File Format Option on the Menu Item Report is used to select the fields to display.

Version 7.4 Build 14.9.22

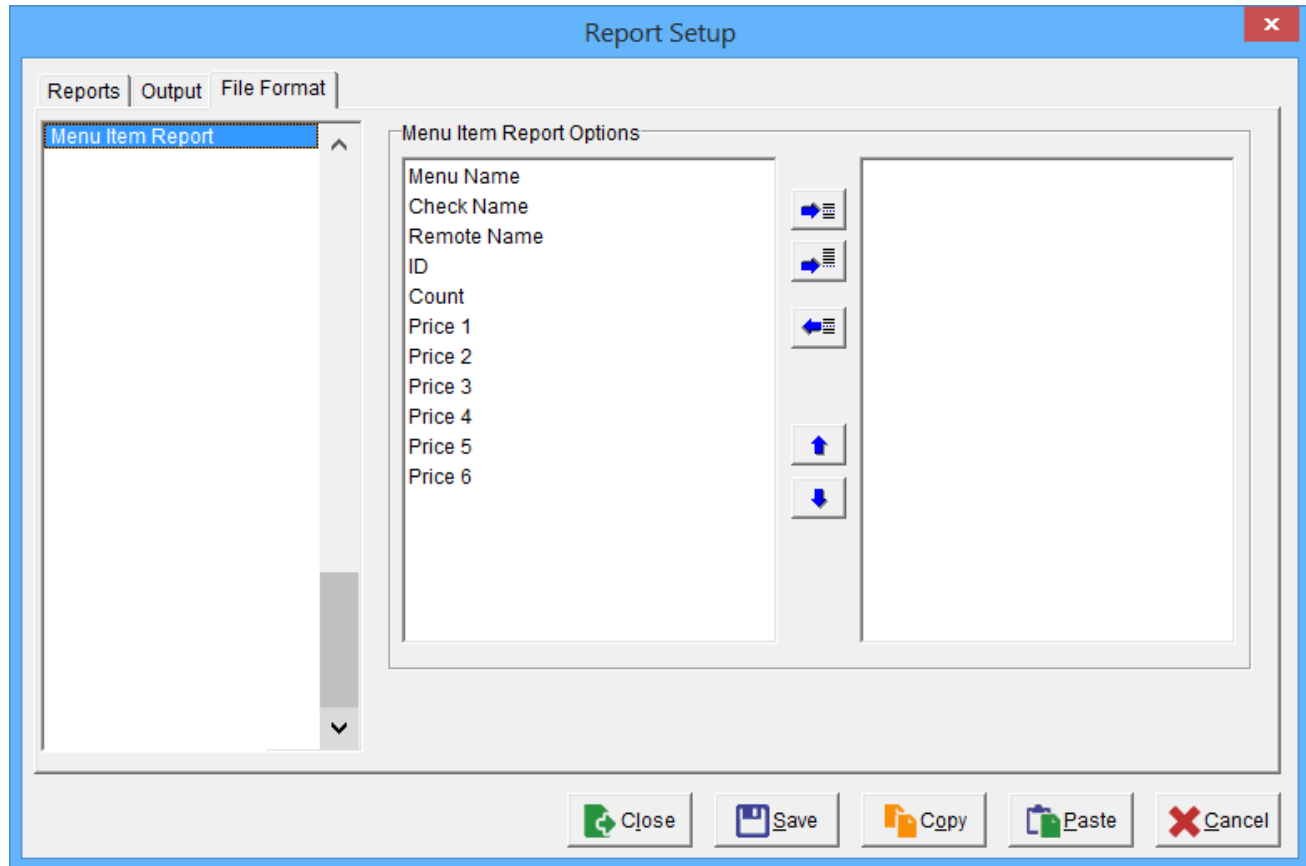


Figure 9.2.14 Menu Item Report File Format Window

Figure 9.2.14.2 Menu Item Report File Format Window Fields

Field	Description	
Daily Item Count Report Options	Menu Name	The Start Date for the report.
	Check Name	The End Date for the report.
	Remote Name	The Menu Item ID.
	ID	The Menu Item Name.
	Count	The Price Level Name associated with the sale of the Menu Item.
	Price 1	The Price associate with Price Number 1.

	Price 2	The Price associate with Price Number 2.
	Price 3	The Price associate with Price Number 3.
	Price 4	The Price associate with Price Number 4.
	Price 5	The Price associate with Price Number 5.
	Price 6	The Price associate with Price Number 6.

Related Topics (none)

Running a Menu Item Report

The Destination may be changed when running the Menu Item Report. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

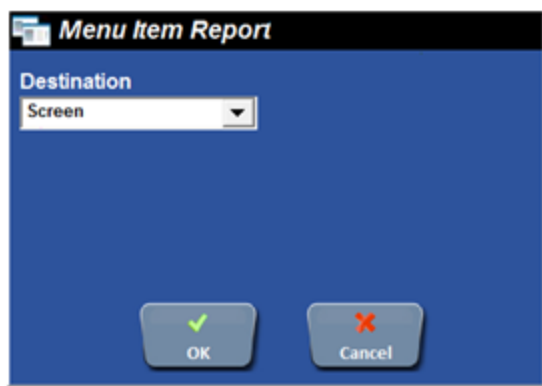


Figure 8.53.1 Menu Item Report Options Window

Figure 8.53.2 Menu Item Report Options Window Fields

Field	Description		
Destination	Screen	The report will display on the screen.	
	Printer	The report will print directly to the printer.	
	File	The report will be exported to a file.	
		Destination File Name	The name and path of the file to export (i.e., C:\Focus\menuitem.txt).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.	
		Destination File Name	The name of the file to e-mail (i.e., menuitem.txt).
FTP	The report will be sent via FTP to the pre-defined FTP address.		
	Destination File Name	The name and path of the file to FTP (i.e., menuitem.txt).	

Figure 8.53.2 Menu Item Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Menu Item Report

A sample Menu Item Report and description of the fields are listed below.



 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.129 Sample Menu Item Report



Menu Item Report at 3/5/200X 10:13:12 AM

Focus Café

created at 3/5/200X 10:13:12 AM

Page 1 of 1

Menu Item	Count
Bohemia	48
Bud	72
Bud Light	67
Bud Select	8
Bud Light Alum	6
Caguama	12
Carta Blanca	X
Coors Light	47
Corona	85
Corona Light	33
DOS Equis	15
DosXX Lager	X
Heineken	3
Lite Chill	23
Michelob Lt	8
Michelob ultra	8
Miller Genuine Draft	16
Miller Lite	18
Miller Lite Ice	1
Modelo Especial	16
Negra Modelo	19
Pacifico	16
Rolling Rock	5
Smirnoff Ice	4
Sol	19
Tecate	26

26 item(s) found

X - Out of Stock

Figure 8.130 Sample Menu Item Report Fields

Field	Description
Menu Item	The Guest Check Name is displayed and sorted alphabetically.
Count	The number of units in stock is displayed. An "X" appears if the Menu Item is out of stock. Note: The Count Option must be turned on to display the Count.

Figure 8.130.1 Sample Menu Item Report Setup Options

Field	Description
Menu Item Filter	Beer

Related Topics (none)

Order Type Report

The Order Type Report displays the Daily Sales Report data for selected Order Types

Restrictions

Version 7.4 Build 14.9.22 required

Accessing the Order Type Report Options

While in Focus Setup, select Reports > Setup > Order Type Report.

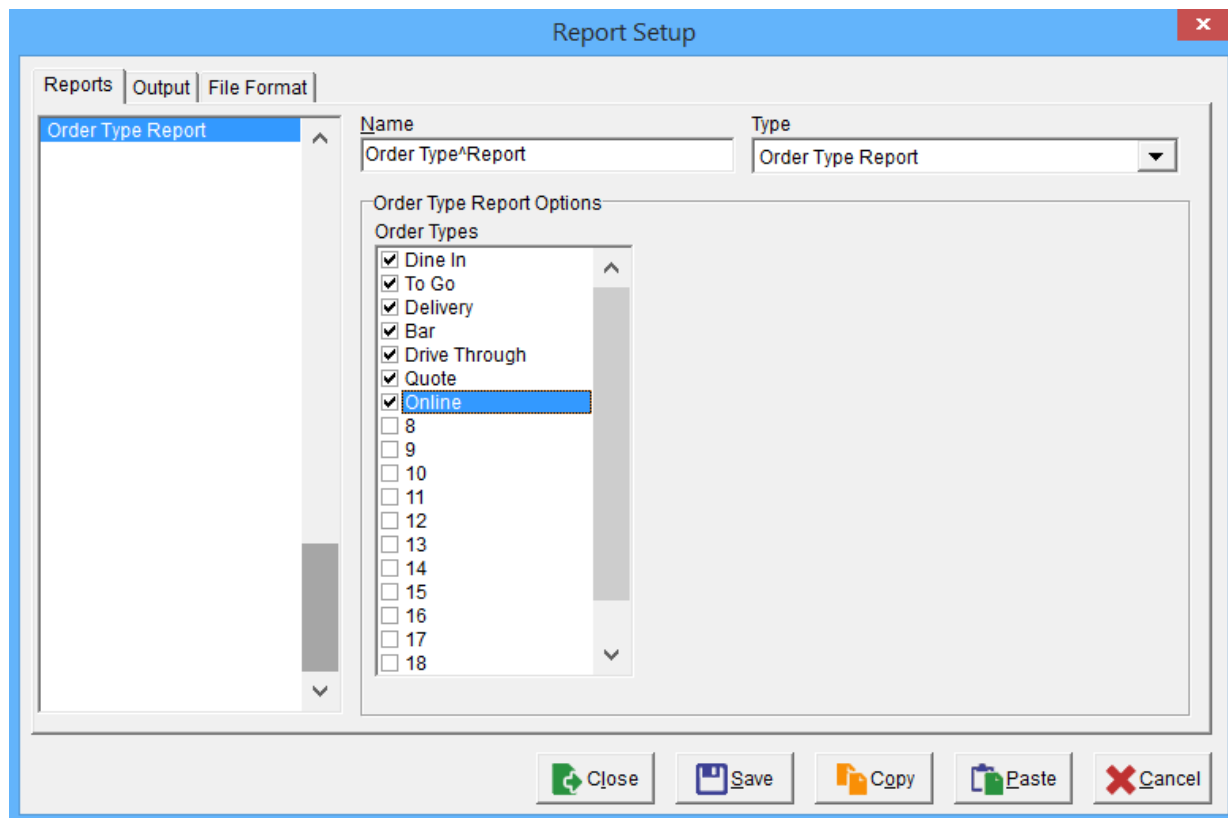


Figure 8.135.1 Order Type Report Setup Window

Figure 8.136.1 Order Type Report Setup Window Options

Field	Description
Name	The Name of the report, up to 25 alphanumeric characters.
Order Types	The Order Types to include on the report.

Related Topics

None

Reports Output Window

The Output Window is used to configure the Order Type Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	<div>The report will be saved as a file.</div> <div><div>File Name</div><div>Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.</div></div>
	E-mail	<div>The report will be e-mailed.</div> <div><div>E-mail Attachment Name</div><div>Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.</div></div> <div><div>E-mail Address (To)</div><div>Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a “;”.</div></div>
	FTP	The report will be sent to a FTP site.

		File Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.
		FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.
		FTP Site	The FTP site that the report will be sent.
Format Option	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.	
Display on Screen	The report will be available on the Report Window if the user has the required Report Security Code.		
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.		

Related Topics

Job Right 'Office – Reports'

Sample Order Type Report

A sample Order Type Report and description of the fields are shown below.

Version 7.4 Build 14.9.22 required

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.54 Sample Order Type Report

FOCUS		Order Type Report						
Beth's Bistro								
	Dine In		Delivery		Bar		Totals	
	Units	Sales	Units	Sales	Units	Sales	Units	Sales
Average Check	3	1,434.85	3	640.82	20	411.31	26	555.90
Average Guest	12	358.71	0	0.00	77	106.83	89	162.40
Voids	0	0.00	0	0.00	0	0.00	0	0.00
Appetizers	136	2,718.64	204	571.44	141	1,462.59	481	4,752.67
Liquor	0	0.00	0	0.00	456	1,848.00	456	1,848.00
Beer	81	283.50	0	0.00	242	695.70	323	979.20
Entrees	104	826.80	24	0.00	0	0.00	128	826.80
Beverages	0	0.00	8	7.60	0	0.00	8	7.60
Burgers	0	0.00	284	400.56	0	0.00	284	400.56
Salads	112	420.00	72	0.00	0	0.00	184	420.00
Desserts	8	55.60	0	0.00	0	0.00	8	55.60
Snacks	0	0.00	212	98.00	0	0.00	212	98.00
Pizza	0	0.00	191	844.85	0	0.00	191	844.85
Bottle Wine	0	0.00	0	0.00	76	4,220.00	76	4,220.00
Totals	441	4,304.54	995	1,922.45	915	8,226.29	2351	14,453.28
Delivery		0.00		12.00		0.00		12.00
Subtotal		4,304.54		1,934.45		8,226.29		14,465.28
Inclusive Tax		0.00		0.00		0.00		0.00
Subtotal Discounts		0.00		0.00		0.00		0.00
Net Sales		4,304.54		1,934.45		8,226.29		14,465.28
Food Tax		398.17		177.83		0.00		576.00
State Tax		17.43		0.00		0.00		17.43
Liquor Tax		14.18		0.00		0.00		14.18
Total Tax		429.78		177.83		0.00		607.61
Total Sales		4,734.32		2,112.28		8,226.29		15,072.89

Figure 8.55.9.14 Sample Order Type Report Fields

Field	Description	
Average Check	Units	The total number of checks.
	Sales	The average check amount.
Average Guest	Units	The total number of guests.
	Sales	The average guest amount (PPA).
Voids	Units	The total number of Voids.

	<table> <tr> <td>Sales</td><td>The Void amount.</td></tr> </table>	Sales	The Void amount.						
Sales	The Void amount.								
Report Groups	<table> <tr> <td>Units</td><td>The total number of Voids.</td></tr> <tr> <td>Sales</td><td>The Void amount.</td></tr> <tr> <td>Disc. Units</td><td>The number of Report Group Units that were discounted.</td></tr> <tr> <td>Disc. Sales</td><td>The Report Group's Discount Sales amount.</td></tr> </table>	Units	The total number of Voids.	Sales	The Void amount.	Disc. Units	The number of Report Group Units that were discounted.	Disc. Sales	The Report Group's Discount Sales amount.
Units	The total number of Voids.								
Sales	The Void amount.								
Disc. Units	The number of Report Group Units that were discounted.								
Disc. Sales	The Report Group's Discount Sales amount.								
Totals	<table> <tr> <td>Units</td><td>The sum of all Report Group Units sold.</td></tr> <tr> <td>Sales</td><td>The sum of all Report Group Sales amount.</td></tr> <tr> <td>Disc. Units</td><td>The total number of units discounted for all Report Groups.</td></tr> <tr> <td>Disc. Sales</td><td>The sum of all Report Group Discount Sales amount.</td></tr> </table>	Units	The sum of all Report Group Units sold.	Sales	The sum of all Report Group Sales amount.	Disc. Units	The total number of units discounted for all Report Groups.	Disc. Sales	The sum of all Report Group Discount Sales amount.
Units	The sum of all Report Group Units sold.								
Sales	The sum of all Report Group Sales amount.								
Disc. Units	The total number of units discounted for all Report Groups.								
Disc. Sales	The sum of all Report Group Discount Sales amount.								
Order Type Charges	The dollar amount of the individual Order Type Charges.								
Subtotal	Report Group Sales plus Order Type Charges.								
Inclusive Tax	The sum of all Inclusive Taxes.								
Subtotal Discounts	The sum of all Subtotal Discounts.								
Net Sales	Report Group Sales plus Order Type Charges minus Inclusive Tax minus Subtotal Discounts.								
Taxes	<p>Tax collected, Taxable Sales and Tax-Exempt Sales are displayed for each Tax.</p> <table> <tr> <td>Sales</td><td>The tax collected.</td></tr> <tr> <td>On</td><td>The dollar amount that the tax is calculated on.</td></tr> <tr> <td>Exempt</td><td>The dollar amount Exempt from the tax.</td></tr> </table>	Sales	The tax collected.	On	The dollar amount that the tax is calculated on.	Exempt	The dollar amount Exempt from the tax.		
Sales	The tax collected.								
On	The dollar amount that the tax is calculated on.								
Exempt	The dollar amount Exempt from the tax.								
Total Tax	The sum of all tax collected.								
Total Sales	Net Sales plus Total Tax.								

Related Topics (none)

Overtime Limit Report

The Overtime Limit Report is used in conjunction with Focus Scheduling to determine if an employee is going into overtime.

Accessing the Overtime Limit Report

While in Focus Setup, select Reports > Setup > Overtime Limit Report.

The screenshot shows the 'Report Setup' window with the 'Reports' tab selected. On the left, a list of report types is shown, with 'Overtime Limit Report' selected. The main area displays the 'Name' field set to 'Overtime Limit Report' and the 'Type' dropdown set to 'Overtime Limit Report'. Below these, a list of job titles is shown with checkboxes: Bartender, Server, Hostess, Cook, Manager, Busser, Cashier, Chef, Asst. Manager, Dishwasher, Take Out, Driver, Test, Counter Service, Bar Fast, Bar Tabs, Bar Floor, Drive Through, and Bar Age Verify. At the bottom, there are buttons for Close, Save, Copy, Paste, and Cancel.

Figure 8.91 Overtime Limit Report Setup Window

Figure 8.92 Overtime Limit Report Setup Window Options

Field	Description
Name	The Name of the report, up to 25 alphanumeric characters.
Overtime Limit Report	The Jobs to include in the Overtime Limit Report.

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Overtime Limit Report's Destination and output

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports
	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ";".

	<table> <tr> <td rowspan="2">FTP</td><td>The report will be sent to a FTP site.</td></tr> <tr> <td> <table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table> </td></tr> </table>	FTP	The report will be sent to a FTP site.	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.
FTP	The report will be sent to a FTP site.									
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FTP Site	The FTP site that the report will be sent.									
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.							
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Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.									
ID	Unique ID for report if desired.									
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.					
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Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.	
Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .									
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.									
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.									
Image File Name	An image to be displayed on the report button in the report window.									
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.									

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running an Overtime Limit Report

The following default options may be changed when running the Overtime Limit Report: Start Date, End Date, Jobs, Revenue Center and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.53.1 Overtime Limit Report Options Window

Figure 8.53.2 Overtime Limit Report Options Window Fields

Field	Description	
Start Date	The beginning date for the report.	
End Date	The ending date for the report.	
Jobs	The Jobs to include in the Overtime Limit Report.	
Revenue Center	Only Time Card records associated with the selected Revenue Center will be used for the report.	
Destination	Screen	The report will display on the screen.
	Printer	The report will print directly to the printer.
	File	The report will be exported to a file.
	Destination File Name	The name and path of the file to export (i.e., C:\Focus\limit.txt).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.
	Destination File Name	The name of the file to e-mail (i.e., limit.txt).
FTP	The report will be sent via FTP to the pre-defined FTP address.	
	Destination File Name	The name and path of the file to FTP (i.e., limit.txt).

Figure 8.53.2 Overtime Limit Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Overtime Limit Report

A sample Overtime Limit Report and description of the fields are listed below.


 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.93 Sample Overtime Limit Report



Overtime Limit Report for 2/9/200X-2/15/200X

Focus Cafe

created at 2/0/200X 4:49:24 PM

Page 1 of 1

Employee	Hours Worked	Hours Scheduled	Hours Projected
Server			
Briones, Jose	35.11		35.11
Espinoza, cesar	30.76		30.76
Herrera, Roberto	26.87	7.00	33.87
Lomeli, Ricardo	27.50	7.00	34.50
Sanchez, Martin	26.63	7.00	33.63
Triminio, Elvin	24.57	7.00	31.57
Villalta, Fancisco	30.21	7.00	37.21
Manager			
Carlos M, Gudino	47.28		47.28
De Leon, Rosaura	63.65	7.00	70.65
Doval, Alfredo	24.82	7.00	31.82
Hernandez, Esperanza	45.90	7.00	52.90
Hostess			
Pena, Perla	27.45	7.00	34.45
Busboy			
Carmona, Roberto	36.00	7.00	43.00
Melendrez, Francisco	27.56	7.00	34.56
Morroquin, Estuardo	25.74	7.00	32.74
Cook			
Carmona, Alfonso	29.80	7.00	36.80
Huicochea, Hector	29.77	7.00	36.77
To GO			
ToGO, ToGo	43.26	7.00	50.26
Dishwasher			
Alvarez, Luis	28.51	7.00	35.51
Ramos, Constantino	28.71	7.00	35.71
Sena, Pedro	26.06	7.00	33.06
Prep Cook			
Ardon, Edhis	26.47	7.00	33.47
Moreno, Luz	25.49	7.00	32.49
Portillo, Maria D.	29.60	7.00	36.60
Portillo, Santos	27.52	7.00	34.52
Robles, Misael	24.85	7.00	31.85
Torres, Francisco	37.33	7.00	44.33
Vazquez, Jose	23.77	7.00	30.77

Figure 8.94 Overtime Limit Report Fields

Field	Description
Employee	The employee's name. Sorted by Job. Note: Employees that exceed the Miscellaneous > General Timekeeping > Overtime Options > Weekly Hours will be displayed in red.
Hours Worked	The total hours the employee has worked this week. Note: Employees that exceed the Miscellaneous > General Timekeeping > Overtime Options > Weekly Hours will be displayed in red.
Hours Scheduled	The number of hours remaining in the week that the employee is scheduled to work. Note: Employees that exceed the Miscellaneous > General Timekeeping > Overtime Options > Weekly Hours will be displayed in red.
Hours Projected	Hours Worked plus Scheduled Hours . Note: Employees that exceed the Miscellaneous > General Timekeeping > Overtime Options > Weekly Hours will be displayed in red.

Figure 8.94.1 Overtime Limit Report Setup Options

Field	Description
Jobs	All Jobs were selected.

Related Topics (none)

Paid In Report

The Paid In Report displays a list of Paid Ins. No configuration options are available for the Paid In Report.

Accessing the Paid In Card Report Options

While in Focus Setup, select Reports > Setup and then select the Paid In Report.

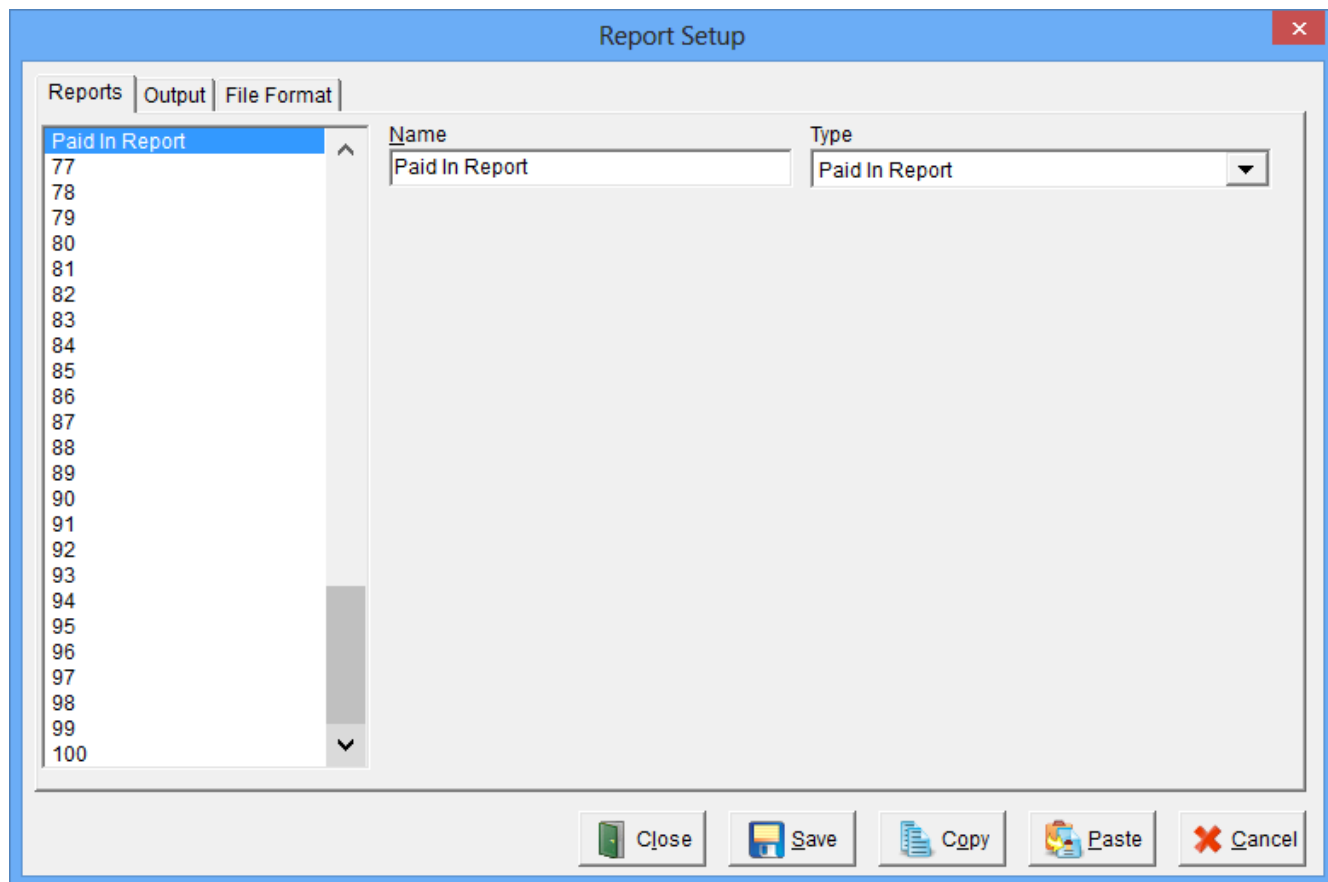


Figure 8.151 Paid In Report Setup Window

Figure 8.92 Paid In Report Setup Window Options

Field	Description
Name	The Name of the report, up to 25 alphanumeric characters.

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Paid In Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file.
		<div><div>File Name</div><div>Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.</div></div>
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports
		<div><div>E-mail Attachment Name</div><div>Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.</div></div>
<div><div>E-mail Address (To)</div><div>Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a “;”.</div></div>		
FTP	The report will be sent to a FTP site.	

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.								
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.								
Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

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Related Topics

Job Right 'Office – Reports'

Running a Paid In Report

The following default options may be changed when running the Paid In Report: Start Date, End Date, Revenue Center and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.53.1 Paid In Report Options Window

Figure 8.53.2 Paid In Report Options Window Fields

Field	Description		
Start Date	The beginning date for the report.		
End Date	The ending date for the report.		
Revenue Center	The Revenue Center used to filter the report. Note: If a Revenue Center is not specified, the filter is not active.		
Destination	Screen	The report will display on the screen.	
	Printer	The report will print directly to the printer.	
	File	The report will be exported to a file.	
		Destination File Name	The name and path of the file to export (i.e., C:\Focus\paidin.txt).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.	
		Destination File Name	The name and path of the file to export (i.e., C:\Focus\paidin.txt).
FTP	The report will be sent via FTP to the pre-defined FTP address.		
	Destination File Name	The name and path of the file to export (i.e., C:\Focus\paidin.txt).	

Figure 8.53.2 Paid In Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Paid In Report Options Window.

Related Topics (none)

Sample Paid In Report

A sample Paid In Report and description of the fields are listed below.

 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.152 Sample Paid In Report

Paid Ins for 2/05/200X					
Focus Cafe		created at 2/05/200X 2:09:27 PM			Page 1 of 1
Date	Time	Payment	Amount	Account	Employee
Change Back					
2/05/200X	17:09	Tender Even	2.35		Service T.
Total Change Back			2.35		
Acct Payment					
2/05/200X	18:12	Cash	75.00		Service T.
7545242 Matt Kovo					
Total Acct Payment			75.00		
Grand Totals			79.35		

Figure 8.153 Paid In Report Fields

Field	Description	
Date	The Date the Paid In was entered.	
	<table border="1"> <tr> <td>Customer/Account Information</td><td>The Customer/Account information that the Paid In was applied. Note: This field is only displayed when the Received on Local Account option is on for the Paid In.</td></tr> </table>	Customer/Account Information
Customer/Account Information	The Customer/Account information that the Paid In was applied. Note: This field is only displayed when the Received on Local Account option is on for the Paid In.	
Time	The Time the Paid In was entered.	
Payment	The Payment Name associated with the Paid In.	
Amount	The Paid In Amount.	
Account	The Payment's Account Number.	
Employee	The employee that entered the Paid in.	
Totals	The Totals for each Paid In type.	
Grand Totals	The sum of all Paid Ins.	

Related Topics (none)

Paid Out Report

The Paid Out Report displays a list of Paid Outs. No configuration options are available for the Paid Out Report.

Accessing the Paid Out Report Options

While in Focus Setup, select Reports > Setup and then select the Paid Out Report.

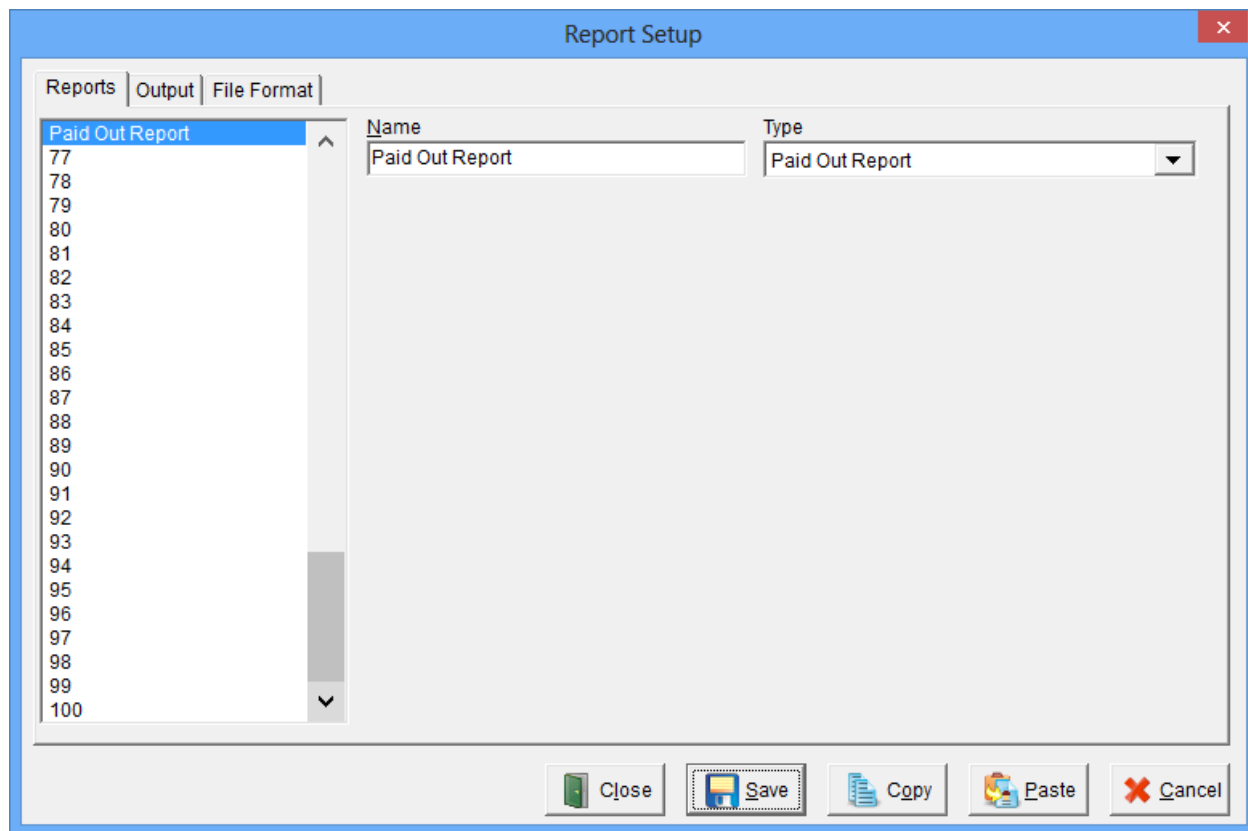


Figure 8.95 Paid Out Report Setup Window

Figure 8.92 Paid Out Report Setup Window Options

Field	Description
Name	The Name of the report, up to 25 alphanumeric characters.

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Paid Out Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports
	FTP	The report will be sent to a FTP site.
	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.								
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
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Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

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Related Topics

Job Right 'Office – Reports'

Running a Paid Out Report

The following default options may be changed when running the Paid Out Report: Start Date, End Date, Revenue Center and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.53.1 Paid Out Report Options Window

Figure 8.53.2 Paid Out Report Options Window Fields

Field	Description	
Start Date	The beginning date for the report.	
End Date	The ending date for the report.	
Revenue Center	The Revenue Center used to filter the report. Note: If a Revenue Center is not specified, the filter is not active.	
Destination	Screen	The report will display on the screen.
	Printer	The report will print directly to the printer.
	File	The report will be exported to a file.
	Destination File Name	The name and path of the file to export (i.e., C:\Focus\paidout.txt).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.
Destination	Destination File Name	The name of the file to e-mail (i.e., paidout.txt).
	FTP	The report will be sent via FTP to the pre-defined FTP address.
Destination	Destination File Name	The name and path of the file to FTP (i.e., paidout.txt).

Figure 8.53.2 Paid Out Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Paid Out Report Options Window.

Related Topics (none)

Sample Paid Out Report

A sample Paid Out Report and description of the fields are listed below.


 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.96 Sample Paid Out Report

Focus

Focus Cafe

Paid Outs for 2/13/200X

created at 2/13/200X 5:06:50 PM

Page 1 of 1

Date	Time	Vendor	Invoice	Amount	Employee	Approved By
Misc. Cash P.O. 02/13/200X (BEER GUY)	17:04	COORS	5498756	20.56	Service T.	Service T.
Total Misc. Cash P.O.				20.56		
Grand Totals				20.56		

Figure 8.97 Paid Out Report Fields

Field	Description
Date	The Date the Paid Out was entered.
Time	The Time the Paid Out was entered.
Vendor	The Vendor associated with the Paid Out.
Invoice	The Invoice Number associated with the Paid Out.
Amount	The Amount of the Paid Out.
Employee	The Employee that entered the Paid Out.
Approved By	The Employee that Approved the Paid Out.
Totals	The Totals for each Paid Out type.
Grand Totals	The sum of all Paid Outs.

Related Topics (none)

Payroll Report

The Payroll Report displays employees' hours and pay for the time period specified. The Payroll Report can be exported to specific file formats for use with different payroll processors.

Accessing the Payroll Report Options

While in Focus Setup, select Reports > Setup > Payroll Report.

Figure 8.98 Payroll Report Setup Window

Figure 8.99 Payroll Report Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Payroll Report Options	The Jobs to include in the report.	
Detail	Individual Times	Individual time records will be displayed for each employee.
	Job Totals	The employee's hours, pay and total pay is displayed for each Job.
	Employee Totals	The employee's total hours and pay for the pay period.

Sort	Employee	Time records will be sorted by Employee Name.
	Primary Job	Time records will be grouped by the employee's primary Job.
Summary Totals by Job	The report will show summary totals by jobs.	
Payroll File Format	Report	Display the report in the standard report format.
	ADP	Exports the report in the ADP format.
	ADP Job Cost	Exports the report in the ADP Job Cost format.
	Comma Delimited Declared Tips	Exports the report in a comma separated with declared tips format.
	Comma Delimited % Tips	Exports the report in a comma separated % tips format.
	QuickBooks Declared Tips	Exports to the QuickBooks Declared Tips format.
	QuickBooks % Tips	Exports to the QuickBooks % Tips format.
	CrunchTime	Exports to the CrunchTime format.
	40 Column Report	Displays the report in a 40 column report format.
	Paychex	Exports the report in the Paychex format.
	Comma Delimited No Quotes	Exports the report in a comma separated no quotes format. This can be used for a simple Time and Attendance Paycom export (TAI 01).
Revenue Centers	Time records from the selected Revenue Centers will be used for the report.	

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Payroll Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file. <div> <div>File Name</div> <div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div> </div>
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports <div> <div>E-mail Attachment Name</div> <div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div> <div>E-mail Address (To)</div> <div>Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".</div> </div>
	FTP	The report will be sent to a FTP site. <div> <div>File Name</div> <div>Enter the name of the file for the selected report. If the characters "%d"</div> </div>

		are found in the file name then they are replaced by the business date of the report.
	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.
	FTP Site	The FTP site that the report will be sent.
Format Option	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.	
ID	Unique ID for report if desired.	
File Option	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.
	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.
Screen Option	Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .
	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.
	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.
	Image File Name	An image to be displayed on the report button in the report window.
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.	

Related Videos

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Related Topics

Job Right 'Office – Reports'

Payroll Report File Format Option

The File Format Option on the Payroll Report is used to select the fields to display.

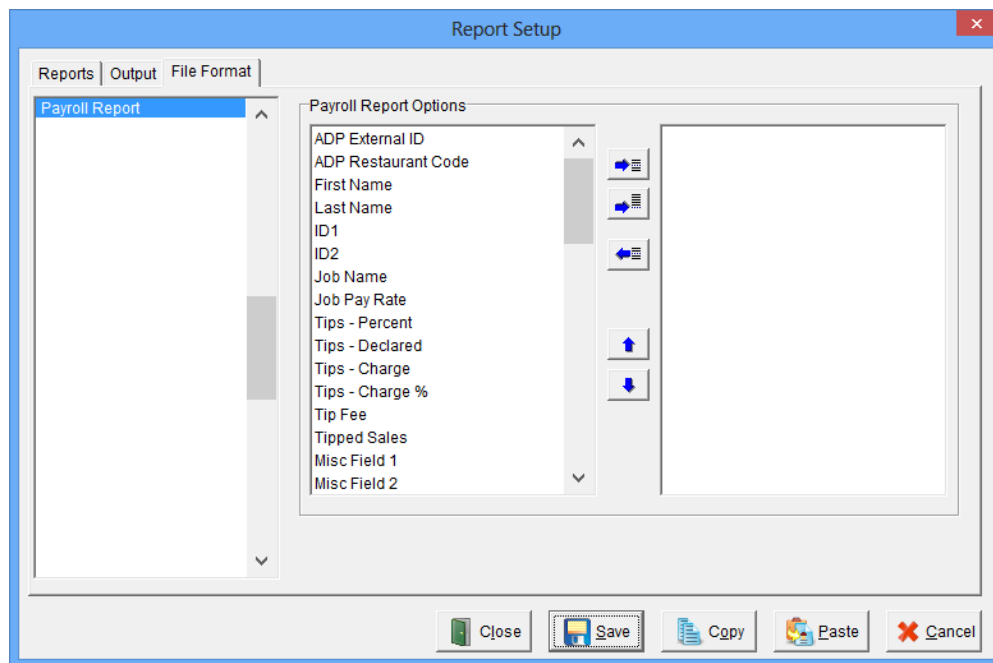


Figure 8.100 Payroll Report File Format Setup Window

Figure 8.53.2 File Format Window Fields

Field	Description
Employees	Hint: Click any field below to view checks that contain a void.

Field	Description																		
Fields	<table> <tr> <td>ADP External ID</td><td>The ID established in Employees > Jobs > Timekeeping > ADP External ID.</td></tr> <tr> <td>ADP Restaurant Code</td><td>The code established in Miscellaneous > General > Restaurants > ADP Restaurant Code.</td></tr> <tr> <td>First Name</td><td>The Employee's First Name.</td></tr> <tr> <td>Last Name</td><td>The Employee's Last Name.</td></tr> <tr> <td>ID1</td><td>The Employee's ID1.</td></tr> <tr> <td>ID2</td><td>The Employee's ID2.</td></tr> <tr> <td>Job Name</td><td>The Job the employee worked.</td></tr> <tr> <td>Job Pay Rate</td><td>The Pay Rate associated with the Job the employee worked.</td></tr> <tr> <td>Tips – Percent</td><td>The Tipped Sales multiplied by the Tip % (defined in Miscellaneous > General > Time-</td></tr> </table>	ADP External ID	The ID established in Employees > Jobs > Timekeeping > ADP External ID.	ADP Restaurant Code	The code established in Miscellaneous > General > Restaurants > ADP Restaurant Code.	First Name	The Employee's First Name.	Last Name	The Employee's Last Name.	ID1	The Employee's ID1.	ID2	The Employee's ID2.	Job Name	The Job the employee worked.	Job Pay Rate	The Pay Rate associated with the Job the employee worked.	Tips – Percent	The Tipped Sales multiplied by the Tip % (defined in Miscellaneous > General > Time-
ADP External ID	The ID established in Employees > Jobs > Timekeeping > ADP External ID.																		
ADP Restaurant Code	The code established in Miscellaneous > General > Restaurants > ADP Restaurant Code.																		
First Name	The Employee's First Name.																		
Last Name	The Employee's Last Name.																		
ID1	The Employee's ID1.																		
ID2	The Employee's ID2.																		
Job Name	The Job the employee worked.																		
Job Pay Rate	The Pay Rate associated with the Job the employee worked.																		
Tips – Percent	The Tipped Sales multiplied by the Tip % (defined in Miscellaneous > General > Time-																		

		keeping > Tip %).
	Tips – Declared	The employee's Declared Tips (See Activity Report > Tips Declared).
	Tips – Charge	The employee's tip on credit card and Account payments minus applicable Tip Fees plus Tips Charge Adjust.
	Tip Fee	The Credit Card Tip Fee (See Activity Report > Tip Fee).
	Tipped Sales	The amount of Tipped Sales.
	Misc Field 1	The Misc Field 1 amount.
	Misc Field 2	The Misc Field 2 amount.
	Misc Field 3	The Misc Field 3 amount.
	Misc Field 4	The Misc Field 4 amount.
	Sales Adjust	The Sales Adjustment entered in Time Cards.
	Charge Tip Adjust	Charge Tips are adjusted by this amount. For example, this field is used to allocate banquet tips to employees that worked a banquet.
	Revenue Center	The Revenue Center the employee clocked in.
	Weekly Overtime Pay Rate	The employee's Weekly Overtime Pay Rate.
	Daily Overtime Pay Rate	The employee's Daily Overtime Pay Rate.
	Time In	The Time the employee clocked in.
	Time Out	The Time the employee clocked out.
	Date In	The Date the employee clocked in.
	Date Out	The Date the employee clocked out.
	Break 1 Time In	The time the employee started Break 1.
	Break 1 Time Out	The time the employee clocked back in from Break 1.
	Break 2 Time In	The time the employee started Break 2.
	Break 2 Time Out	The time the employee clocked back in from Break 2.
	Regular Hours	The number of Hours worked, not including overtime hours.
	Weekly OT Pay	The employee's Weekly Overtime Pay.
	Guest Count	The employee's Guest Count (See Activity Report > Guest Count).
	Check Count	The employee's Check Count (See Activity Report > Check Count).
	No Sale Count	The employee's No Sales (See Activity Report > No Sales).
	Error Correct	The employee's Error Correct (See Activity Report > Error Correct).

	Count	
	Void Count	The employee's Void Count (See Activity Report > Void Count).
	Void Amount	The employee's Void Amount (See Activity Report > Void Amount).
	Discount Count	The employee's Discount Count (See Activity Report > Discount Count).
	Discount Amount	The employee's Discount Amount (See Activity Report > Discount Amount).
	Total Accountable	The employee's Total Accountable (See Activity Report > Total Accountable).
	Total Payments	The employee's Total Payments (See Activity Report > Total Payments).
	Record Key	The unique record number associated with the time record.
	Total Sales	The employee's Total Sales.
	Total Misc Fields	Misc Field 1 plus Misc Field 2 plus Misc Field 3 plus Misc Field 4.
	Total Tips (Declared + Charge)	Tips - Declared plus Tips – Charge.

Related Topics (none)

Running a Payroll Report

The following default options may be changed when running the Payroll Report: Start Date, End Date, Destination, Jobs, Employee, Detail, Sort, Revenue Center and Payroll File Format. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.53.1 Payroll Report Options Window

Figure 8.53.2 Payroll Report Options Window Fields

Field	Description	
Start Date	The beginning date for the report.	
End Date	The ending date for the report.	
Destination	Screen	The report will display on the screen.
	Printer	The report will print directly to the printer.
	File	The report will be exported to a file. <div> <div>Destination File Name</div> <div>The name and path of the file to export (i.e., C:\Focus\payroll.pdf).</div> </div>
	E-mail	The report will be e-mailed to the pre-defined e-mail address. <div> <div>Destination File Name</div> <div>The name of the file to e-mail (i.e., payroll.pdf).</div> </div>
	FTP	The report will be sent via FTP to the pre-defined FTP address. <div> <div>Destination File Name</div> <div>The name and path of the file to FTP (i.e., payroll.pdf).</div> </div>
Jobs	The Jobs to include in the report.	
Employee	The report will only display information for the selected Employee.	

Detail	Individual Times	Individual time records will be displayed for each employee
	Job Totals	The employee's hours, pay and total pay is displayed for each Job.
	Employee Totals	The employee's total hours and pay for the pay period.
	Individual Times (No Summary)	Individual time records will be displayed for each employee but a Summary section will not display.
Sort	Employee	Time records will be sorted by Employee Name
	Primary Job	Time records will be grouped by the employee's primary Job.
Revenue Center	The Revenue Center used to filter the report.	
Payroll File Format	Report	Display the report in the standard report format.
	ADP	Exports the report in the ADP format.
	ADP Job Cost	Exports the report in the ADP Job Cost format.
	Comma Delimited Declared Tips	Exports the report in a comma separated with declared tips format.
	Comma Delimited % Tips	Exports the report in a comma separated % tips format.
	QuickBooks Declared Tips	Exports to the QuickBooks Declared Tips format.
	QuickBooks % Tips	Exports to the QuickBooks % Tips format.
	CrunchTime	Exports to the CrunchTime format.
	40 Column Report	Displays the report in a 40 column report format.

Figure 8.53.2 Payroll Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Paid Out Report Options Window.

Related Topics (none)

Sample Payroll Report (Detail sorted by Primary Job)

Purpose

A sample Payroll Report and description of the fields are listed below.


 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.101 Sample Payroll Report



Focus Cafe

Payroll Report for 3/2/200X-3/8/200X

created at 3/19/200X 9:37:09 PM

<u>Job</u>	<u>Date</u> <u>In</u>	<u>Date</u> <u>Out</u>	<u>Time</u> <u>In</u>	<u>Time</u> <u>Out</u>	<u>Breaks</u>	<u>Hours</u>	<u>Rate</u>	<u>Pay</u>	<u>Total</u> <u>Pay</u>
Bartender									
<u>Gonzalez, Ricardo ID1: 987-65-4321 (Meals: 12.50)</u>									
Bartender	3/02	3/02	11:45	22:10		10.00	6.50	65.00	69.10
						0.42	9.75	4.10-D	
Bartender	3/03	3/03	18:04	22:57		4.88	6.50	31.72	31.72
Bartender	3/04	3/04	8:00	16:00	0.05	7.50	6.50	48.75	48.75
Bartender	3/05	3/05	16:00	22:00		6.00	6.50	39.00	39.00
Bartender	3/07	3/07	18:08	23:38		1.62	6.50	7.28	49.98
						3.88	9.75	37.83-W	
Bartender	3/08	3/08	17:53	23:08		5.25	6.50	34.12	34.12
<u>Totals Gonzalez, Ricardo</u>					0.50	35.25		229.12	271.05
						3.88		37.83-W	
						0.42		4.10-D	
<u>Moreno, Maria ID1: 123-45-6789</u>									
Bartender	3/02	3/02		22:00		10.00	6.50	65.00	110.50
						2.00	9.75	19.50-D	
						2.00	13.00	26.00-B	
Bartender	3/04	3/04	15:00	22:20		7.33	6.50	47.64	47.64
Bartender	3/05	3/05	15:16	22:30		7.23	6.50	47.00	47.00
Bartender	3/06	3/06	15:00	22:47		6.52	6.50	42.38	54.66
						1.26	9.75	12.28-W	
Bartender	3/07	3/07	14:45	23:22		8.62	9.75	84.04-W	84.04
Bartender	3/08	3/08	16:18	18:58		2.67	6.50	17.36	17.36
<u>Totals Moreno, Maria</u>						33.75		219.38	361.20
						9.88		96.32-W	
						2.00		19.50-D	
						2.00		26.00-B	
<u>Grand Totals</u>						69.00		448.50	632.25
						13.76		134.15-W	
						2.42		23.60-D	
						2.00		26.00-B	

W = Weekly Overtime, D = Daily Overtime, B = Daily Double Time



Focus Cafe

Payroll Report(Summary) for 3/2/200X

created at 3/19/200X 9:37:09 PM

<u>Job</u>	<u>Breaks</u>	<u>Hours</u>	<u>Rate</u>	<u>Pay</u>	<u>Total</u> <u>Pay</u>
Bartender					
<u>Gonzalez, Ricardo ID1: 987-65-4321 (Meals: 12.50)</u>					
Bartender	0.50	35.25	6.50	229.12	271.05
		3.88	9.75	37.83-W	
		0.42	9.75	4.10-D	

Figure 8.102 Payroll Report (Summary Section) Fields

Field	Description		
Job	Employee	The Employee's Last Name, First Name. The following fields are displayed if a value is entered.	
		ID1	The Employee's ID1.
		ID2	The Employee's ID2.
		Employee Meals	The Total Employee Meals charged to the Employee. Note: The Employee Meal Total does not reduce the Total Pay.
	Job	The Job the Employee worked.	
	Date In	The date the Employee clocked in.	
	Date Out	The date the Employee clocked out.	
	Time In	The time the Employee clocked in.	
	Time Out	The time the Employee clocked out.	
	Breaks	The number of hours on Break.	
	Hours	Regular Hours	The number of Regular Hours worked.
		Weekly Overtime Hours	The number of hours in the week that exceed the Miscellaneous > General > Timekeeping > Overtime Options > Weekly Hours but do not exceed the Daily Overtime or Daily Double Time limits.
		Daily Over-time	The number of hours in the day that exceed the Miscellaneous > General > Timekeeping > Overtime Options > Daily Overtime Hours but do not exceed the Daily Double Time limit.
		Daily Double Time	The number of hours in the day that exceed the Miscellaneous > General > Timekeeping > Overtime Options > Daily Double Time Hours.
	Rate	Regular Rate	The pay rate associated with the Job.
		Weekly Overtime	The pay rate associated with the Job multiplied by Employees > Jobs > Timekeeping > Overtime Options > Weekly Rate.
		Daily Over-time	The pay rate associated with the Job multiplied by Employees > Jobs > Timekeeping > Overtime Options > Daily Rate.
		Daily Double Time	The pay rate associated with the Job multiplied by Employees > Jobs > Timekeeping > Overtime Options > Double Rate.
	Pay	Regular	Regular Hours multiplied by Regular Rate.
			The Employee's ID1.

		Pay		
		Weekly Overtime	Weekly Overtime Hours multiplied by Weekly Overtime Rate.	
		Daily Over-time	Daily Overtime Hours multiplied by Daily Overtime Rate.	
		Daily Double Time	Daily Double Time Hours multiplied by Daily Double Time Rate.	
	Total Pay	Regular Pay plus Weekly Overtime Pay plus Daily Overtime Pay plus Daily Double Time Pay.		
	Tipped Sales	The total of all Order Type Sales that are tipped as well as the Order Type Charges for those sales. Discounts do not reduce Order Type Sales and thus do not reduce Tipped Sales.		
	% Sales	Tipped Sales multiplied by the percent defined in Miscellaneous > General > Timekeeping > Tip %.		
	Charge Tips	The tips entered on all non cash Payments that the employee has received.		
	Declared Tips	The Tips the user declared when they clocked out.		
	Adj Fields 1-4	The Amount of Adjustment Field 1-4. Note: These fields only display if a value is established in Miscellaneous > General > Timekeeping > Adjustments > 1-4.		
	Employee Totals	Breaks	The Total number of hours on Break.	
		Hours	Regular Hours	The Total number of Regular Hours worked.
			Weekly Overtime	The Total number of Weekly Overtime Hours worked.
			Daily Over-time	The Total number of Daily Overtime Hours worked.
			Daily Double Time	The Total number of Daily Double Time Hours worked.
		Pay	Regular Pay	Regular Hours multiplied by Regular Rate.
			Weekly Overtime	Weekly Overtime Hours multiplied by Weekly Over-time Rate.
			Daily Over-time	Daily Overtime Hours multiplied by Daily Overtime Rate.
			Daily Double Time	Daily Double Time Hours multiplied by Daily Double Time Rate.

		Total Pay	Total Regular Pay plus Total Weekly Overtime Pay plus Total Daily Overtime Pay plus Total Daily Double Time Pay.	
		Tipped Sales	The Total Tipped Sales.	
		% Sales	Tipped Sales multiplied by the percent defined in Miscellaneous > General > Timekeeping > Tip %.	
		Charge Tips	The Total Charge Tips.	
		Declared Tips	The Total Declared Tips.	
		Adj Fields 1-4	The Total Adj Fields 1 - 4.	
Grand Totals	Breaks	The Total number of hours on Break for all Employees.		
	Hours	Regular Hours	The number of Regular Hours worked for all Employees.	
		Weekly Overtime	Total Weekly Overtime Hours for all Employees.	
		Daily Over-time	Total Daily Overtime Hours for all Employees.	
		Daily Double Time	Total Daily Double Time Hours for all Employees.	
	Pay	Regular Pay	Total Regular Pay for all Employees.	
		Weekly Overtime	Total Weekly Overtime Pay for all Employees.	
		Daily Over-time	Total Daily Overtime Pay for all Employees.	
		Daily Double Time	Total Daily Double Time Hours for all Employees.	
	Total Pay	Total Pay for all Employees.		
	Tipped Sales	Total Tipped Sales for all Employees.		
	% Sales	Total % Sales for all Employees.		
	Charge Tips	Total Charge Tips for all Employees.		
	Declared Tips	Total Declared Tips for all Employees.		

	Adj Fields 1-4	Total Adj Fields for all Employees.	
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Figure 8.102.1 Payroll Report (Summary Section) Fields

Field	Description			
Job	Employee	The Employee's Last Name, First Name. The following fields are displayed if a value is entered.		
		ID1	The Employee's ID1.	
		ID2	The Employee's ID2.	
		Employee Meals	The Total Employee Meals charged to the Employee. Note: The Employee Meal Total does not reduce the Total Pay.	
	Employee Totals	Breaks	The Total number of hours on Break.	
		Hours	Regular Hours	The Total number of Regular Hours worked.
			Weekly Overtime	The Total number of Weekly Overtime Hours worked.
			Daily Over-time	The Total number of Daily Overtime Hours worked.
			Daily Dou-ble Time	The Total number of Daily Double Time Hours worked.
		Pay	Regular Pay	Regular Hours multiplied by Regular Rate.
			Weekly Overtime	Weekly Overtime Hours multiplied by Weekly Over-time Rate.
			Daily Over-time	Daily Overtime Hours multiplied by Daily Overtime Rate.
			Daily Dou-ble Time	Daily Double Time Hours multiplied by Daily Double Time Rate.
		Total Pay	Total Regular Pay plus Total Weekly Overtime Pay plus Total Daily Overtime Pay plus Total Daily Double Time Pay.	
		Tipped Sales	The Total Tipped Sales.	
% Sales	Tipped Sales multiplied by the percent defined in Miscellaneous > General > Timekeeping > Tip % .			

		Charge Tips	The Total Charge Tips.
		Declared Tips	The Total Declared Tips.
		Adj Fields 1-4	The Total Adj Fields 1 - 4.
Grand Totals	Breaks	The Total number of hours on Break for all Employees.	
	Hours	Regular Hours	The number of Regular Hours worked for all Employees.
		Weekly Overtime	Total Weekly Overtime Hours for all Employees.
		Daily Over-time	Total Daily Overtime Hours for all Employees.
		Daily Double Time	Total Daily Double Time Hours for all Employees.
	Pay	Regular Pay	Total Regular Pay for all Employees.
		Weekly Overtime	Total Weekly Overtime Pay for all Employees.
		Daily Over-time	Total Daily Overtime Pay for all Employees.
		Daily Double Time	Total Daily Double Time Hours for all Employees.
	Total Pay	Total Pay for all Employees.	
	Tipped Sales	Total Tipped Sales for all Employees.	
	% Sales	Total % Sales for all Employees.	
	Charge Tips	Total Charge Tips for all Employees.	
	Declared Tips	Total Declared Tips for all Employees.	
	Adj Fields 1-4	Total Adj Fields for all Employees.	

Figure 8.102.2 Sample Payroll Report Setup Options

Option	Selection
Job	All Jobs were selected.

Detail	Individual Times.
Sort	Employee.
Payroll File Format	Report.

Related Topics

None

Sample Payroll Report (40 Column Report)

A sample Payroll Report and description of the fields are listed below.


 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.101 Sample Payroll Report

Focus Cafe

Payroll Report Page 1

for 3/2/200X-3/8/200X
created at 3/20/200X 11:57:47 AM

Gonzalez, Ricardo

ID1: 987-65-4321

ID2: 11111111

(Meals: 12.50)

Bartender	3/02 11:45 22:10	10.00	
		0.42-D	
Bartender	3/03 18:04 22:57	4.88	
Bartender	3/04 8:00 16:00	7.50	
Bartender	3/05 16:00 22:00	6.00	
Bartender	3/07 18:08 23:38	1.62	
		3.88-W	
Bartender	3/08 17:53 23:08	5.25	

Totals Gonzalez, Ricardo	35.25	
	3.88-W	
	0.42-D	

Moreno, Maria

ID1: 123-45-6789

ID2: 54545454

Bartender	3/02 8:00 22:00	10.00	
		2.00-D	
		2.00-B	
Bartender	3/04 15:00 22:20	7.33	
Bartender	3/05 15:16 22:30	7.23	
Bartender	3/06 15:00 22:47	6.52	
		1.26-W	
Bartender	3/07 14:45 23:22	8.62-W	
Bartender	3/08 16:18 18:58	2.67	

Totals Moreno, Maria	33.75	
	9.88-W	
	2.00-D	
	2.00-B	

Grand Totals	69.00	
	13.76-W	
	2.42-D	
	2.00-B	

W = Weekly Overtime
D = Daily Overtime
B = Daily Double Time

SUMMARY

Gonzalez, Ricardo

ID1: 987-65-4321

ID2: 11111111

(Meals: 12.50)

Bartender	35.25	
	3.88-W	
	0.42-D	

Moreno, Maria

ID1: 123-45-6789

ID2: 54545454

Bartender	33.75	
	9.88-W	
	2.00-D	
	2.00-B	

Grand Totals	69.00	
	13.76-W	
	2.42-D	
	2.00-B	

W = Weekly Overtime
D = Daily Overtime

April 6th 2014 – April 8th 2014
leTree, DFW

Figure 8.102 Payroll Report Fields

Field	Description				
Employee	The Employee's Last Name, First Name.				
	ID1	The Employee's ID1.			
	ID2	The Employee's ID2.			
	Employee Meals	The Total Employee Meals charged to the Employee. Note: The Employee Meal Total does not reduce the Total Pay. This field is only displayed if the Employee has charged an Employee Meal.			
	Job	Date In	The Employee's ID1.		
		Time In	The time the Employee clocked in.		
		Time Out	The time the Employee clocked out.		
		Hours	Regular Hours	The number of Regular Hours worked.	
			Weekly Overtime Hours	The number of hours in the week that exceed the Miscellaneous > General > Timekeeping > Overtime Options > Weekly Hours but do not exceed the Daily Overtime or Daily Double Time limits.	
			Daily Overtime	The number of hours in the day that exceed the Miscellaneous > General > Timekeeping > Overtime Options > Daily Overtime Hours but do not exceed the Daily Double Time limit.	
			Daily Double Time	The number of hours in the day that exceed the Miscellaneous > General > Timekeeping > Overtime Options > Daily Double Time Hours.	
		Totals	Employee	The Employee's Last Name, First Name.	
	Hours		Regular Hours	The Total number of Regular Hours worked.	
			Weekly Over-time	The Total number of Weekly Overtime Hours worked.	
			Daily Over-time	The Total number of Daily Overtime Hours worked.	
			Daily Double Time	The Total number of Daily Double Time Hours worked.	
	Grand Totals	Hours	Regular Hours	The number of Regular Hours worked for all Employees.	

		Weekly Over-time	Total Weekly Overtime Hours for all Employees.
		Daily Over-time	Total Daily Overtime Hours for all Employees.
		Daily Double Time	Total Daily Double Time Hours for all Employees.

Figure 8.102.1 Payroll Report Summary Section Fields

Field	Description			
Employee	The Employee's Last Name, First Name.			
	ID1	The Employee's ID1.		
	ID2	The Employee's ID2.		
	Employee Meals	The Total Employee Meals charged to the Employee. Note: The Employee Meal Total does not reduce the Total Pay. This field is only displayed if the Employee has charged an Employee Meal.		
	Job	Hours	Regular Hours	The Total number of Regular Hours worked.
			Weekly Overtime Hours	The Total number of hours in the week that exceed the Miscellaneous > General > Timekeeping > Overtime Options > Weekly Hours but do not exceed the Daily Overtime or Daily Double Time limits.
			Daily Overtime	The Total number of hours in the day that exceed the Miscellaneous > General > Timekeeping > Overtime Options > Daily Overtime Hours but do not exceed the Daily Double Time limit.
			Daily Double Time	The Total number of hours in the day that exceed the Miscellaneous > General > Timekeeping > Overtime Options > Daily Double Time Hours.
	Totals	Hours	Regular Hours	The Total number of Regular Hours worked.
			Weekly Over-time	The Total number of Weekly Overtime Hours worked.
			Daily Over-time	The Total number of Daily Overtime Hours worked.
			Daily Double Time	The Total number of Daily Double Time Hours worked.

Grand Totals	Hours	Regular Hours	The number of Regular Hours worked for all Employees.
		Weekly Over-time	Total Weekly Overtime Hours for all Employees.
		Daily Over-time	Total Daily Overtime Hours for all Employees.
		Daily Double Time	Total Daily Double Time Hours for all Employees.

Figure 8.102.2 Sample Payroll Report Setup Options

Option	Selection
Job	All Jobs were selected.
Detail	Individual Times.
Sort	Employee.
Payroll File Format	40 Column Report.

Related Topics

None

Revenue Center Report

The Revenue Center Report displays the Daily Sales Report data for selected Revenue Centers

Restrictions

Version 7.4 Build 14.9.22 required

Accessing the Revenue Center Report Options

While in Focus Setup, select Reports > Setup > Revenue Center Report.

Report Setup

Reports | Output | File Format

Revenue Center Report

Name: Revenue Center Report

Type: Revenue Center Report

Revenue Center Report Options

Revenue Centers

- ☒ Restaurant
- ☒ Bar
- ☒ Carryout
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17
- ☐ 18

Close Save Copy Paste Cancel

Figure 8.135.1 Revenue Center Report Setup Window

Figure 8.136.1 Revenue Center Report Setup Window Options

Field	Description
Name	The Name of the report, up to 25 alphanumeric characters.
Revenue Centers	The Revenue Centers to include on the report.

Related Topics

None

Reports Output Window

The Output Window is used to configure the Revenue Center Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

The screenshot shows the 'Report Setup' window with the 'Output' tab selected. The left pane lists reports from 'Batch Report' to '100'. The right pane contains the following sections:

- Destination:** Radio buttons for Screen (selected), Printer, File, E-mail, and FTP.
- File Name:** A text input field.
- E-mail Address (To):** A text input field.
- FTP Site:** A dropdown menu showing 'cuspos.comos.com/'.
- Format Options:** A section with 'Initialize Format' set to '<None>'.
- Security Code ID:** Two input fields, the first containing '1'.
- File Option:** Radio buttons for 'Overwrite' (selected) and 'Append'.
- Screen Options:** A section with a 'Display' checkbox, 'Screen Format' set to '<None>', 'Sort Position' (empty), and 'Image File Name' (empty).

At the bottom of the window are five buttons: Close, Save, Copy, Paste, and Cancel.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description		
Destinations	Screen	The report will be displayed on the screen.	
	Printer	The report will be printed.	
	File	The report will be saved as a file.	
		File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail	The report will be e-mailed.	
		E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
E-mail Address (To)		Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".	

	<div> <div>FTP</div> <div> <p>The report will be sent to a FTP site.</p> <table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table> </div> </div>	File Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.
File Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.						
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.						
FTP Site	The FTP site that the report will be sent.						
Format Option	<div> <div>Initialize Format</div> <div>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</div> </div>						
Display on Screen	The report will be available on the Report Window if the user has the required Report Security Code.						
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.						

Related Topics

Job Right 'Office – Reports'

Sample Revenue Center Report

A sample Revenue Center Report and description of the fields are shown below.

Version 7.4 Build 14.9.22 required


 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.54 Sample Revenue Center Report



Revenue Center Report

Beth's Bistro

	Restaurant		Bar		Carryout		Totals	
	Units	Sales	Units	Sales	Units	Sales	Units	Sales
Average Check	6	1,292.36	18	266.86	2	947.80	26	555.90
Average Guest	38	204.06	51	94.19	0	0.00	89	162.40
Voids	0	0.00	0	0.00	0	0.00	0	0.00
Appetizers	157	2,922.43	120	1,258.80	204	571.44	481	4,752.67
Liquor	300	1,302.00	156	546.00	0	0.00	456	1,848.00
Beer	279	580.50	44	398.70	0	0.00	323	979.20
Entrees	104	826.80	0	0.00	24	0.00	128	826.80
Beverages	0	0.00	0	0.00	8	7.60	8	7.60
Burgers	0	0.00	0	0.00	284	400.56	284	400.56
Salads	112	420.00	0	0.00	72	0.00	184	420.00
Desserts	8	55.60	0	0.00	0	0.00	8	55.60
Snacks	0	0.00	0	0.00	212	98.00	212	98.00
Pizza	3	26.85	0	0.00	188	818.00	191	844.85
Bottle Wine	36	1,620.00	40	2,600.00	0	0.00	76	4,220.00
Totals	999	7,754.18	360	4,803.50	992	1,895.60	2351	14,453.28
Delivery		6.00		0.00		6.00		12.00
Subtotal		7,760.18		4,803.50		1,901.60		14,465.28
Inclusive Tax		0.00		0.00		0.00		0.00
Subtotal Discounts		0.00		0.00		0.00		0.00
Net Sales		7,760.18		4,803.50		1,901.60		14,465.28
Food Tax		400.66		0.00		175.34		576.00
State Tax		17.43		0.00		0.00		17.43
Liquor Tax		14.18		0.00		0.00		14.18
Total Tax		432.27		0.00		175.34		607.61
Total Sales		8,192.45		4,803.50		2,076.94		15,072.89
Paid Outs		0.00		0.00		0.00		0.00
Paid Ins		0.00		0.00		0.00		0.00
Retained Tips		0.00		0.00		0.00		0.00
Refunds		0.00		0.00		0.00		0.00
Total Accountable		8,192.45		4,803.50		2,076.94		15,072.89
Gross Cash	7	8,192.45	18	4,803.50	2	2,076.94	27	15,072.89
Paid Outs	0	0.00	0	0.00	0	0.00	0	0.00
Net Cash		8,192.45		4,803.50		2,076.94		15,072.89
CHECK	0	0.00	0	0.00	0	0.00	0	0.00
Cash & Checks		8,192.45		4,803.50		2,076.94		15,072.89
VISA	0	0.00	0	0.00	0	0.00	0	0.00
MasterCard	0	0.00	0	0.00	0	0.00	0	0.00
AMEX	0	0.00	0	0.00	0	0.00	0	0.00
Discover	0	0.00	0	0.00	0	0.00	0	0.00
Gift Cert.	0	0.00	0	0.00	0	0.00	0	0.00
House Charge	0	0.00	0	0.00	0	0.00	0	0.00
Diners Card	0	0.00	0	0.00	0	0.00	0	0.00
Employee Charge	0	0.00	0	0.00	0	0.00	0	0.00
Givex	0	0.00	0	0.00	0	0.00	0	0.00
Local Account	0	0.00	0	0.00	0	0.00	0	0.00
Gift Card	0	0.00	0	0.00	0	0.00	0	0.00
Online Credit	0	0.00	0	0.00	0	0.00	0	0.00
Online Gift	0	0.00	0	0.00	0	0.00	0	0.00
My Check	0	0.00	0	0.00	0	0.00	0	0.00
Total Payments		8,192.45		4,803.50		2,076.94		15,072.89
Order Types								
Dine In	3	4,304.54	0	0.00	0	0.00	3	4,304.54
Delivery	1	32.85	0	0.00	2	1,901.60	3	1,946.45
Bar	2	3,422.79	18	4,803.50	0	0.00	20	8,226.29

Figure 8.55.9.14 Sample Revenue Center Report Fields

Field	Description	
Average Check	Units	The total number of checks.
	Sales	The average check amount.
Average Guest	Units	The total number of guests.
	Sales	The average guest amount (PPA).
Voids	Units	The total number of Voids.
	Sales	The Void amount.
Report Groups	Units	The total number of Voids.
	Sales	The Void amount.
	Disc. Units	The number of Report Group Units that were discounted.
	Disc. Sales	The Report Group's Discount Sales amount.
Totals	Units	The sum of all Report Group Units sold.
	Sales	The sum of all Report Group Sales amount.
	Disc. Units	The total number of units discounted for all Report Groups.
	Disc. Sales	The sum of all Report Group Discount Sales amount.
Order Type Charges	The dollar amount of the individual Order Type Charges.	
Subtotal	Report Group Sales plus Order Type Charges.	
Inclusive Tax	The sum of all Inclusive Taxes.	
Subtotal Discounts	The sum of all Subtotal Discounts.	
Net Sales	Report Group Sales plus Order Type Charges minus Inclusive Tax minus Subtotal Discounts.	
Taxes	Tax collected, Taxable Sales and Tax-Exempt Sales are displayed for each Tax.	
	Sales	The tax collected.
	On	The dollar amount that the tax is calculated on.
	Exempt	The dollar amount Exempt from the tax.

Total Tax	The sum of all tax collected.		
Total Sales	Net Sales plus Total Tax.		
Paid Outs	The sum of all Paid Outs.		
Paid Ins	The sum of all Paid Ins.		
Gift Cards	The sum of all Gift Card purchases.		
CC Tip Fee	The sum of all Credit Card Tip Fees.		
Refunds	The sum of all Refunds.		
Retained Tips	The Tip Amount for all Non Cash Payments. Note: This field is only displayed if the "Retain Tips" Option is enabled in Miscellaneous > General > Timekeeping > Retain Tips.		
Total Accountable	Total Sales minus Paid Outs plus Paid Ins plus Retained Tips plus CC Tip Fee plus Gift Cards.		
Gross Cash	The cash collected from all Payments minus cash tips minus change back.		
	Units	The tax collected.	
	Sales	The dollar amount that the tax is calculated on.	
Paid Outs			
	Units	The number of Paid Outs.	
	Sales	The dollar amount of Paid Outs.	
Advances	The sum of all Advances.		
CC Tip Fee	The sum of the CC Tip Fees.		
Tips Paid Out	The Tip Amount for all Non Cash Payments. Note: This field is only displayed if the Miscellaneous > General > Timekeeping > Retain Tips > Pay Out Tips option is selected.		
Net Cash	Gross Cash minus Paid Outs plus the CC Tip Fee minus Tips Paid Out minus Advances plus Retained Tips.		
	Cash Deposit	The sum of Cash Deposits for the selected date range. Note: This field is filled in only when a Cash Deposit is entered into Focus. If multiple Deposits are entered, then "(See Below)" will be displayed and the amount and description of each Deposit will be listed at the bottom of the report.	
Checks			
	Units	The number of Check Payments.	
	Sales	The dollar amount of the Check Payments.	
Cash & Checks			
	Sales	Net Cash plus Checks.	
		Cash & Checks	The actual amount of Cash & Checks can be manually written in here. Note: This field is filled in only when a Cash and Check Deposit is entered into Focus.
Payments (Non Cash)	Individual Payments will be listed in this section.		

	Units	The number of times the Payment was applied.
	Sales	The dollar amount of the individual Payment.
Total Payments	Cash & Checks plus Payments (Non Cash).	
	Over/Short	A blank line "_____" is provided for the user to manually enter the Over/Short amount.
	Deposit Over/Short	Net Cash minus Cash & Check Deposit. Note: This field is only filled in if a Deposit is entered into Focus.
	CC Total	The sum of all Credit Card Payments and Tips.
Order Type Sales	Individual Order Types will be listed in this section.	
	Name	The Name of the Order Type.
	Units	The number of Checks for the Order Type.
	Sales	The amount of sales for the Order Type.
Discounts	Individual Discount Totals will be listed in this section.	
	Name	The Name of the Discount.
	Units	The number of times the Discount was used.
	Sales	The total dollar amount of the Discount.
Paid Outs	Individual Paid Outs will be listed in this section.	
	Name	The Name of the Paid Out.
	Units	The number of times the Paid Out was used.
	Sales	The total dollar amount of the Paid Out.
Paid Ins	Individual Paid Ins will be listed in this section.	
	Name	The Name of the Paid In.
	Units	The number of times the Paid In was used.
	Sales	The total dollar amount of the Paid In.

Related Topics (none)

Sales Accountability Report

The Sales Accountability Report displays individual employee sales related information.

Accessing the Sales Accountability Report Options

While in Focus Setup, select Reports > Setup > Sales Accountability Report.

The screenshot shows the 'Report Setup' window. The 'Reports' tab is selected, displaying a list of reports on the left. The 'Sales Accountability Rpt' is highlighted. On the right, the 'Name' field contains 'Sales Accountability Rpt' and the 'Type' is set to 'Sales Accountability Report'. Below these fields, the 'Sales Accountability Report Options' section includes checkboxes for 'Consolidate Multiple Clock Ins' and 'Retain Tip Pool'. A 'Jobs' list is also present, containing checkboxes for various roles: Bartender, Server, Hostess, Cook, Manager, Busser, Cashier, Chef, Asst. Manager, Dishwasher, Take Out, Driver, Test, Counter Service, Bar Fast, and Bar Tabs. At the bottom of the window are buttons for 'Close', 'Save', 'Copy', 'Paste', and 'Cancel'.

Figure 8.103 Sales Accountability Report Setup Window

Figure 8.104 Sales Accountability Report Setup Window Options

Field	Description
Name	The Name of the report, up to 25 alphanumeric characters.
Consolidate Multiple Clock Ins	Only the Employee Totals will display if the Employee has multiple Clock Ins.
Retain Tip Pool	The report will show the Retain Tip Pool figures.
Jobs	The Jobs to include in the report.

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Sales Accountability Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

The screenshot shows the 'Report Setup' window with the 'Output' tab selected. On the left, a list of reports is shown, with 'Sales Acct Report' at the top. The main configuration area includes:

- Destination:** Radio buttons for Screen (selected), Printer, File, E-mail, and FTP.
- File Name:** A text input field.
- E-mail Address (To):** A text input field.
- FTP Site:** A dropdown menu currently set to '<None>'.
- Format Options:** A section with 'Initialize Format' set to '<None>'.
- Security Code:** A text field with '1' entered.
- ID:** A text field.
- File Option:** Radio buttons for 'Overwrite' (selected) and 'Append'.
- Screen Options:** A section with 'Display' checked, 'Screen Format' set to 'Sales Reports', 'Sort Position' set to '1', and 'Image File Name' set to 'r_sales.bmp'.
- Revenue Center:** A dropdown menu set to '<None>'.

 At the bottom of the window are buttons for 'Close', 'Save', 'Copy', 'Paste', and 'Cancel'.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description		
Destinations	Screen	The report will be displayed on the screen.	
	Printer	The report will be printed.	
	File	The report will be saved as a file.	
		File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports	
		E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
E-mail Address (To)		Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".	
FTP	The report will be sent to a FTP site.		

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.								
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.								
Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running a Sales Accountability Report

The following default options may be changed when running the Sales Accountability Report: Start Date, End Date, Revenue Center and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.104.1 Sales Accountability Report Options Window

Figure 8.104.2 Sales Accountability Report Options Window Fields

Field	Description	
Start Date	The beginning date for the report.	
End Date	The ending date for the report.	
Revenue Center	The Revenue Center used to filter the report. Note: If a Revenue Center is not specified, the filter is not active.	
Destination	Screen	The report will display on the screen.
	Printer	The report will print directly to the printer.
	File	The report will be exported to a file.
	Destination File Name	The name and path of the file to export (i.e., C:\Focus\salesacct.pdf).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.
Destination	Destination File Name	The name of the file to e-mail (i.e., salesacct.pdf).
	FTP	The report will be sent via FTP to the pre-defined FTP address.
Destination	Destination File Name	The name and path of the file to FTP (i.e., salesacct.pdf).

Figure 8.104.3 Sales Accountability Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics (none)

Sample Sales Accountability Report

A sample Sales Accountability Report and description of the fields are shown below.


 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.105 Sample Sales Accountability Report


							Sales Acct. for 1/19/20XX created at 1/20/200X 4:59:05 PM		
Focus Cafe									
Employee	Total Sales	Paid Outs	Paid Ins/ Gift Cards	Retained Tips	Tip Fee	Drops	Total Accountable	Total Payments	Gross Cash
TOGO	259.59	-23.73	0.00	0.00	0.00	0.00	235.86	235.86	90.20
Francisco V.	282.72	0.00	0.00	0.00	0.00	0.00	282.72	282.72	191.77
Miguel P.	126.25	0.00	0.00	0.00	0.00	0.00	126.25	126.25	83.02
Beto B.	311.20	0.00	0.00	0.00	0.00	0.00	311.20	311.20	63.97
Juan E.	254.67	0.00	0.00	0.00	0.00	0.00	254.67	254.67	85.37
Roberto H.	1,630.24	0.00	0.00	0.00	0.00	0.00	1,630.24	1,630.24	452.12
Laura I.	1,219.34	0.00	0.00	0.00	0.00	0.00	1,219.34	1,219.34	238.36
Elvin T.	1,654.05	0.00	0.00	0.00	0.00	0.00	1,654.05	1,654.05	628.48
JOSE MIGUEL I.	13.50	0.00	0.00	0.00	0.00	0.00	13.50	13.50	0.00
Jesus Chuy	1,539.36	0.00	0.00	0.00	0.00	0.00	1,539.36	1,539.36	400.80
Angel R.	713.83	0.00	0.00	0.00	0.00	0.00	713.83	713.83	344.19
Myrna L.	1,013.63	0.00	0.00	0.00	0.00	0.00	1,013.63	1,013.63	291.49
TOGO	442.82	0.00	0.00	0.00	0.00	0.00	442.82	442.82	202.39
Juan E.	637.68	0.00	0.00	0.00	0.00	0.00	637.68	637.68	60.00
Maria	669.37	0.00	0.00	0.00	0.00	0.00	669.37	669.37	166.90
Martin S.	592.12	0.00	0.00	0.00	0.00	0.00	592.12	592.12	343.83
Francisco V.	704.34	0.00	0.00	0.00	0.00	0.00	704.34	704.34	202.39
Nathalie H.	481.36	0.00	0.00	0.00	0.00	0.00	481.36	481.36	186.46
Miguel P.	839.98	0.00	0.00	0.00	0.00	0.00	839.98	839.98	438.05
Totals	13,386.05	-23.73	0.00	0.00	0.00	0.00	13,362.32	13,362.32	4,469.79

Figure 8.106 Sales Accountability Report Fields

Field	Description	
Employee	The Employee's Name.	
	<table> <tr> <td>Total Sales</td><td>Net Sales plus Total Tax (see Activity Report > Net Sales).</td></tr> </table>	Total Sales
Total Sales	Net Sales plus Total Tax (see Activity Report > Net Sales).	

	Paid Outs	The Paid Outs total.
	Paid Ins/Gift Cards	The sum of all Paid Ins plus Gift Card purchases.
	Retained Tips	The Tip Amount for all Non Cash Payments.
	Tip Fee	The Total Tip Fee collected for all Payments.
	Drops	The total dollar amount of all Drops.
	Total Accountable	Total Sales plus Paid Outs plus Paid Ins plus Retained Tips plus Tip Fee plus Drops plus Refunds.
	Total Payments	Cash & Checks plus Payments (Non Cash).
	Gross Cash	The Total amount of cash collected from all payments minus cash tips minus change back.
	Tips Paid	The Tip Amount for all Non Cash Payments.
	Net Cash	Gross cash plus Paid Outs plus Advances plus Drops plus Tip Fee plus Tips Paid.
	Checks	The total of all check Payments.
	Cash & Checks	Net Cash plus Checks.
	Credit Card	Total Credit Card Payments (including Tips minus Refunded Payments).
	Account	The total of all Account Payments including Tips.
	Gift Cert	The total of all Gift Certificate Payments.
	Emp Meal	The total of all Employee Meal Payments.
Totals	Total Sales	Total Sales for all Employees.
	Paid Outs	Total Paid Outs for all Employees.
	Paid Ins/Gift Cards	Total Paid Ins/Gift Cards for all Employees.
	Retained Tips	Total Retained Tips for all Employees.
	Tip Fee	Total Tip Fee for all Employees.
	Drops	Total Drops for all Employees.
	Total Accountable	The Total Accountable for all Employees.
	Total Payments	The Total Payments for all Employees.
	Gross Cash	The Total Gross Cash for all Employees.
	Tips Paid	The Total Tips Paid for all Employees.
	Net Cash	The Total Net Cash for all Employees.

	Checks	The Total Check Payments for all Employees.
	Cash & Checks	The Total Cash & Check Payments for all Employees.
	Credit Card	The Total Credit Card Payments for all Employees.
	Account	The Total Account Payments for all Employees.
	Gift Cert	The Total Gift Certificate Payments for all Employees.
	Emp Meal	The Total Employee Meals for all Employees.

Figure 8.106.1 Sample Sales Accountability Report Setup Options

Field	Selection
Consolidate Multiple Clock Ins	Not Selected
Jobs	All Jobs were selected.

Related Topics (none)

Sales By Day Report

The Sales By Day Report displays configured data by day. (V 7.4 Build 13.9.12)

[See Video](#)

Figure 6.20.13 Sales By Day Report Setup Window

Figure 6.20.13a Sales By Day Report Setup Window Options

Field	Description													
Name	The Name of the report, up to 25 alphanumeric characters.													
< Column >	Designates which column currently being configured. Selecting the arrows will move the user between columns.													
Sales By Day Report Options	<table> <tr> <td>Heading 1</td><td>Enter a descriptive name for Heading 1.</td></tr> <tr> <td>Heading 2</td><td>Enter a descriptive name for Heading 2.</td></tr> <tr> <td rowspan="2">Type</td><td>Type of data to be displayed.</td></tr> <tr> <td> <table> <tr> <td># of Guests</td><td>The number of guests for the selected parameters.</td></tr> <tr> <td># of Checks</td><td>The number of checks for the selected parameters.</td></tr> <tr> <td>Sales by Guest</td><td>The average sales by number of guest for the selected parameters.</td></tr> </table> </td></tr> </table>	Heading 1	Enter a descriptive name for Heading 1.	Heading 2	Enter a descriptive name for Heading 2.	Type	Type of data to be displayed.	<table> <tr> <td># of Guests</td><td>The number of guests for the selected parameters.</td></tr> <tr> <td># of Checks</td><td>The number of checks for the selected parameters.</td></tr> <tr> <td>Sales by Guest</td><td>The average sales by number of guest for the selected parameters.</td></tr> </table>	# of Guests	The number of guests for the selected parameters.	# of Checks	The number of checks for the selected parameters.	Sales by Guest	The average sales by number of guest for the selected parameters.
Heading 1	Enter a descriptive name for Heading 1.													
Heading 2	Enter a descriptive name for Heading 2.													
Type	Type of data to be displayed.													
	<table> <tr> <td># of Guests</td><td>The number of guests for the selected parameters.</td></tr> <tr> <td># of Checks</td><td>The number of checks for the selected parameters.</td></tr> <tr> <td>Sales by Guest</td><td>The average sales by number of guest for the selected parameters.</td></tr> </table>	# of Guests	The number of guests for the selected parameters.	# of Checks	The number of checks for the selected parameters.	Sales by Guest	The average sales by number of guest for the selected parameters.							
# of Guests	The number of guests for the selected parameters.													
# of Checks	The number of checks for the selected parameters.													
Sales by Guest	The average sales by number of guest for the selected parameters.													

Sales by Check	The average sales by number of checks for the selected parameters.
Average Time	The average table turn for the selected parameters.
Void Units	The number of voids for the selected parameters.
Void Sales	The total dollar amount of voids for the selected parameters.
Report Group Units	The number of units sold for the selected parameters.
Report Group Sales	The dollar amount sold for the selected parameters.
Net Sales	The Net Sales for the selected parameters.
Total Accountable	The Total Accountable for the selected parameters.
Return Items	The number of returns for the selected parameters.
Gift Card Sales	The dollar amount of Gift Card Sales for the selected parameters.
Subtotal Discounts	The Subtotal Discounts for the selected parameters.
Individual Discount Units	The number, in units of discounts for the selected parameters.
Individual Discount Sales	The dollar amount of discounts for the selected parameters.
Refunds	The dollar amount of refunds for the selected parameters.
Paid Out Units	The number of Paid Outs, in units for the selected parameters.
Paid Out Sales	The dollar amount of Paid Outs for the selected parameters.
Credit Card Tip Fees	The Credit Card Tip Fees for the selected parameters.
Net Cash	The Net Cash for the selected parameters.
Individual Payment Units	The Individual Payment Units for the selected parameters.
Individual Payment Sales	The dollar amount of payments for the selected parameters.

		Total Pay- ments	The Total Payments for the selected parameters.
		Day of Week	The Day of the Week for the selected parameters.
		Deposit 1	Deposit # 1 for the selected parameters. V7.4 Build 14.9.22
		Deposit 2	Deposit # 2 for the selected parameters. V7.4 Build 14.9.22
	Time Range	Time range for the selected data Type.	
	Order Type	Transactions occurring for the selected Order Type will be displayed on the report.	
	Report Group	Transactions occurring for the selected Report Group will be displayed on the report.	
Discount	Transactions occurring for the selected Discount will be displayed on the report.		
Payment	Transactions occurring for the selected Payment will be displayed on the report.		
Day of Week Restriction	If selected, report will only include the days selected below.		
	Sunday	Sunday will appear on the 'Sales by Day' report.	
	Monday	Monday will appear on the 'Sales by Day' report.	
	Tuesday	Tuesday will appear on the 'Sales by Day' report.	
	Wednesday	Wednesday will appear on the 'Sales by Day' report.	
	Thursday	Thursday will appear on the 'Sales by Day' report.	
	Friday	Friday will appear on the 'Sales by Day' report.	
	Saturday	Saturday will appear on the 'Sales by Day' report.	

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Statement Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

The screenshot shows the 'Report Setup' window with the 'Output' tab selected. On the left, a list of reports includes 'Acct Statement Report' which is highlighted. The main configuration area is divided into several sections: 'Destination' with radio buttons for Screen, Printer (selected), File, E-mail, and FTP; 'File Name' and 'E-mail Address (To)' text boxes; 'FTP Site' dropdown menu; 'Format Options' with 'Initialize Format' and a 'Compress' dropdown; 'Security Code' and 'ID' text boxes; 'File Option' with 'Overwrite' (selected) and 'Append' radio buttons; and 'Screen Options' with a 'Display' checkbox (checked), 'Screen Format' dropdown (Sales Reports), 'Sort Position' text box (1), and 'Image File Name' text box (r_sales.bmp) with a file icon. At the bottom are buttons for Close, Save, Copy, Paste, and Cancel.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description		
Destinations	Screen	The report will be displayed on the screen.	
	Printer	The report will be printed.	
	File	The report will be saved as a file.	
		File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports.	
		E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ";".	

	FTP	The report will be sent to a FTP site.	
		File Name	Enter the name of the file for the selected report. If the characters “%d” are found in the file name then they are replaced by the business date of the report.
		FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.
		FTP Site	The FTP site that the report will be sent.
Format Option	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.	
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.		
ID	Unique ID for report if desired.		
File Option	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	
	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.	
Screen Option	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .	
	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	
	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	
	Image File Name	An image to be displayed on the report button in the report window.	
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.		

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running a Sales By Day Report

The following default options may be changed when running the Sales By Day Report: Start Date, End Date, Revenue Center and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 6.201.13 Sales By Day Report Options Window

Figure 6.202.13 Sales By Day Report Options Window Fields

Field	Description		
Start Date	The beginning date for the report.		
End Date	The ending date for the report.		
Revenue Center	The Revenue Center used to filter the report. Note: If a Revenue Center is not specified, the filter is not active.		
Destination	Screen	The report will display on the screen.	
	Printer	The report will print directly to the printer.	
	File	The report will be exported to a file.	
		Destination File Name	The name and path of the file to export (i.e., C:\Focus\salesacct.pdf).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.	
		Destination File Name	The name of the file to e-mail (i.e., salesacct.pdf).
FTP	The report will be sent via FTP to the pre-defined FTP address.		
	Destination File Name	The name and path of the file to FTP (i.e., salesacct.pdf).	

Figure 6.203.13 By Day Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topics

(none)

Sample Sales By Day Report

A sample Sales By Day Report and description of the fields are shown below.



Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 6.204.13 Sample Sales By Day Report


<div>  <div> Sales by Day for 5/1/20XX -5/15/20XX at 6/19/20XX 2:07:23 PM created at 6/19/2013 2:07:23 PM </div> </div>										
Date	Net Sales	Net Cash	# of Checks	Avg Check	# of Guests	Avg Guest	# of Voids	Total of Voids	Average Turn Time	Gift Card Sales
5/1/2013	10,011.80	241.47	157	64.09	435	23.13	56	790.50	1:18:44	100.00
5/2/2013	10,526.60	686.49	183	57.80	484	21.85	6	48.00	1:19:01	0.00
5/3/2013	18,865.02	2,892.50	337	56.15	949	19.94	13	133.00	1:25:32	100.00
5/4/2013	21,550.70	3,312.52	387	56.01	1148	18.88	15	181.00	1:13:07	105.00
5/5/2013	11,088.10	1,350.64	204	54.55	595	18.70	6	94.00	1:17:28	20.00
5/6/2013	6,177.50	642.89	116	53.47	322	19.26	8	62.00	1:37:24	0.00
5/7/2013	6,189.50	-401.38	108	57.31	241	25.68	9	59.00	1:37:04	50.00
5/8/2013	7,899.50	-183.24	134	59.14	354	22.39	2	20.00	1:30:56	0.00
5/9/2013	12,703.85	993.49	188	67.71	492	25.87	2	33.00	1:17:30	100.00
5/10/2013	19,631.50	1,295.10	415	47.43	1124	17.51	6	74.00	1:14:17	250.00
5/11/2013	24,215.90	1,279.53	393	62.00	1064	22.90	21	178.00	1:11:43	100.00
5/12/2013	14,918.68	2,910.17	204	73.47	722	20.76	60	603.50	4:19:38	80.00
5/13/2013	7,779.50	705.85	174	44.71	388	20.05	7	47.00	1:21:48	0.00
5/14/2013	6,298.00	21.36	93	68.26	231	27.48	7	76.00	1:37:18	0.00
5/15/2013	8,768.50	342.65	146	60.57	412	21.46	9	108.00	1:34:59	50.00
Totals	186,624.65	16,090.04	3239	58.84	8961	21.72	227	2,507.00	1:35:46	955.00

Figure 6.205.13 Sales By Day Report Fields

Field	Description
Date	The Date of the select data.
Net Sales	Report Group Sales plus Order Type Charges minus Inclusive Tax minus Subtotal Discounts.
Net Cash	Gross Cash minus Paid Outs plus the CC Tip Fee minus Tips Paid Out minus Advances plus Retained Tips.
# of Checks	The total number of checks.
Avg Check	The average check amount.
# if Guests	The total number of guests.
Avg Guest	The average guest amount (PPA).
# of Voids	The total number of Voids.
Total of Voids	The total Void amount.
Average Turn Time	Average time the table was open.

Gift Card Sales	The total Gift Card sales.
Total Payments	The total of all selected payments.

Related Topics (none)

Sales Contest Report

Sales Contests are management tools used to increase sales by encouraging competition between employees. Sales Contest Reports can also be displayed on Blackboards as live contests.

Accessing the Sales Contest Report Options

While in Focus Setup, select Reports > Setup > Sales Contest Report.

Figure 8.107 Sales Contest Report Setup Window

Figure 8.108 Sales Contest Report Setup Window Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Ranking	Units	Employees will be sorted by Units sold. <div> Menu Item Filter Only Menu Items in the selected Menu Item Filter are included in the calculation. </div>
	Sales	Employees will be sorted by Sales amount. <div> Menu Item Filter Only Menu Items in the selected Menu Item Filter are included in the calculation. </div>

	Sales by Guest	Employees will be sorted by Sales by Guest (PPA).	
		Menu Item Filter	Only Menu Items in the selected Menu Item Filter are included in the calculation.
	Unit to Unit %	Employees will be sorted by Unit to Unit % (The number of Menu Items sold from Menu Item Filter divided by the number of Menu Items sold from Base Item Filter).	
		Menu Item Filter	Only Menu Items in the selected Menu Item Filter are included in the calculation.
		Base Item Filter	Only Menu Items in the selected Menu Item Filter are included in the calculation.
	Sales to Sale %	Employees will be sorted by Sales to Sale % (The Sales amount of Menu Items in Menu Item Filter divided by Sales amount of Menu Items in Base Item Filter).	
		Menu Item Filter	Only Menu Items in the selected Menu Item Filter are included in the calculation.
		Base Item Filter	Only Menu Items in the selected Menu Item Filter are included in the calculation.
	Number of Guests	Employees will be sorted by Number of Guests.	
	Unit by Guest	Employees will be sorted by Unit by Guest (The number of the Menu Items sold from Menu Item Filter divided by number of guests).	
		Menu Item Filter	Only Menu Items in the selected Menu Item Filter are included in the calculation.
Date	Today	The contest will use the current date.	
	Range	Start Date	The beginning date for the contest.
		End Date	The ending date for the contest.
Time	All Day	The contest will use the entire day.	
	Partial	Start Date	The beginning time for the contest.
		End Date	The ending time for the contest.
# of Employees	The number of Employees the contest will display. Note: Entering "0" will display all Employees.		
Include Gift Cards	The contest will display Gift Card sales. Note: Gift card activations and increments are included in the counts and sales respectively if this option is on.		
Include Zero Priced Items	The report will include items that were sold for \$0.00.		

Use Jobs	The report will run for the selected Jobs. Note: Click the 'Jobs' button to select the Jobs to include in the report.		
Jobs	When selecting 'Use Jobs' this will take you to a screen to select the Jobs to be included.		
Performance Level Method	Top # Employees	Levels define the number of Employees that will be grouped together and displayed in a different color on the report.	
		Level 1	The number of Employees that will be grouped together (at the top of the report) and displayed with the same color on the graph.
		Level 2	The number of Employees that will be grouped together (after Level 1 Employees) and displayed with the same color on the graph.
		Level 3	The number of Employees that will be grouped together (after Level 2 Employees) and displayed with the same color on the graph.
	Top % Employees	Levels define the percentage of Employees that will be grouped together and displayed in a different color on the report.	
		Level 1	The percent of Employees that will be grouped together (at the top of the report) and displayed with the same color on the graph.
		Level 2	The percent of Employees that will be grouped together (after Level 1 Employees) and displayed with the same color on the graph.
		Level 3	The percent of Employees that will be grouped together (after Level 2 Employees) and displayed with the same color on the graph.

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Sales Contest Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file. <div> <div>File Name</div> <div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div> </div>
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports <div> <div>E-mail Attachment Name</div> <div>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</div> <div>E-mail Address (To)</div> <div>Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ",".</div> </div>
	FTP	The report will be sent to a FTP site.

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.								
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.								
Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running a Sales Contest Report

The following default options may be changed when running the Sales Contest Report: Start Date, End Date, Destination, Ranking and Revenue Center. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.104.1 Sales Contest Report Options Window

Figure 8.104.1 Sales Contest Report Options Window Fields

Field	Description		
Start Date	The beginning date for the report.		
End Date	The ending date for the report.		
Destination	Screen	The report will display on the screen.	
	Printer	The report will print directly to the printer.	
	File	The report will be exported to a file.	
		Destination File Name	The name and path of the file to export (i.e., C:\Focus\contest.pdf).
	E-mail	The report will be e-mailed to the pre-defined e-mail address.	
		Destination File Name	The name of the file to e-mail (i.e., contest.pdf).
FTP	The report will be sent via FTP to the pre-defined FTP address.		
	Destination File Name	The name and path of the file to FTP (i.e., contest.pdf).	
Ranking	Units	Employees will be sorted by Units sold.	

		Menu Item Filter	Only Menu Items in the selected Menu Item Filter are included in the calculation.
	Sales	Employees will be sorted by Sales amount.	
		Menu Item Filter	Only Menu Items in the selected Menu Item Filter are included in the calculation.
	Sales by Guest	Employees will be sorted by Sales by Guest (PPA).	
		Menu Item Filter	Only Menu Items in the selected Menu Item Filter are included in the calculation.
	Unit to Unit %	Employees will be sorted by Unit to Unit % (The number of Menu Items sold from Menu Item Filter divided by the number of Menu Items sold from Base Item Filter).	
		Menu Item Filter	Only Menu Items in the selected Menu Item Filter are included in the calculation.
		Base Item Filter	Only Menu Items in the selected Menu Item Filter are included in the calculation.
	Sales to Sale %	Employees will be sorted by Sales to Sale % (The Sales amount of Menu Items in Menu Item Filter divided by Sales amount of Menu Items in Base Item Filter).	
		Menu Item Filter	Only Menu Items in the selected Menu Item Filter are included in the calculation.
		Base Item Filter	Only Menu Items in the selected Menu Item Filter are included in the calculation.
	Number of Guests	Employees will be sorted by Number of Guests.	
	Unit by Guest	Employees will be sorted by Unit by Guest (The number of the Menu Items sold from Menu Item Filter divided by number of guests).	
		Menu Item Filter	Only Menu Items in the selected Menu Item Filter are included in the calculation.
Time	All Day	The contest will use the entire day.	
	Partial	Start Date	The beginning time for the contest.
		End Date	The ending time for the contest.
Revenue Center	The Revenue Center used to filter the report.		

Figure 8.53.2 Sales Contest Report Options Window Commands

Field	Description
-------	-------------

OK	Runs the report.
Cancel	Closes the Sales Contest Report Options Window.

Related Topics (none)

Sample Sales Contest Report

A sample Sales Contest Report and description of the fields are listed below.

📄 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.109 Sample Sales Contest Report

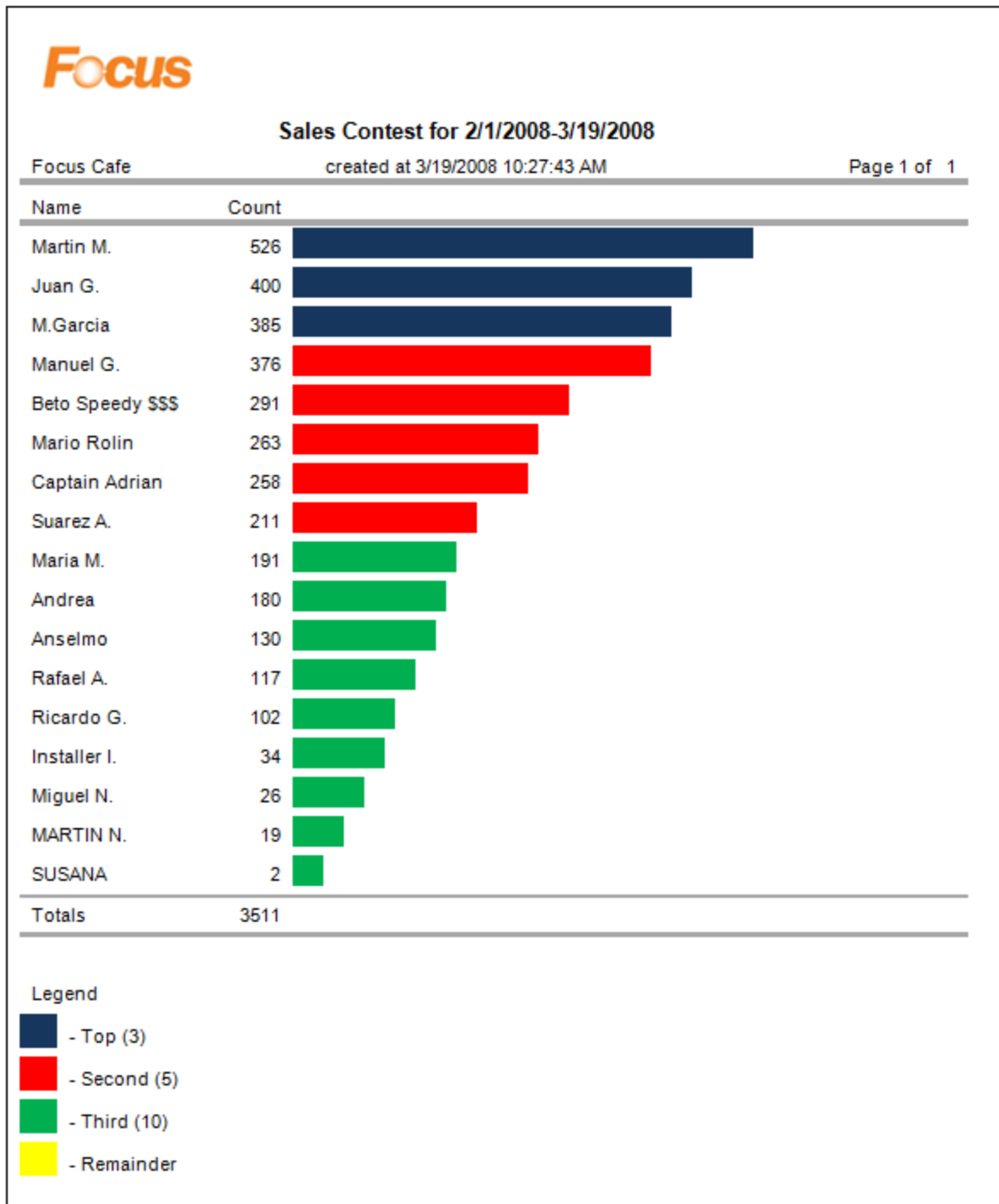






Figure 8.110 Sales Contest Report Fields

Field	Description	
Employee	The Employee's Nickname.	
Count	The number of Units Sold based on the setup of the report.	
Totals	The Total number of Units Sold based on the setup of the report.	
Legend	 Top ()	The number of Employees defined in Level 1.
	 Second ()	The number of Employees defined in Level 2.
	 Third ()	The number of Employees defined in Level 3.
	 Remainder	The number of Employees not in Level 1-3

Related Topics (none)

Team Report

The Team Report can display the following fields for a team of employees: Sales and Taxes, Payment Summary, Gratuities, Open Checks, Missing Tips, Paid Outs, Paid Ins, Tip Pool Amounts, Drops, Drawer Opens, Open Logins and Inventory Counts. Note: This report is used in conjunction with Teams. This is used when multiple employees serve a table, station or location of the restaurant and share checks and tips.

Accessing the Team Report Options

While in Focus Setup, select Reports > Setup > Team Report.

Figure 8.9 Team Report Setup Window

Figure 8.10 Team Report Setup Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Sections	Summary	The report will display Number of Checks, Average Check, Number of Guests, Average Guest, Average Time, Voids, No Sale Count, Error Corrects, Drawer Opens, Number of individual Discounts, Amount of individual Discounts, Total Number of Discounts and Total Discount \$ Amount.
	Sales and Tax	The report will display Report Group Units, Report Group Sales, Order Type Charges, Report Group Unit Totals, Report Group Sales Totals, Subtotal, Inclusive Tax Total, Subtotal Discount Total, Net Sales, Individual Tax Amounts, Total Tax, Total Sales, Paid Out Totals, Paid Ins Totals, Gift Card Totals, CC Tip Fee Totals, Refund Totals and Total Accountable.
	Payments Summary	The report will display Gross Cash, Paid Out Totals, Advance Total, CC Tip Fee Total, Tips Paid Out Total, Net Cash, Non Cash Payment Total and Total Payments.

	Gra-tuities	The report will display Declared Tips, Tipped Sales, Tips % of Tipped Sales, Cash Tips, Charge Tips, CC Tip Fee, Net Charge Tips and Tips Owed. Note: The Gratuities section is only displayed on the report when a specific employee and Time Card are selected in the Reports Window.	
	Payment Detail	The following fields are displayed for each individual Non Cash Payment: Check #, Amount, Tip and Total. Additionally, Totals are displayed for each Payment type.	
		Include Cash Pay-ments	The report will list each Cash Payment in Detail.
	Open Checks	The report will display a list of Open Checks.	
	Missing Tips	The report will display a list of Checks that have Missing Tips.	
	Paid Outs	The report will display the Paid Out Name, Invoice Number and Amount.	
	Paid Ins	The report will display the Paid In Name and Amount.	
	Tip Pools	The report will display the Tip Pool Name and Amount. Note: The Tip Pool section is only displayed on the report when a specific employee and Time Card are selected in the Reports Window.	
	Drops	The report will display the employee that received the drop, issued the drop and the Drop Amounts.	
	Drawer Opens	The report will display the employee that opened the drawer, the time the drawer was opened, the number of seconds the drawer was opened and the reason for opening the drawer.	
Printer	Check	The report will be printed on the Check Printer for the Station.	
	Report	The report will be printed on the Report Printer for the Station.	

Related Topics

Job Right 'Reports – Report Setup'

Job Right 'Checkout Report – Access Other's Reports'

Job Right 'Checkout Report – View'

Job Right 'Checkout Report – Print'

Job Right 'Checkout Report – Print if No Open Checks/Tips'

Team Report Output

The Output Window is used to configure the Team Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description		
Destinations	Screen	The report will be displayed on the screen.	
	Printer	The report will be printed.	
	File	The report will be saved as a file.	
		File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports	
		E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
E-mail Address (To)		Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ";".	
Text Message	The report will be sent as a text message.		

		E-mail Address (To) Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ";". Note: The e-mail address with the recipient's phone number must be used (i.e., for a T-Mobile phone number of 713.555.1234 the e-mail address will be 7135551234@tmomail.com). Visit http://www.sms411.net/2006/07/how-to-send-email-to-phone.html for a list of popular text messaging e-mail addresses. Text messaging fees may be applied (by your cell phone provider).
	FTP	The report will be sent to a FTP site.
		File Name Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
		FTP (Destination Folder) If entered, the report will be copied to the specified folder inside the FTP site.
		FTP Site The FTP site that the report will be sent.
Format Option	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.	
ID	Unique ID for report if desired.	
File Option	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.
	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.
Screen Option	Display	If selected, the report will be available on the Report Window id the user has the required Report Security Code in Job Rights .
	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.
	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.
	Image File Name	An image to be displayed on the report button in the report window.
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.	

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running a Team Report

The following default options may be changed when running the Team Report: Date, Destination and Teams. Note: The Team Report is very similar to the Activity Report or Checkout Report, it simply combines the information for the entire Team.

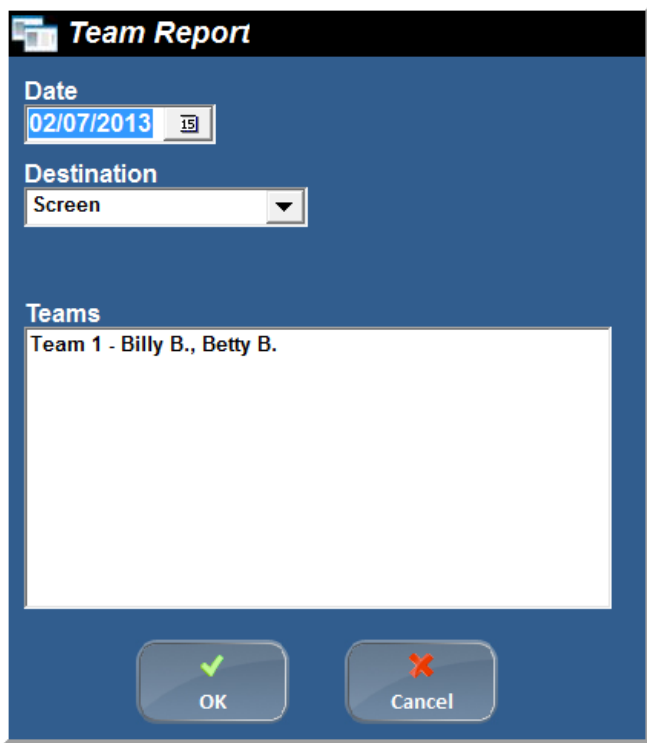


Figure 8.53.1 Team Report Options Window

Figure 8.53.2 Team Report Options Window Fields

Field	Description
Date	The Date for the Team Report
Destination	Where you would like the Report to appear.
Teams	The Team you would like to run the report for.

Figure 8.53.2 Team Report Options Window Commands

Field	Description
OK	Runs the report. Note: The Job Right 'Report > Checkout Report – View' must be enabled in order to view the report.
Cancel	Closes the Team Report Options Window.

Sample Team Report

A sample Team Report and description of the fields are shown below.


 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.11 Sample Team Report

Note: This report will not be formatted like the example. All data will be displayed in one column.

Focus Cafe

Team Report Page 1

2/7/2013 3:26:05 PM

TEAM 1|

DATE 2/7/2013 2:59:38 PM

MEMBERS

Billy B.

Betty B.

S U M M A R Y

Average Check	3	23.83
Average Guest	3	23.83
Average Time		7:49:36
Voids	0	0.00
No Sale Count	0	
Error Correct	0	
Discounts	0	0.00

S A L E S A N D T A X E S

Liquor	17	71.50
Total	17	71.50

Subtotal	71.50
Inclusive Tax	0.00
Subtotal Disc	0.00

Net Sales	71.50
-----------	-------

Total Tax	0.00
-----------	------

Total Sales	71.50
Paid Outs	0.00
Paid Ins	0.00
CC Tip Fee	0.00
Refunds	0.00

TOTAL ACCOUNTABLE	71.50
-------------------	-------

P A Y M E N T S U M M A R Y

Gross Cash	2	44.50
Paid Outs	0	0.00
CC Tip Fee		0.00
Tips Paid Out		0.00

Net Cash		44.50
----------	--	-------

VISA	0	0.00
------	---	------

MasterCard	0	0.00
------------	---	------

G R A T U I T I E S

TEAM TOTALS

Declared Tips	0.00
Tipped Sales	71.50
Tips 15.00% of Tipped Sales	10.72
Cash Tips	0.00

Charge Tips	0.00
-------------	------

CC Tip Fee	0.00
------------	------

Net Charge Tips	0.00
-----------------	------

Billy B.

Declared Tips	0.00
Tipped Sales	35.75
Tips 15.00% of Tipped Sales	5.36
Cash Tips	0.00

Charge Tips	0.00
-------------	------

CC Tip Fee	0.00
------------	------

Net Charge Tips	0.00
-----------------	------

P A Y M E N T D E T A I L

Payment	Amount	Tip	Total
VISA	0.00	0.00	0.00
MasterCard	0.00	0.00	0.00
AMEX	0.00	0.00	0.00
Discover	0.00	0.00	0.00
Gift Cert.	0.00	0.00	0.00
CHECK	0.00	0.00	0.00
House Charg	0.00	0.00	0.00
Diners Card	0.00	0.00	0.00
Employee Ch	0.00	0.00	0.00
Givex	0.00	0.00	0.00
Local Accou	0.00	0.00	0.00
Gift Card	0.00	0.00	0.00
Online Cred	0.00	0.00	0.00
Online Gift	0.00	0.00	0.00

R E F U N D S

NO REFUNDS

R E T U R N I T E M S

O P E N C H E C K S

Employee	Chk #	Total	Balance
----------	-------	-------	---------

Figure 8.12 Summary Section Fields

Field	Description	
Average Check	Units	The number of checks.
	Amount	Report Group Total Sales divided by number of checks.
Average Guest	Units	The number of guests.
	Amount	Report Group Total Sales divided by number of guests.
Average Time	The average time a check was opened.	
Voids	Units	The number of Menu Items Voided.
	Amount	The Total Void Amount.
No Sale Count	Note: This field is only displayed if a Time Card is selected.	
	The number of times the cash drawer was opened with the Open (Drawer) Command.	
Error Correct Count	Note: This field is only displayed if a Time Card is selected.	
	The number of Menu Items (not including modifiers) deleted from a guest check.	
Drawer Opens	Note: This field is only displayed if the Drawer Opens Section is enabled.	
	The number of times the cash drawer was opened longer than Threshold (Seconds).	
Discounts	Units	The number of times the Discount was applied.
	Total	The Total amount of the Discount.

Figure 8.13 Sales and Taxes Section Fields

Field	Description	
Report Group Units and Sales	Name	The Report Group Name.
	Units	Report Group Units sold.
	Sales	Report Group Sales. Note: Item Discounts reduce Report Group Sales.
Total (Report Group Totals)	Units	Total Report Group Units sold.
	Sales	Total Report Group Sales.
Order Type Charges	Name	The Order Type Name.

	<table> <tr> <td>Sales</td><td>The Order Type Charge Amount. Note: Item Discounts reduce Order Type Charges.</td></tr> </table>	Sales	The Order Type Charge Amount. Note: Item Discounts reduce Order Type Charges.		
Sales	The Order Type Charge Amount. Note: Item Discounts reduce Order Type Charges.				
Subtotal	Total (Report Group Sales) plus Total Order Type Charges.				
Inclusive Tax	Total Inclusive Tax Amount.				
Subtotal Disc	Total Subtotal Discount Amount.				
Net Sales	Subtotal plus Inclusive Tax plus Subtotal Disc.				
Taxes	<table> <tr> <td>Name</td><td>The Tax Name.</td></tr> <tr> <td>Amount</td><td>The Tax Amount.</td></tr> </table>	Name	The Tax Name.	Amount	The Tax Amount.
Name	The Tax Name.				
Amount	The Tax Amount.				
Total Tax	The Total Tax Amount.				
Total Sales	Net Sales plus Total Tax.				
Paid Outs	The Paid Outs total.				
Paid Ins	The Paid Ins total.				
Gift Cards	The Total Gift Card Sales (Activations and Increments).				
Retained Tips	The Tip Amount for all Non Cash Payments. Note: This field is only displayed if the "Retain Tips" Option is enabled in Miscellaneous > General > Timekeeping > Retain Tips.				
CC Tip Fee	The Total Tip Fee collected for all Payments.				
CC Tip Fee	The Total Tip Fee collected for all Payments.				
Drops	The total dollar amount of all Drops.				
Refunds	The Total Refund Amount.				
Total Accountable	Total Sales plus Paid Outs plus Paid Ins plus Retained Tips plus CC Tip Fee plus Retained Tip Pool plus Drops plus Refunds.				

Figure 8.14 Payment Summary Section Fields

Field	Description				
Gross Cash	<table> <tr> <td>Units</td><td>The number of cash payments received.</td></tr> <tr> <td>Amount</td><td>The Total amount of cash collected from all payments minus cash tips minus change back.</td></tr> </table>	Units	The number of cash payments received.	Amount	The Total amount of cash collected from all payments minus cash tips minus change back.
Units	The number of cash payments received.				
Amount	The Total amount of cash collected from all payments minus cash tips minus change back.				
Paid Outs	<table> <tr> <td>Units</td><td>The number of Paid Outs.</td></tr> <tr> <td>Amount</td><td>The Paid Outs Total.</td></tr> </table>	Units	The number of Paid Outs.	Amount	The Paid Outs Total.
Units	The number of Paid Outs.				
Amount	The Paid Outs Total.				
Advances	The total dollar amount of all Advances.				
Drops	The total dollar amount of all Drops.				

CC Tip Fee	The Total Tip Fee collected for all Payments.						
Tips Paid Out	The Tip Amount for all Non Cash Payments. Note: This field is only displayed if the Miscellaneous > General > Time-keeping > Retain Tips > Pay Out Tips option is selected.						
Retained Tip Pool	The Total of all Tip Pools. Note: This field is only displayed if a Time Card has been selected. This field only displays if the 'Team Report Options > Sections > Retained Tip Pool' is enabled.						
Net Cash	Gross cash plus Paid Outs plus Advances plus Drops plus CC Tip Fee plus Tips Paid Out plus Retained Tip Pool.						
Non Cash Payments	<table> <tr> <td>Name</td><td>The Payment Name.</td></tr> <tr> <td>Units</td><td>The number of times the Payment was applied.</td></tr> <tr> <td>Amount</td><td>The Total amount of the Payment.</td></tr> </table>	Name	The Payment Name.	Units	The number of times the Payment was applied.	Amount	The Total amount of the Payment.
Name	The Payment Name.						
Units	The number of times the Payment was applied.						
Amount	The Total amount of the Payment.						
TOTAL PAYMENTS	Net Cash plus Non Cash Payments.						

Figure 8.15 Gratuities Sections Fields - Team Totals

Field	Description
Declared Tips	The amount of Cash Tips declared by the Team.
Tipped Sales	The total amount of Tipped Sales.
Tips %	The dollar amount of Tips calculated on a base percentage. This percentage is setup in Focus Setup.
Cash Tips	The amount of Cash Tips for the Team.
Charge Tips	The amount of Charge Tips entered by the Team.
CC Tip Fee	The Tip Fee to be charged to the Team.
Net Charge Tips	The net amount of Charge Tips for the Team after deducting the CC Tip Fee.

Figure 8.15.a Gratuities Sections Fields - Individual Totals

Note: The totals will be figured based on the percentage entered when creating the Team.

Field	Description
Declared Tips	The amount of Cash Tips declared by the Individual.
Tipped Sales	The total amount of Tipped Sales.
Tips %	The dollar amount of Tips calculated on a base percentage. This percentage is setup in Focus Setup.
Cash Tips	The amount of Cash Tips for the Individual.
Charge Tips	The amount of Charge Tips entered by the Individual.
CC Tip Fee	The Tip Fee to be charged to the Individual.
Net Charge Tips	The net amount of Charge Tips for the Individual after deducting the CC Tip Fee.

If an Employee enters a Starting Bank or Declares Cash at Clock Out, the Cash Detail Section is displayed.

Figure 8.16.1 Cash Detail Section Fields

Figure 8.14 Refunds Section Fields

Field	Description
Name	The Payment Type associated with the Refund.
Time	The Time the Refund occurred.
Amount	The Amount of the Refund.

Figure 8.14 Return Item Section Fields

Field	Description
Name	The Payment Type associated with the Refund.
Time	The Time the Refund occurred.
Amount	The Amount of the Refund.

Figure 8.14 Open Checks Section Fields

Field	Description	
Open Check	Employee	The Nickname of the Employee associated with the open check.
	Check #	The Check # of the open check.
	Total	The Total amount of the open check.
	Balance	The Balance Due on the open check.
Total	Total	The Total amount of all open checks.
	Balance	The Total Balance Due of all open checks.

Figure 8.14 Missing Tips Section Fields

Field	Description	
Missing Tip	Employee	The Nickname of the Employee associated with the Payment that is missing a tip.
	Check #	The Check # that contains the Payment with the missing tip.
	Amount	The Amount of the Payment of the check with the missing tip.

Figure 8.14 Paid Outs Section Fields

Field	Description	
Paid Out	Name	The Name of the Paid Out.
	Invoice	The Invoice Number associated with the Paid Out.
	Amount	The Amount of the Paid Out.

Figure 8.14 Paid Ins Section Fields

Field	Description	
Paid Ins	Name	The Name of the Paid In. Note: A "V" in front of the Paid In Name indicates the Paid In was Voided.
	Amount	The Amount of the Paid In.

Note: The tip pool section is only displayed if the report is filtered by Time Card.

Figure 8.20 Tip Pool Section Fields

Field	Description
Name	The name of the Tip Pool.
Amount	The amount the Employee paid into the Tip Pool.

Figure 8.14 Drops Section Fields

Field	Description	
Dropped To	Name	The Drop recipient.
	Amount	The Amount of the Drop received.
	Total	The Total Dropped To Amount.
Dropped By	Name	The employee that initiated the Drop.
	Amount	The Amount of the Drop relinquished.
	Total	The Total Dropped By Amount.

Note: Only Drawer Opens longer than the number of seconds defined in Team Report Setup > Drawer Opens > Threshold (Seconds) will appear on the report.

Figure 8.26 Drawer Opens Section

Field	Description		
Open Time	The time the drawer was opened.		
Name	The Name of the cash drawer that was opened.		
Activity	<table> <tr> <td>Gift/Cd</td><td>The drawer was open as a result of a Gift Card Purchase.</td></tr> </table>	Gift/Cd	The drawer was open as a result of a Gift Card Purchase.
Gift/Cd	The drawer was open as a result of a Gift Card Purchase.		

	Paid In	The drawer was open as a result of a Paid In.
	Refund	The drawer was open as a result of a Refund.
	Paid Out	The drawer was open as a result of a Paid Out.
	Drop	The drawer was open as a result of a Drop.
	No Sale	The drawer was open as a result of a No Sale (Open (Drawer) Command).
	Ck #	The Check # associated with the Payment received.
Time(Secs)	The number of seconds the drawer was open.	

Note: This section is not displayed if an Employee is selected.

Figure 8.14 Open Logins Section Fields

Field	Description	
Job	The Job Name with Open Logins.	
	Open Logins	The number of Open Logins is displayed to the right of the Job in ().
		Employee The Nickname of the Employee that is clocked in.
		Time The Time the employee clocked in.
		Date The Date the employee clocked in.

Related Topics (none)

Tip Pool Report

The Tip Pool Report displays the amounts Employees pay into the Tip Pool and the amount distributed.

Accessing the Tip Pool Report Options

While in Focus Setup, select Reports > Setup > Tip Pool Report.

The screenshot shows the 'Report Setup' window with the 'Reports' tab selected. On the left, a list of reports is shown, with 'Tip Pool Report' selected at index 77. The main area contains the following fields:

- Name:** A text box containing 'Tip Pool Report'.
- Type:** A dropdown menu set to 'Tip Pool Report'.
- Tip Pool Report Options:** A section containing a list of checkboxes for 'Tip Pools':
 - ☐ Busser
 - ☐ Bartender
 - ☐ 3
 - ☐ 4
 - ☐ 5
 - ☐ 6
 - ☐ 7
 - ☐ 8
 - ☐ 9
 - ☐ 10

At the bottom of the window are five buttons: 'Close', 'Save', 'Copy', 'Paste', and 'Cancel'.

Figure 8.135 Tip Pool Report Setup Window

Figure 8.136 Tip Pool Report Setup Window Options

Field	Description
Name	The Name of the report, up to 25 alphanumeric characters.
Tip Pools	The Tip Pools to include on the report.

Related Topics

Job Right 'Reports – Report Setup'

See Also 'Tip Pools'

Reports Output Window

The Output Window is used to configure the Tip Pool Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description				
Destinations	Screen	The report will be displayed on the screen.			
	Printer	The report will be printed.			
	File	The report will be saved as a file.			
		<table><tr><td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr></table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	
	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.			
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports			
<table><tr><td>E-mail Attachment Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr><tr><td>E-mail Address (To)</td><td>Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ";"</td></tr></table>		E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ";"
E-mail Attachment Name		Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.			
E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ";"				
FTP	The report will be sent to a FTP site.				

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.								
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.								
Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running a Tip Pool Report

The following default options may be changed when running the Tip Pool Report: Start Date, End Date, Destination, Summary and Revenue Center. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.104.1 Tip Pool Report Options Window

Figure 8.104.1 Tip Pool Report Options Window Fields

Field	Description	
Start Date	The beginning date for the report.	
End Date	The ending date for the report.	
Destination	Screen	The report will display on the screen.
	Printer	The report will print directly to the printer.
	File	The report will be exported to a file. <div> Destination File Name <input type="text"/> </div>
	E-mail	The report will be e-mailed to the pre-defined e-mail address. <div> Destination File Name <input type="text"/> The name of the file to e-mail (i.e., tippool.pdf). </div>
	FTP	The report will be sent via FTP to the pre-defined FTP address. <div> Destination File Name <input type="text"/> The name and path of the file to FTP (i.e., tippool.pdf). </div>
Summary	<None>	Detailed Tip Pool information as well as a Summary will be displayed.
	Summary	Only the Tip Pool Summary will be displayed.
Revenue Center	The Revenue Center used to filter the report.	

Figure 8.53.2 Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Report Options Window.

Related Topcs (none)

Sample Tip Pool Report

A sample Tip Pool Report and description of the fields are listed below.



The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.137 Sample Tip Pool Report



Tip Pool Report for 3/3/200X

Focus Cafe

created at 3/19/200X 12:05:47 PM

Page 1 of 1

Employee	Time In	Time Out	Date In	Date Out	Amount Collected	Amount Distributed
Busser						
3/3/2008						
Rafael A.	11:16	14:13	3/03	3/03	1.70	
M.Garcia	11:22	14:03	3/03	3/03	1.99	
M.Garcia	17:03	21:30	3/03	3/03	2.38	
Manuel G.	11:17	14:06	3/03	3/03	1.80	
Manuel G.	17:27	21:34	3/03	3/03	3.23	
Ricardo G.	18:04	22:57	3/03	3/03	1.53	
Jose Mtz.	10:00	14:00	3/03	3/03		4.68
Jose Mtz.	17:00	21:50	3/03	3/03		5.65
Orlando	10:00	14:00	3/03	3/03		4.68
Martin M.	10:36	14:15	3/03	3/03	1.92	
Martin M.	16:57	21:00	3/03	3/03	2.76	
Alejandro N.	10:00	21:52	3/03	3/03		12.68
Beto Speedy	10:30	21:00	3/03	3/03	8.73	
Elvis	17:00	21:56	3/03	3/03		5.77
Jose de Jesus P	17:00	21:40	3/03	3/03		5.47
Mario Rolin	16:42	21:37	3/03	3/03	3.04	
Captain Adrian	11:20	14:08	3/03	3/03	2.75	
Captain Adrian	17:21	21:50	3/03	3/03	4.65	
To Go	11:09	17:09	3/03	3/03	1.48	
To Go	17:09	21:37	3/03	3/03	0.97	
Daily Totals					38.93	38.93
Employee Summary						
Rafael A.					1.70	
M.Garcia					4.37	
Manuel G.					5.03	
Ricardo G.					1.53	
Jose Mtz.						10.33
Orlando						4.68
Martin M.					4.68	
Alejandro N.						12.68
Beto Speedy					8.73	
Elvis						5.77
Jose de Jesus P						5.47
Mario Rolin					3.04	
Captain Adrian					7.40	
To Go					2.45	
Summary Totals					38.93	38.93

Figure 8.138 Tip Pool Report Fields

Field	Description
-------	-------------

Tip Pool	The Tip Pool Name is displayed.	
	Employee	The Employee's Nickname.
	Time In	The time the Employee clocked in.
	Time Out	The time the Employee clocked out.
	Date In	The date the Employee clocked in.
	Date Out	The date the Employee clocked out.
	Amount Collected	The amount the Employee paid into the Tip Pool.
	Amount Dis-tributed	The amount the Employee received from the Tip Pool.
Daily Totals	Amount Collected	The amount collected from all Employees.
	Amount Dis-tributed	The amount all Employees received from the Tip Pool.
Employee Sum-mary	Amount Collected	The total amount collected from the Employee.
	Amount Dis-tributed	The total amount the Employees received from the Tip Pool.
Summary Totals	Amount Collected	The total amount collected from all Employees.
	Amount Dis-tributed	The total amount all Employees received from the Tip Pool.

Figure 8.138.1 Sample Tip Pool Report Options Setup

Field	Description
Tip Pools	Busser

Related Topics (none)

Weekly Report

The Weekly Report displays the weekly sales information by day.

Accessing the Weekly Report Options

While in Focus Setup, select Reports > Setup > Weekly Report.

The screenshot shows the 'Report Setup' window with the 'Weekly Report' selected in the left-hand list. The 'Name' field is set to 'Weekly Report' and the 'Type' is 'Weekly Report'. Under 'Weekly Report Options', 'Order Type' and 'Station' are both set to '<None>'. Under 'Sections', both 'Discounts' and 'Voids' are checked. The bottom of the window has buttons for 'Close', 'Save', 'Copy', 'Paste', and 'Cancel'.

Figure 8.135 Weekly Report Setup Window

Figure 8.136 Weekly Report Setup Window Options

Field	Description	
Name	The Name of the report, up to 25 alphanumeric characters.	
Type	The Type of report. In this case, it will be the Weekly Report	
Weekly Report Options	Order Type	The default Order Type for the report. Note: If you want the report to include all order types, hit the Delete key on the keyboard to display <None>.
	Station	The default Station for the report. Note: If you want the report to include all Stations, hit the Delete key on the keyboard to display <None>.
Sections	Discounts	If selected, Discounts will show on the Weekly Report.
	Voids	If Selected, Voids will show on the Weekly Report.

Related Topics

Job Right 'Reports – Report Setup'

Related Videos

[Weekly Report](#)

Weekly Report Output

The Output Window is used to configure the Weekly Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports. Select the Weekly Report > Output.

The screenshot shows the 'Report Setup' window with the 'Output' tab selected. On the left, a list of reports is shown, with 'Weekly Report' highlighted. The main area contains several configuration sections: 'Destination' with radio buttons for Screen, Printer, File, E-mail, and FTP; 'File Name' and 'E-mail Address (To)' text boxes; 'FTP Site' dropdown menu; 'Format Options' with 'Initialize Format' dropdown and 'Initialize' button; 'Security Code' and 'ID' text boxes; 'File Option' with 'Overwrite' and 'Append' radio buttons; 'Screen Options' with 'Display' checkbox, 'Screen Format' dropdown, 'Sort Position' text box, and 'Image File Name' text box with a file icon; and 'Revenue Center' dropdown menu. At the bottom are buttons for Close, Save, Copy, Paste, and Cancel.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file.
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports
	FTP	The report will be sent to a FTP site.
	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail Attachment Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.
	E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ";".

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.								
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.								
Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

Running a Weekly Report

The following default options may be changed when running the Weekly Report: Start Date, End Date, Revenue Center and Destination. The report can be displayed on the screen, sent directly to a printer, e-mailed or saved to a file.

Figure 8.53.1 Weekly Report Options Window

Figure 8.53.2 Weekly Report Options Window Fields

Field	Description	
Start Date	The beginning date for the report.	
End Date	The ending date for the report.	
Revenue Center	The Revenue Center used to filter the report.	
Destination	Screen	The report will display on the screen.
	Printer	The report will print directly to the printer.
	File	The report will be exported to a file.
	Destination File Name	The name and path of the file to export (i.e., C:\Focus\Weeklysales.pdf).
Destination	E-mail	The report will be e-mailed to the pre-defined e-mail address.
	Destination File Name	The name of the file to e-mail (i.e., Weeklysales.pdf).

	<table><tr><td>FTP</td><td><p>The report will be sent via FTP to the pre-defined FTP address.</p><table><tr><td>Des- tination File Name</td><td><p>The name and path of the file to FTP (i.e., Weeklysales.pdf).</p></td></tr></table></td></tr></table>	FTP	<p>The report will be sent via FTP to the pre-defined FTP address.</p> <table><tr><td>Des- tination File Name</td><td><p>The name and path of the file to FTP (i.e., Weeklysales.pdf).</p></td></tr></table>	Des- tination File Name	<p>The name and path of the file to FTP (i.e., Weeklysales.pdf).</p>
FTP	<p>The report will be sent via FTP to the pre-defined FTP address.</p> <table><tr><td>Des- tination File Name</td><td><p>The name and path of the file to FTP (i.e., Weeklysales.pdf).</p></td></tr></table>	Des- tination File Name	<p>The name and path of the file to FTP (i.e., Weeklysales.pdf).</p>		
Des- tination File Name	<p>The name and path of the file to FTP (i.e., Weeklysales.pdf).</p>				

Figure 8.53.2 Weekly Report Options Window Commands

Field	Description
OK	Runs the report.
Cancel	Closes the Weekly Report Options Window.

Related Topics (none)

Sample Weekly Report

A sample Weekly Report and description of the fields are shown below.


 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.54 Sample Weekly Sales Report



Focus Cafe

Weekly Report for 2/4/2013-2/10/2013

created at 2/7/2013 4:54:22 PM

	2/4/2013 Monday		2/5/2013 Tuesday		2/6/2013 Wednesday		2/7/2013 Thursday		2/8/2013 Friday		2/9/2013 Saturday		2/10/2013 Sunday		Totals	
	Units	Sales	Units	Sales	Units	Sales	Units	Sales	Units	Sales	Units	Sales	Units	Sales	Units	Sales
Average Check	21	21.33	0	0.00	0	0.00	7	18.58	0	0.00	0	0.00	0	0.00	28	20.84
Average Guest	37	12.11	0	0.00	0	0.00	16	8.13	0	0.00	0	0.00	0	0.00	53	10.90
Voids	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Appetizers	11	28.85	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	11	28.85
Liquor	29	103.96	0	0.00	0	0.00	22	94.00	0	0.00	0	0.00	0	0.00	51	197.95
Beer	19	73.75	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	19	73.75
Entrees	2	38.85	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2	38.85
Beverages	10	9.50	0	0.00	0	0.00	6	5.70	0	0.00	0	0.00	0	0.00	16	15.20
Modifiers	0	0.00	0	0.00	0	0.00	2	9.90	0	0.00	0	0.00	0	0.00	2	9.90
Burgers	42	138.70	0	0.00	0	0.00	4	11.98	0	0.00	0	0.00	0	0.00	46	150.68
Salads	0	0.00	0	0.00	0	0.00	2	8.50	0	0.00	0	0.00	0	0.00	2	8.50
Snacks	10	9.80	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	10	9.80
Miscellaneous	1	5.49	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	5.49
Pizza	3	41.20	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3	41.20
Totals	127	447.89	0	0.00	0	0.00	38	130.08	0	0.00	0	0.00	0	0.00	163	577.95
Delivery		0.00		0.00		0.00		6.00		0.00		0.00		0.00		6.00
Subtotal		447.89		0.00		0.00		136.08		0.00		0.00		0.00		583.95
Inclusive Tax		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
Subtotal Discounts		0.00		0.00		0.00		-9.11		0.00		0.00		0.00		-9.11
Net Sales		447.89		0.00		0.00		126.95		0.00		0.00		0.00		574.84
Sales Tax		23.00		0.00		0.00		3.00		0.00		0.00		0.00		26.00
Total Tax		23.00		0.00		0.00		3.00		0.00		0.00		0.00		26.00
Total Sales		470.89		0.00		0.00		129.95		0.00		0.00		0.00		600.84
NS-GC	1	4.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	4.00
Paid Outs		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
Paid Ins		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
CC Tip Fee		0.00		0.00		0.00		0.30		0.00		0.00		0.00		0.30
Refunds		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
Total Accountable		474.89		0.00		0.00		130.25		0.00		0.00		0.00		605.14
Gross Cash	5	288.90	0	0.00	0	0.00	2	44.50	0	0.00	0	0.00	0	0.00	7	333.40
Paid Outs	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
CC Tip Fee		0.00		0.00		0.00		0.30		0.00		0.00		0.00		0.30
Tips Paid Out		0.00		0.00		0.00		-15.00		0.00		0.00		0.00		-15.00
Net Cash		288.90		0.00		0.00		29.80		0.00		0.00		0.00		318.70
CHECK	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Cash & Checks		288.90		0.00		0.00		29.80		0.00		0.00		0.00		318.70
VISA	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
MasterCard	0	0.00	0	0.00	0	0.00	2	64.50	0	0.00	0	0.00	0	0.00	2	64.50
AMEX	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Discover	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Gift Cert.	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
House Charge	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Diners Card	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Employee Charge	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Givex	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Local Account	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Gift Card	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Online Credit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Online Gift	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Total Payments		288.90		0.00		0.00		94.30		0.00		0.00		0.00		383.20
Order Types																
Dine In	19	398.89	0	0.00	0	0.00	1	5.70	0	0.00	0	0.00	0	0.00	20	404.59
Delivery	0	0.00	0	0.00	0	0.00	2	38.38	0	0.00	0	0.00	0	0.00	2	42.38
Bar	2	49.00	0	0.00	0	0.00	4	94.00	0	0.00	0	0.00	0	0.00	6	143.00
Discounts																
30% Off	0	0.00	0	0.00	0	0.00	2	9.11	0	0.00	0	0.00	0	0.00	2	9.11

Figure 8.55 Sample Weekly Report Fields

Field	Description		
Average Check	Units	The total number of checks.	
	Sales	The average check amount.	
	Shift 1-4	Units	The number of checks for the time period.
		Sales	The average check amount for the time period.
Average Guest	Units	The total number of guests.	
	Sales	The average guest amount (PPA).	
	Shift 1-4	Units	The number of guests for the time period.
		Sales	The average guest amount (PPA) for the time period.
Voids	Units	The total number of Voids.	
	Sales	The Void amount.	
	Shift 1-4	Units	The number of Voids for the time period.
		Sales	The Void amount for the time period.
Report Groups	Units	The total number of Voids.	
	Sales	The Void amount.	
	Shift 1-4	Units	The number of Voids for the time period.
		Sales	The Void amount for the time period.
	Disc. Units	The number of Report Group Units that were discounted.	
	Disc. Sales	The Report Group's Discount Sales amount.	
Totals	Units	The sum of all Report Group Units sold.	
	Sales	The sum of all Report Group Sales amount.	
	Shift 1-4	Units	The sum of Report Group Units sold for the time period.
		Sales	The sum of the Report Group Sales amount for the time period.

	Disc. Units	The total number of units discounted for all Report Groups.
	Disc. Sales	The sum of all Report Group Discount Sales amount.
Order Type Charges	The dollar amount of the individual Order Type Charges.	
Subtotal	Report Group Sales plus Order Type Charges.	
Inclusive Tax	The sum of all Inclusive Taxes.	
Subtotal Discounts	The sum of all Subtotal Discounts.	
Net Sales	Report Group Sales plus Order Type Charges minus Inclusive Tax minus Subtotal Discounts.	
Taxes	Tax collected, Taxable Sales and Tax-Exempt Sales are displayed for each Tax.	
	Sales	The tax collected.
	On	The dollar amount that the tax is calculated on.
	Exempt	The dollar amount Exempt from the tax.
Total Tax	The sum of all tax collected.	
Total Sales	Net Sales plus Total Tax.	
NS - GC	Non-Sales Report Group. Used for Cash/Credit Accountability. Some establishments use this field for paper gift certificates and charity collections that do not count as Sales and are not taxed upon receipt.	
Paid Outs	The sum of all Paid Outs.	
Paid Ins	The sum of all Paid Ins.	
Gift Cards	The sum of all Gift Card purchases.	
CC Tip Fee	The sum of all Credit Card Tip Fees.	
Refunds	The sum of all Refunds.	
Retained Tips	The Tip Amount for all Non Cash Payments. Note: This field is only displayed if the "Retain Tips" Option is enabled in Miscellaneous > General > Timekeeping > Retain Tips.	
Total Accountable	Total Sales minus Paid Outs plus Paid Ins plus Retained Tips plus CC Tip Fee plus Gift Cards.	
Gross Cash	The cash collected from all Payments minus cash tips minus change back.	
	Units	The tax collected.
	Sales	The dollar amount that the tax is calculated on.
Paid Outs	Units	The number of Paid Outs.

	<table> <tr> <td>Sales</td><td>The dollar amount of Paid Outs.</td></tr> </table>	Sales	The dollar amount of Paid Outs.				
Sales	The dollar amount of Paid Outs.						
Advances	The sum of all Advances.						
CC Tip Fee	The sum of the CC Tip Fees.						
Tips Paid Out	The Tip Amount for all Non Cash Payments. Note: This field is only displayed if the Miscellaneous > General > Time-keeping > Retain Tips > Pay Out Tips option is selected.						
Net Cash	<p>Gross Cash minus Paid Outs plus the CC Tip Fee minus Tips Paid Out minus Advances plus Retained Tips.</p> <table> <tr> <td>Cash Deposit</td><td>The sum of Cash Deposits for the selected date range. Note: This field is filled in only when a Cash Deposit is entered into Focus. If multiple Deposits are entered, then "(See Below)" will be displayed and the amount and description of each Deposit will be listed at the bottom of the report.</td></tr> </table>	Cash Deposit	The sum of Cash Deposits for the selected date range. Note: This field is filled in only when a Cash Deposit is entered into Focus. If multiple Deposits are entered, then "(See Below)" will be displayed and the amount and description of each Deposit will be listed at the bottom of the report.				
Cash Deposit	The sum of Cash Deposits for the selected date range. Note: This field is filled in only when a Cash Deposit is entered into Focus. If multiple Deposits are entered, then "(See Below)" will be displayed and the amount and description of each Deposit will be listed at the bottom of the report.						
Checks	<table> <tr> <td>Units</td><td>The number of Check Payments.</td></tr> <tr> <td>Sales</td><td>The dollar amount of the Check Payments.</td></tr> </table>	Units	The number of Check Payments.	Sales	The dollar amount of the Check Payments.		
Units	The number of Check Payments.						
Sales	The dollar amount of the Check Payments.						
Cash & Checks	<table> <tr> <td>Sales</td><td> <p>Net Cash plus Checks.</p> <table> <tr> <td>Cash & Checks</td><td>The actual amount of Cash & Checks can be manually written in here. Note: This field is filled in only when a Cash and Check Deposit is entered into Focus.</td></tr> </table> </td></tr> </table>	Sales	<p>Net Cash plus Checks.</p> <table> <tr> <td>Cash & Checks</td><td>The actual amount of Cash & Checks can be manually written in here. Note: This field is filled in only when a Cash and Check Deposit is entered into Focus.</td></tr> </table>	Cash & Checks	The actual amount of Cash & Checks can be manually written in here. Note: This field is filled in only when a Cash and Check Deposit is entered into Focus.		
Sales	<p>Net Cash plus Checks.</p> <table> <tr> <td>Cash & Checks</td><td>The actual amount of Cash & Checks can be manually written in here. Note: This field is filled in only when a Cash and Check Deposit is entered into Focus.</td></tr> </table>	Cash & Checks	The actual amount of Cash & Checks can be manually written in here. Note: This field is filled in only when a Cash and Check Deposit is entered into Focus.				
Cash & Checks	The actual amount of Cash & Checks can be manually written in here. Note: This field is filled in only when a Cash and Check Deposit is entered into Focus.						
Payments (Non Cash)	<p>Individual Payments will be listed in this section.</p> <table> <tr> <td>Units</td><td>The number of times the Payment was applied.</td></tr> <tr> <td>Sales</td><td>The dollar amount of the individual Payment.</td></tr> </table>	Units	The number of times the Payment was applied.	Sales	The dollar amount of the individual Payment.		
Units	The number of times the Payment was applied.						
Sales	The dollar amount of the individual Payment.						
Total Payments	<p>Cash & Checks plus Payments (Non Cash).</p> <table> <tr> <td>Over/Short</td><td>A blank line "_____" is provided for the user to manually enter the Over/Short amount.</td></tr> <tr> <td>Deposit Over/Short</td><td>Net Cash minus Cash & Check Deposit. Note: This field is only filled in if a Deposit is entered into Focus.</td></tr> <tr> <td>CC Total</td><td>The sum of all Credit Card Payments and Tips.</td></tr> </table>	Over/Short	A blank line "_____" is provided for the user to manually enter the Over/Short amount.	Deposit Over/Short	Net Cash minus Cash & Check Deposit. Note: This field is only filled in if a Deposit is entered into Focus.	CC Total	The sum of all Credit Card Payments and Tips.
Over/Short	A blank line "_____" is provided for the user to manually enter the Over/Short amount.						
Deposit Over/Short	Net Cash minus Cash & Check Deposit. Note: This field is only filled in if a Deposit is entered into Focus.						
CC Total	The sum of all Credit Card Payments and Tips.						
Order Type Sales	<p>Individual Order Types will be listed in this section.</p> <table> <tr> <td>Name</td><td>The Name of the Order Type.</td></tr> <tr> <td>Units</td><td>The number of Checks for the Order Type.</td></tr> <tr> <td>Sales</td><td>The amount of sales for the Order Type.</td></tr> </table>	Name	The Name of the Order Type.	Units	The number of Checks for the Order Type.	Sales	The amount of sales for the Order Type.
Name	The Name of the Order Type.						
Units	The number of Checks for the Order Type.						
Sales	The amount of sales for the Order Type.						
Discounts	<p>Individual Discount Totals will be listed in this section.</p> <table> <tr> <td>Name</td><td>The Name of the Discount.</td></tr> <tr> <td>Units</td><td>The number of times the Discount was used.</td></tr> <tr> <td>Sales</td><td>The total dollar amount of the Discount.</td></tr> </table>	Name	The Name of the Discount.	Units	The number of times the Discount was used.	Sales	The total dollar amount of the Discount.
Name	The Name of the Discount.						
Units	The number of times the Discount was used.						
Sales	The total dollar amount of the Discount.						

Paid Outs	Individual Paid Outs will be listed in this section.	
	Name	The Name of the Paid Out.
	Units	The number of times the Paid Out was used.
	Sales	The total dollar amount of the Paid Out.
Paid Ins	Individual Paid Ins will be listed in this section.	
	Name	The Name of the Paid In.
	Units	The number of times the Paid In was used.
	Sales	The total dollar amount of the Paid In.
Deposits	The description and amount is displayed for each Deposit if multiple Deposits have been entered for the day.	
	Description	The Deposit's Description.
	Sales	The amount of the Deposit.

Related Topics (none)

Weekly Safe Report

The Weekly Safe Report displays the weekly safe counts when utilizing the Safe Information.

Accessing the Weekly Safe Report Options

While in Focus Setup, select Reports > Setup > Weekly Safe Report.

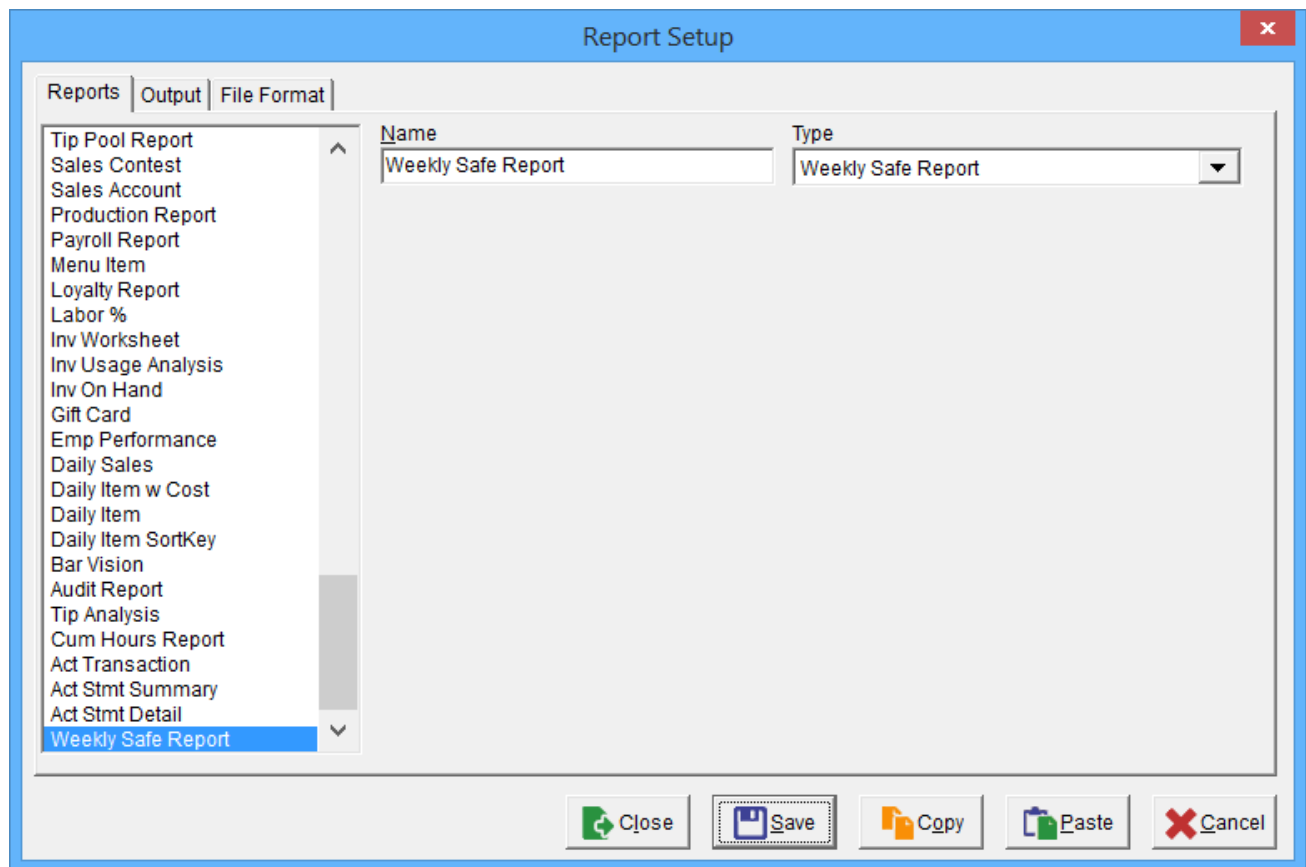


Figure 8.135.14 Weekly Safe Report Setup Window

Figure 8.136.14 Weekly Safe Report Setup Window Options

Field	Description
Name	The Name of the report, up to 25 alphanumeric characters.
Type	Weekly Safe Report

Related Topics

Job Right 'Reports – Report Setup'

Reports Output Window

The Output Window is used to configure the Report's Destination and output.

Accessing the Reports Window

While in Focus Setup, select Reports > Reports > Output.

The screenshot shows the 'Report Setup' window with the 'Output' tab selected. On the left, a list of reports is shown, with 'Tip Pool Report' highlighted. The main area contains several configuration sections: 'Destination' with radio buttons for Screen, Printer, File, E-mail, and FTP; 'File Name' and 'E-mail Address (To)' text boxes; 'FTP Site' dropdown menu; 'Format Options' with an 'Initialize Format' dropdown set to '<None>'; 'Security Code' and 'ID' text boxes; 'File Option' with 'Overwrite' and 'Append' radio buttons; 'Screen Options' with a 'Display' checkbox, 'Screen Format' dropdown set to '<None>', 'Sort Position' text box, and 'Image File Name' text box with a file icon; and 'Revenue Center' dropdown set to '<None>'. At the bottom are buttons for Close, Save, Copy, Paste, and Cancel.

Figure 8.175 Output Setup Window

Figure 8.176 Output Setup Window Options

Type	Description	
Destinations	Screen	The report will be displayed on the screen.
	Printer	The report will be printed.
	File	The report will be saved as a file.
		File Name
	E-mail	The report will be e-mailed. See Video: How to Setup Automated E-Mail Reports
		E-mail Attachment Name
	E-mail Address (To)	Enter the recipient(s) of the e-mail. Separate multiple e-mail addresses with a ";".
FTP	The report will be sent to a FTP site.	

	<table> <tr> <td>File Name</td><td>Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.</td></tr> <tr> <td>FTP (Destination Folder)</td><td>If entered, the report will be copied to the specified folder inside the FTP site.</td></tr> <tr> <td>FTP Site</td><td>The FTP site that the report will be sent.</td></tr> </table>	File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.	FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.	FTP Site	The FTP site that the report will be sent.		
File Name	Enter the name of the file for the selected report. If the characters "%d" are found in the file name then they are replaced by the business date of the report.								
FTP (Destination Folder)	If entered, the report will be copied to the specified folder inside the FTP site.								
FTP Site	The FTP site that the report will be sent.								
Format Option	<table> <tr> <td>Initialize Format</td><td>The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.</td></tr> </table>	Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.						
Initialize Format	The print format from the list of available formats. The Format Option determines if the report will be printed in Portrait or Landscape mode.								
Security Code	The Report Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee > Jobs > Rights.								
ID	Unique ID for report if desired.								
File Option	<table> <tr> <td>Overwrite</td><td>If selected and reports are saved to a file name, the report will overwrite the previous report.</td></tr> <tr> <td>Append</td><td>If selected and reports are saved to a file name, the report will append and grow each time it is run.</td></tr> </table>	Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.	Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.				
Overwrite	If selected and reports are saved to a file name, the report will overwrite the previous report.								
Append	If selected and reports are saved to a file name, the report will append and grow each time it is run.								
Screen Option	<table> <tr> <td>Display</td><td>If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights.</td></tr> <tr> <td>Screen Formats</td><td>Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.</td></tr> <tr> <td>Sort</td><td>Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.</td></tr> <tr> <td>Image File Name</td><td>An image to be displayed on the report button in the report window.</td></tr> </table>	Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .	Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.	Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.	Image File Name	An image to be displayed on the report button in the report window.
Display	If selected, the report will be available on the Report Window if the user has the required Report Security Code in Job Rights .								
Screen Formats	Designates the format of the report button. Some users prefer to group the reports by type and have different colors for each report group.								
Sort	Allows user to sort or group reports in the Reports Window. Note: If multiple reports share the same number, they will be grouped together alphabetically.								
Image File Name	An image to be displayed on the report button in the report window.								
Revenue Center	Only transactions occurring in the selected Revenue Center will be displayed on the report.								

Related Videos

[Report Screen Enhancements](#)

[How to Setup Automated E-Mail Reports](#)

Related Topics

Job Right 'Office – Reports'

File Format Option

The File Format Option on the is used to select the fields to display.

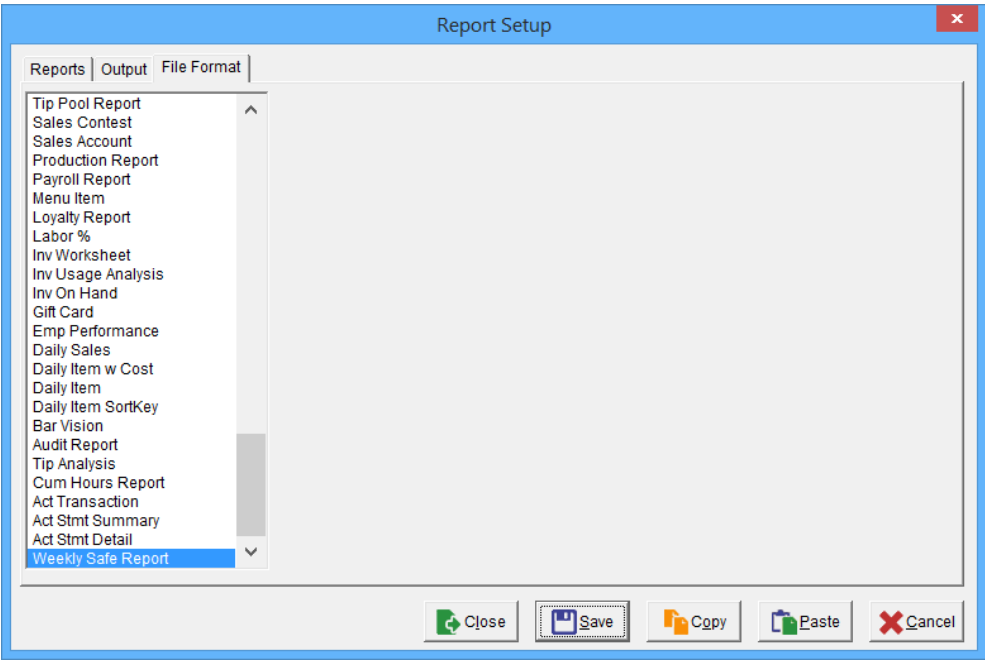


Figure 8.100.14 File Format Window

Figure 8.53.24 File Format Window Fields

Field	Description
	Selected report has no File Format options associated with it.

Related Topics

(none)

Sample Weekly Safe Report

A sample Weekly Safe Report and description of the fields are listed below.


 The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 8.137.14 Sample Weekly Safe Report

Focus Beth's Bistro		Safe Report for 9/15/2014-9/21/2014 created at 9/20/2014 10:24:15 AM					
	9/15/2014 Monday	9/16/2014 Tuesday	9/17/2014 Wednesday	9/18/2014 Thursday	9/19/2014 Friday	9/20/2014 Saturday	9/21/2014 Sunday
Prior Day Balance	450.00	450.00	450.00	450.00	450.00	450.00	450.00
Drawer Total	186.74	204.52	142.26	163.62	195.62	115.59	0.00
- Bank Deposits	186.74	204.52	142.46	163.32	195.92	115.59	0.00
+ Change Orders	0.00	450.00	450.00	450.00	450.00	450.00	0.00
= Balance Due	450.00	450.00	449.80	450.30	449.70	450.00	0.00
Cash Count							
+ Safe Grand	0.00	0.00	0.00	0.00	0.00	0.00	0.00
+ Unloaded	300.00	300.00	300.00	300.00	300.00	300.00	0.00
+ Drawers (Tills)	150.00	150.00	150.00	150.00	150.00	150.00	0.00
= Total	450.00	450.00	450.00	450.00	450.00	450.00	0.00
Daily (+/-)	0.00	0.00	0.20	-0.30	0.30	0.00	0.00

Figure 8.138.14 Weekly Safe Report Fields

Field	Description
Prior Day Balance	The Safe total from the previous day.
Drawer Total	The previous days balance less deposits, plus change orders
	- Bank Deposits
	+ Change Orders
	= Balance Due
Cash Count	+ Safe Grand
	+ Unloaded
	+ Drawers (Tills)
	= Total
Daily (+/-)	

Related Topics (none)

Tip Pools Window

The Tip Pools Window is used to establish a percentage of sales by Report Group to be used to calculate a Tip Pool for support staff. Typically, this means that when the server closes a shift, the Tip Pool tip-out for designated Jobs such as Busboy, Host/Hostess, Bartenders, etc., will be printed on the Activity Report. Up to 10 different Tip Pools may be established. Tip Pools are optional and are activated individually. All employees with Order Entry responsibilities who are on the clock during the time when a Tip Pool is active are theoretically expected to contribute a proportion of their sales to the Tip Pool.

Accessing the Tip Pools Window

While in Focus Setup, select Reports > Tip Pools.

Figure 8.177 Tip Pools Window

Figure 8.178 Tip Pools Window Fields

Field	Description
Name	A unique name for each Tip Pool, up to 15 alphanumeric characters.
Jobs	The Job selected from the list of available Jobs who will contribute to the Tip Pool.
Rate #	The rate number 1, 2, 3, or 4 which applies to the sales for the Report Group for each Job.
Rate %	Enter the percentage that applies to the sales for the Report Group for each Job.
Maximum	The maximum amount which can be paid into a Tip Pool for a shift.
Active Time	Select the time range when the Tip Pool is active. If a time range is not selected then the Tip Pool is always active. Only the hours worked during the Active Time are eligible for the Tip Pool Distribution. Only sales rang up during the Active Time are eligible for Tip Pool Collection.
Distribution Job	Select the Job to be used on the Tip Pool Report to determine the employees that are eligible to receive monies paid into this Tip Pool.

Figure 8.178.1 Tip Pools Window Commands

Field	Description
Close	Closes the Tip Pools Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving

Procedure to Establish Tip Pools

- Prepare a list of Tip Pools and the Jobs that will contribute to the Tip Pool. Verify the Rate % for each Tip Pool and the Rate # to be contributed.
- Enter the name of each Tip Pool.
- Enter the Rate %, 1 to 4, that will be applied to the Tip Pool for each of the four rate categories, in the Rate % text boxes.
- Click on a (contributing) Job to select it.
- Enter the Rate, 1 to 4, for each Report Group in the Rate # text box.
- Enter the Maximum \$ amount that will be paid into the Tip Pool by the contributing Job during a period.
- Select the Time Range from the Active Time.
- Click Save.

Related Topics (none)

Menu Options

The Menu List Options are used to design and customize the look and content of Canvases. Up to 250 Canvases can be created and modified in these Windows.

Accessing the Menu Window

While in Focus Setup, select Menu.

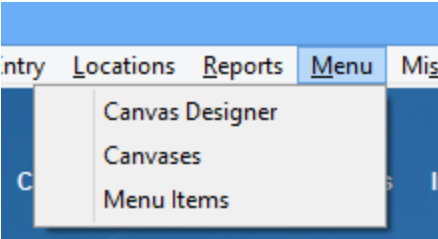


Figure 9.0 Menu List Options

Figure 9.1 Menu List Options Descriptions

Option	Description
Canvas Designer	Customize the look and content of each Canvas.
Canvases	Configure Canvases.
Menu Items	Configure Menu Items.

Related Topics (none)

Canvas Designer Window


The Canvas Designer Window is used to customize the look and content of each Order Entry Window. A Canvas may be designed to display Menu Items, Payments, Discounts, Order Types, Packages, Quantities, Tables, Images, Reports, Commands and Labels. Menu Items may be placed on a Canvas automatically by using the Assign button on the Menu Items Window. Templates may also be used to automatically configure a Canvas with multiple rows of identical size Canvas Items.

Hints

Multiple Canvas Items may be selected at once by using a "lasso" or by holding down the Shift Key and clicking on other Canvas Items. Selected Canvas Items may also be moved by holding down the Shift Key and pressing the arrow keys.

Multiple Canvas Items of the same type may be added by pressing the Shift Key and clicking on the Canvas. **Example:** To add multiple Menu Items, click on the Add button, select Menu Item, hold down the Shift Key and then click on the Canvas until the desired number of Menu Items have been added.

Canvas Items can be easily maintained and aligned by using the Snap to Grid option in Miscellaneous > General > Screen Layout > Canvas Ribbon Button Options > Snap to Grid.

Pressing the  button to the right of a field will display the respective [configuration window](#).

Accessing the Canvas Designer Window

While in Focus Setup, select Menu > Canvas Designer.








Figure 9.2 Canvas Designer Window

The Canvas Designer Window includes the Canvas Inspector, Command Ribbon (Reserved for Commands), Canvas Ribbon (Reserved for Canvases), Guest Check and the Canvas.

Figure 9.3.1 Canvas Designer Window Layout

Field	Description
Reserved for Commands	The area reserved for Commands. The size and format of the Command buttons are configured in Miscellaneous > General > Screen Layout (Commands) > Command Ribbon Button Options. Note: If the Canvas Level is set to "Modifier" the Reserved for Commands area will not be displayed.

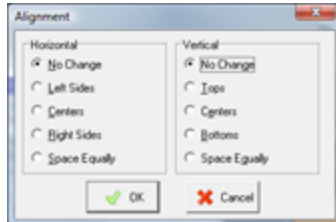
Reserved for Canvases	The area reserved for Canvases. The size and format of the Canvas buttons are configured in Miscellaneous > General > Screen Layout > Canvas Ribbon Button Options. Note: If the Canvas Level is set to "Modifier" the Reserved for Canvas area will not be displayed.		
Guest Check	The area reserved for the Guest Check. The size and format of the Guest Check is configured in Miscellaneous > General > Screen Layout > Check Options.		
Canvas	The area reserved for Canvas Items. If "Automatic" is displayed in the Canvas Inspector the Canvas cannot be modified.		
	Adding Canvas Items	Procedure to add A Canvas Item <ul style="list-style-type: none">Right-click the mouse on a blank area of the Canvas.Select the Canvas Item Type (Menu Item, Payment, Picture, Label, Table, Order Type, Package, Discount, Quantity, Command and Report).Click on the Canvas to create the new Canvas Item.	
	Selecting Canvas Items	Shift Key	A Canvas Item may be selected by clicking it. To select multiple Canvas Items, hold the Shift Key down and click the desired Canvas Items.
		Lasso Canvas Items	Drag the lasso around the desired Canvas Items to lasso multiple Items.
	Sizing	A Canvas Item may be manually resized by dragging the edge to the desired size. Hint: The size of a Canvas Item may be increased or decreased by one pixel by pressing the Ctrl Key along with the Left Arrow Key or Right Arrow Key respectively.	
Moving Canvas Items	A Canvas Item may be moved by dragging the selected Canvas Item to the desired location. Hint: A Canvas Item may be moved one pixel in any direction by pressing the Shift Key along with the corresponding Arrow Key respectively.		
Canvas Inspector	Restrictions The Canvas Inspector is used to configure up to 150 Canvas Items.		
	Note: The specific fields that may be edited depend on the type and number of canvas items that are selected. If multiple Canvas Items are selected and they are of different types (i.e., Menu Items and Pictures) then the only attributes that may be edited are: Top, Left, Width, and Height. If the value of a Canvas Item field is the same for all of the selected Canvas Items then it is displayed, otherwise it is left blank or zero to indicate that the selected items have different values.		
	Field	Description	
	Canvas	Canvases that are configured in Menu > Canvases .	
	Type	The Type of the currently selected Canvas Item. Note: If multiple Canvas Items are selected then "None" is displayed.	
	Canvas Item	The number of the currently selected Canvas Item. Note: If multiple Canvas Items are selected then "None" is displayed.	
	Automatic	"Automatic" is displayed on the Canvas Inspector if the Canvas type is set to Automatic.	
	Item 	The Menu Item, Payment, Discount, Command, Order Type, Table, Package or Report for the currently selected Canvas Item. Note: If multiple Canvas Items are selected, then the Item drop-down list is not displayed.	
	Top	The number of pixels from the top of the Canvas to the top of the Canvas Item.	
Left	The number of pixels from the left side of the Canvas to the left side of the Canvas Item.		

	Height	The height of the Canvas Item in pixels.	
	Width	The width of the Canvas Item in pixels.	
	Format 	The Screen Format for the Canvas Item. The Format defaults to the Canvas Item Screen Format for the current Canvas. The Screen Format is set to the Format of the first selected Canvas Item when multiple Canvas Items are selected. Note: The Format is not available when a Table Type Canvas Item is selected.	
	Lock	True	The Canvas Item position will not change when Sorted.
		False	The Canvas Item position will change when Sorted.
		The Add function adds a Canvas Item. Note: The Add function may also be accessed by right-clicking the Canvas area.	
		Menu Item	A Menu Item will be placed on the Canvas. See Video: How to Add a Menu Item .
		Payment	A Payment will be placed on the Canvas.
		Picture	An Image will be placed on the Canvas.
			Image The Image to be displayed.
		Label	A Label will be placed on the Canvas.
			Caption The Caption to be displayed, up to 15 alphanumeric characters. Note: The macro %T may be placed in the caption to display the current time.
		Table	A Table will be placed on the Canvas.
			Caption The Table Number, up to 15 alphanumeric characters.
		Order Type	An Order Type will be placed on the Canvas.
		Package	A Package will be placed on the Canvas.
		Discount	A Discount will be placed on the Canvas.
		Quantity	A Quantity will be placed on the Canvas.
			Quantity The number of items to be ordered.
		Command	A Command will be placed on the Canvas.
		Report	A Report will be placed on the Canvas.
		Deletes the currently selected Canvas Item(s).	
		Copies the currently selected Canvas Item(s).	



Pastes the previously copied Canvas Item(s) to the current Canvas. **Note:** Items retain the same position when copied from one Canvas to another.

Align is used to line up Canvas Items. Multiple Canvas Items are aligned by selecting an 'anchor' Canvas Item and then, while holding down the Shift key, selecting all other Canvas Items to be aligned with the 'anchor'. If the Anchor is de-selected, then no alignment will occur.

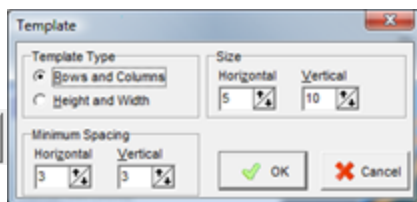
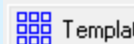


Horizontal

No Change	Will not make any changes to the horizontal alignment.
Left Sides	Aligns the left side of the selected Canvas Items.
Centers	Aligns the centers of the selected Canvas Items.
Right Sides	Aligns the right side of the selected Canvas Items.
Space Equally	Spaces the selected Canvas Items evenly, starting from the horizontal center of each Canvas Item.

Vertical

No Change	Will not make any changes to the vertical alignment
Tops	Aligns the tops of the selected Canvas Items.
Centers	Aligns the centers of the selected Canvas Items.
Bottoms	Aligns the bottoms of the selected Canvas Items.
Space Equally	Spaces the selected Canvas Items evenly, starting from the vertical center of each Canvas Item.



Template is used to specify Menu Item characteristics such as height, width and spacing for a Canvas. Templates are an easy way to create multiple Menu Items that are already aligned on a Canvas.

Template Type

Rows and Columns

Size


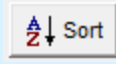


Horizontal Vertical

The number of columns.


The number of rows.

Horizontal

The width of the Menu Item buttons

	 Cancel	Cancels the Add function.
	 Sort	Sorts Menu Items and Packages based on the Canvas Sort settings. Note: Menu Items that are Locked will not be sorted.
	 Save	Saves the work in progress.
	 Close	Exits the Canvas Designer without saving.

Procedure to Add a Canvas Items

- Click the Add Button  .
- Select the appropriate Canvas Item Type.
- Click on the Canvas to create the new Canvas Item.
- Select the appropriate Item from the Item drop-down list.
- Set the height and width.
- Move the Canvas Item to the desired location.
- Select the Screen Format.
- Click Save.

Related Videos

[How to Add a Menu Item](#)

[Fast Bar Canvas](#)

[Daily Specials Canvas](#)

Related Topics

Job Right 'Office – Menu'

Example Fast Food Canvas

An Example Fast Food Canvas combining Menu Items and Payments is shown below. See Video: [Fast Food Canvas](#).



Figure 9.3.1.1 Example Canvas 1

Figure 9.3.1.2 Example Canvas 1 Description

Field	Description		
Canvas Type	Manual		
Canvas Items Included	Packages	Name	Package Setup
		Combo #1	1. Menu Item > Hamburger 2. Menu Item > French Fries 3. Menu Item > Coke
		Combo #2	1. Menu Item > Cheeseburger 2. Menu Item > French Fries 3. Menu Item > Coke

		Combo #3	1. Menu Item > Bacon Cheeseburger 2. Menu Item > French Fries 3. Menu Item > Coke
		Combo #4	1. Menu Item > Texas Cheeseburger 2. Menu Item > French Fries 3. Menu Item > Coke
		Combo #5	1. Menu Item > Grilled Chicken Club 2. Menu Item > French Fries 3. Menu Item > Coke
		All Pay-ments	1. Canvas > Payments
	Menu Items	The following Menu Items are displayed on the Canvas: Hamburger, Cheeseburger, Bacon Cheeseburger, Texas Cheeseburger, Grilled Chicken Club, Hot Dog, Hot Dog w/cheese, Chili Dog, Chili Dog w/ Cheese, Foot Long Cone, Taco Salad, Chef Salad, House Salad, Pasta Salad, Fruit Salad, Turkey Sandwich, Grilled Cheese, B.L.T., P.B. and J., Gr Ham and Cheese, Soda, Hot Chocolate, Milk, Coffee, Misc Food.	
	Pay-ments	The following Payments are displayed on the Canvas: Cash, Even, Next \$, \$10.00 and \$20.00.	
	Images	The images on the left side of the Canvas represent the Menu Items on each row. The images included on the Canvas are Combos, Burgers, Hot Dogs, Salads, Sandwiches and Beverages. A top and bottom border is also created using 2 different images.	
	Label	Quantity	
	Quantity	The Quantity button shortcuts are defined for 2, 3, 4, 5 and 6.	
	Background	An image was specified for the Canvas Background.	
Miscellaneous	Images are placed on the left of the buttons to help identify the groups quickly.		

Related Videos

[Fast Food Canvas](#)

Example Canvas 2

An Example Canvas is shown below.



Figure 9.3.1.3 Example Canvas 2

Figure 9.3.1.4 Example Canvas 2 Description

Field	Description						
Canvas Type	Manual						
Label	The Label Espresso is placed in the upper left hand corner.						
Time	The Time has been placed in the upper right hand corner by using a label and entering '%t'. This will always display the current time.						
Canvas Items Included	<table border="1"> <tr> <td>Items</td><td>12 oz Americano through Double Shot.</td></tr> <tr> <td>Quantity</td><td>Quantity buttons 2-6 are placed on the screen to allow employees to ring multiple items quickly.</td></tr> <tr> <td>Payments</td><td>The following Payments are displayed on the Canvas. Cash, Even, Next \$, \$10, \$20, & All Payments.</td></tr> </table>	Items	12 oz Americano through Double Shot.	Quantity	Quantity buttons 2-6 are placed on the screen to allow employees to ring multiple items quickly.	Payments	The following Payments are displayed on the Canvas. Cash, Even, Next \$, \$10, \$20, & All Payments.
Items	12 oz Americano through Double Shot.						
Quantity	Quantity buttons 2-6 are placed on the screen to allow employees to ring multiple items quickly.						
Payments	The following Payments are displayed on the Canvas. Cash, Even, Next \$, \$10, \$20, & All Payments.						
Background	The Background color is set to blue.						
Miscellaneous	The buttons are alphabetized to help identify them quickly.						

Example Canvas with Scanned Menu

An example Canvas with a Scanned Menu is shown below. See Video: [Apps Canvas](#)



Figure 9.3.1.5 Example Canvas 3

Figure 9.3.1.6 Example Canvas 3 Description

Field	Description
Canvas Type	Manual
Canvas Items included	The following Menu Items are displayed on the Canvas: Party Platter, Hump's Create Your Own Sampler, Onion Ring Tower, Spinach & Artichoke Dip (Regular and Personal Size), Armadillo Eggs, Zingers (Regular and Personal Size), Southwestern Egg Rolls (Regular and Personal Size). Note: The Menu Items use a transparent type Screen Format. The buttons are invisible and placed over the scanned menu's descriptions of the item.
Background	An image of a scanned menu is displayed.
Miscellaneous	Scanned Menus reduce training time for new employees since the On-Screen Menu is the same as the Customer Menu. The employee no longer has to waste time going through screen after screen looking for the Menu Item they are trying to order. Scanned Menus also increase the employee's familiarity with the details of each Menu Item since detailed information about the Menu Item is presented to them each time they place an order.

Related Videos

[Apps Canvas](#)

Example Canvas 4

An example Automatic Canvas is shown below.



Figure 9.3.1.8 Example Canvas 4

Figure 9.3.1.9 Example Canvas 4 Description

Field	Description
Canvas Type	Automatic
Canvas Items Included	Menu Items
Background	An image is used for the Background.
Miscellaneous	Images are defined for certain Menu Items to make them easier to find.

Example Modifier Canvas

An example Modifier Canvas is shown below.

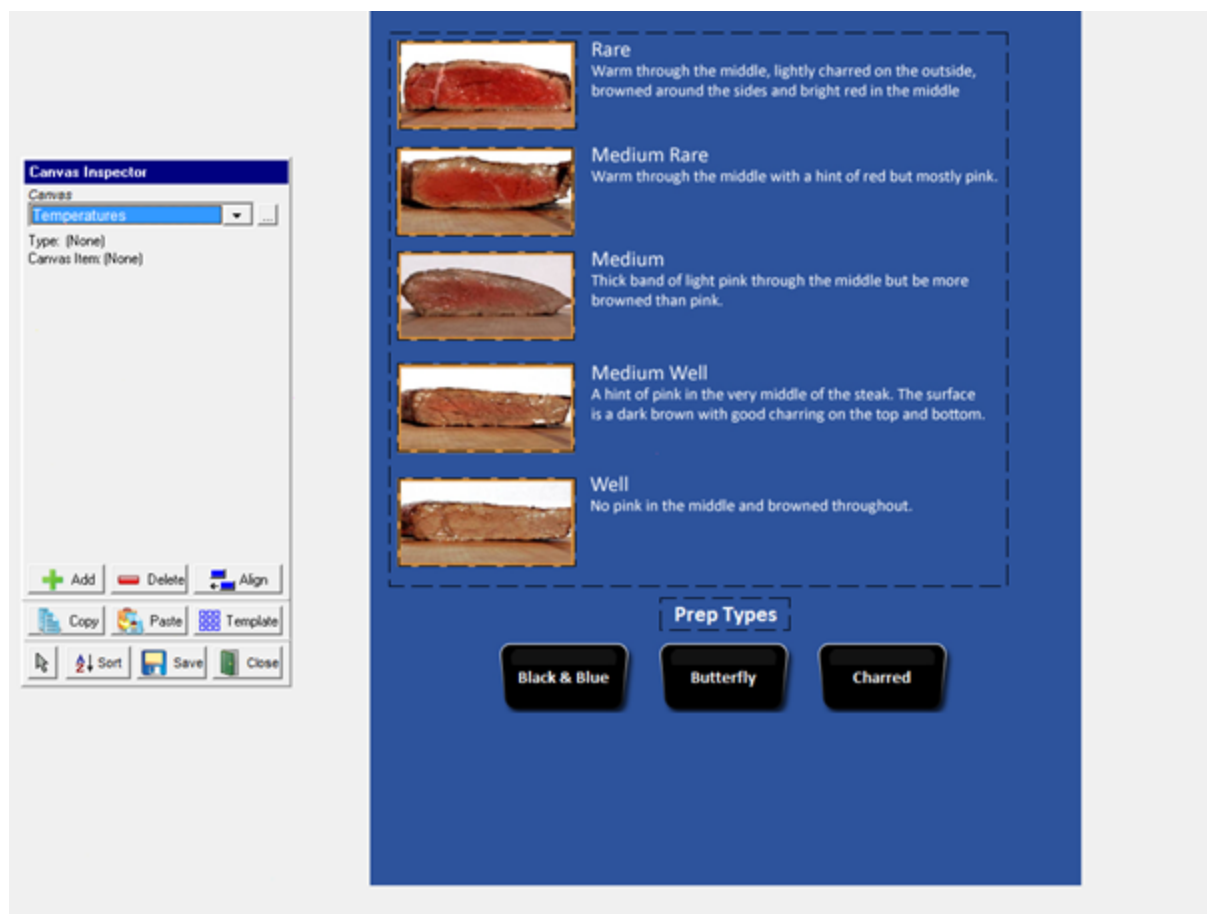


Figure 9.3.1.10 Example Canvas 5

Figure 9.3.1.11 Example Canvas 5 Description

Field	Description
Canvas Type	Manual – Level > Modifier
Canvas Items Included	Menu Items, Labels, Images
Background	A blue color is specified for the Background Color.
Miscellaneous	Only the area of the Canvas that will be used for a Modifier Screen is displayed.

Example Floor Plan Canvas


An example Floor Plan Canvas is shown below. See Video: [Floor Plan Setup](#).



Figure 9.3.1.12 Example Floor Plan Canvas

Figure 9.3.1.13 Example Floor Plan Canvas Description

Field	Description	
Canvas Type	Manual	
Canvas Items Included	Tables, Menu Items, Labels, Pictures	
Packages Included	Clean Table	1. Command > Table Clean
	Table Status	1. Command > Table Status
	Bar Floor	1. Canvas > Bar Floor

	<div>  <div> 1. Command > Item Information <table> <tr> <td>Menu Item</td><td>Table Service Features</td></tr> <tr> <td>Type</td><td>Recipe</td></tr> </table> </div> </div>	Menu Item	Table Service Features	Type	Recipe
Menu Item	Table Service Features				
Type	Recipe				
Background	An image of the Floor Plan is used as the Background.				
Miscellaneous	Tables are numbered and a legend is displayed to define the Table Stages.				

Related Videos

[Floor Plan Setup](#)

Label Macros

Label Macros can be embedded in a label to display predefined information. Below is a list of the Macros and their descriptions.


Macros	Description
%T	Embedded in the caption to display the current time according to the Windows Short Time Format.
%SS	Embedded in the caption to indicate that the label should display suggestive selling information.
%FCx	May be used to display the Balance Due in an alternate currency (where x is the number of the currency).
%MP	Displays the Menu Item that is being modified.
%MC	Displays the name of the modifier canvas.
%MN	Displays the minimum number of modifiers needed to satisfy the modifier requirements.
%MX	Displays the maximum number of modifiers that are allowed for the Menu Item.
%MU	Displays the number of modifier requirements that have been satisfied.
%MR	Displays the remaining number of modifier requirements that must be satisfied.
%B	Displays the Tab Name of the current check.
%LD	If the macro %LD is placed in the table caption on the Floor Plan then the "d" represents the location that will be assigned to the newly created check for the table. Note: %L2 will result in location 2 assigned to the newly created checks.
%L	Displays the Location of the current check. V7.4 Build 14.9.22
%OT	Displays the Order Type of the current check. V7.4 Build 14.9.22
%P	Displays the current price of the Menu Item V7.4 Build 14.9.28  Note: %P should be placed on the menu item in Menu > Menu Items > Menu Name
%CP	Displays the Current Position on the Guest Check. V7.4 Build 14.10.20
%NFC	Displays when a NFC payment is available to process. V7.4 Build 14.10.20

Table M.1 Label Macro Descriptions

Related Videos

Related Topics

Canvas Window

The Canvas Window is used to establish and maintain 250 Canvases.

Accessing the Canvases Window

While in Focus Setup, select Menu > Canvases.

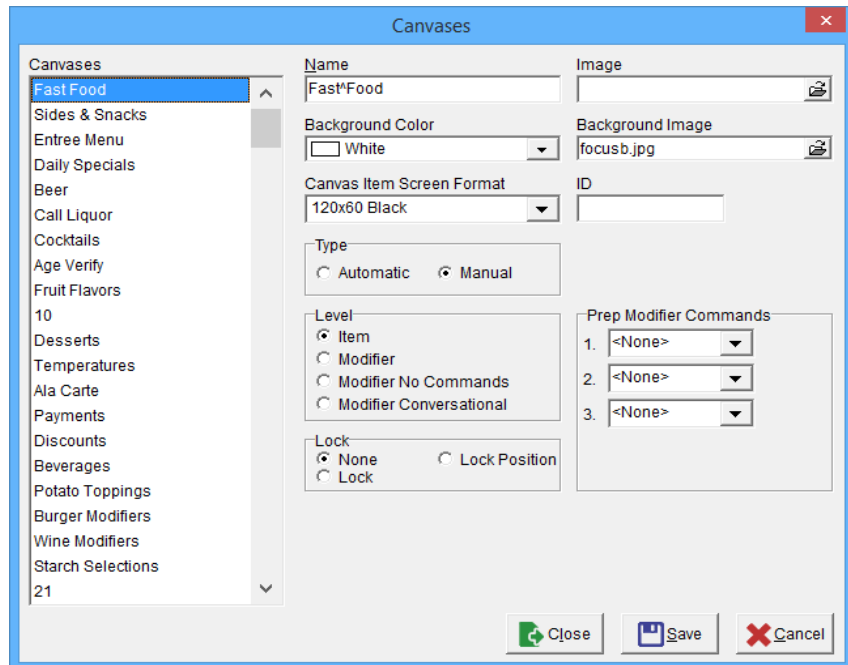


Figure 9.5 Canvases Window

Figure 9.6 Canvases Window Fields

Field	Description		
Name	A unique name for each Canvas, up to 30 alphanumeric characters. The name may be displayed in up to three lines by including the ^ symbol to indicate a line break.		
Image	An image that represents the Canvas.		
Back-ground Color	The background color of the Canvas.		
Back-ground Image	An image to be used as the background for the Canvas.		
Canvas Item Screen Format	The Screen Format used to display Menu Items on Automatic Canvases. If a Screen Format is selected for the Menu Item then it overrides this format.		
Type	<table><tr><td>Automatic</td><td>Menu Items will automatically be placed on the Canvas. If the Canvas is set to automatic you will not be able to edit the Canvas in the Canvas Designer. Note: If you change a canvas from Manual to Automatic you will lose all items previously placed on the screen.</td></tr></table>	Automatic	Menu Items will automatically be placed on the Canvas. If the Canvas is set to automatic you will not be able to edit the Canvas in the Canvas Designer. Note: If you change a canvas from Manual to Automatic you will lose all items previously placed on the screen.
Automatic	Menu Items will automatically be placed on the Canvas. If the Canvas is set to automatic you will not be able to edit the Canvas in the Canvas Designer. Note: If you change a canvas from Manual to Automatic you will lose all items previously placed on the screen.		

		Automatic Template Sort	Name	The items on Automatic Canvases are sorted by Menu Name.
			Report Group	The items on Automatic Canvases are sorted by Report Group.
			Report Group/Sort Key	The items on Automatic Canvases are sorted by Report Group and then by then Sort Key.
		Automatic Template	Rows	The number of rows of buttons that will be displayed on Automatic Canvases.
			Columns	The number of columns that will be displayed on Automatic Canvases.
Manual	Individual Canvas Items must be manually placed on the Canvas.			

Level	Item	The Canvas size is determined by the height of the Command and Canvas Ribbon as well as the size of the On Screen Check.
	Modifier	The Canvas size is determined by the size and placement of the On Screen Check (see Miscellaneous > Screen Layout (Commands) > Modifier Command Options > Display Right of Guest Check).
	Modifier No Commands	When selected, you will be allowed to place items in the area where the Command and Canvas Ribbon would typically be. It will also remove the default modifier commands such as Easy, Extra and Sub from the left hand side. When you design a screen with these parameters you can manually add modifier commands to any area of the Canvas.
	Modifier Conversational (V 7.4 Build 14.2.27)	When selected, the modifier canvas will have the ability to toggle between multiple modifier canvases without reaching the minimum and maximum requirements. When you design a screen with these parameters you can manually add modifier commands to any area of the Canvas. Note that all modifiers that also have 'GoTo Modifiers' should also be conversational.

Lock	None	Canvas Items may be moved freely about the Canvas.
	Lock	Canvas Items cannot be moved or modified.
	Lock Position	Canvas Items cannot be moved but can be modified.

Prep Modifier Commands 1-3	The Prep Modifier Command to be used with a Modifier Canvas. To configure Prep Modifiers select Miscellaneous> General> General> Prep Modifiers . See Video Prep Mods .
----------------------------	---

Figure 9.6.1 Canvases Window Commands

Field	Description
Close	Closes the Canvases Window.

Save	Saves current changes.
Cancel	Cancels changes made prior to saving

Procedure to Establish Canvases

- Prepare a list of Canvases.
- Enter the name of each Canvas in a separate Name text box.
- Assign the appropriate options to the Canvas.
- Click Save.

Related Videos

[Prep Mods](#)

Related Topics

Job Right 'Office – Menu'

Menu Items Window

The Menu Items Window is used to establish and maintain the options and attributes for Menu Items and Modifiers.

Menu Names starting with spaces, symbols or numeric characters are listed first. A specific item may be accessed by typing the first few characters of the name or by using a bar code scanner.

Restrictions

Before a Menu Item can be successfully created, Screen Formats, Printer Formats, Printer Groups, Price Levels, Tare Weights, Taxes and Report Groups should be established. These items can be established and maintained by clicking on their italicized labels. For example, if you click on 'Printer Group' the corresponding screen will populate.

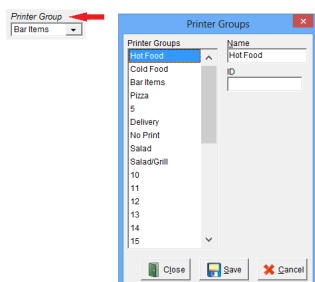


Figure 9.7.1 Italicized Click Through Example

Accessing the Menu Items Window

While in Focus Setup, select Menu > Menu Items.

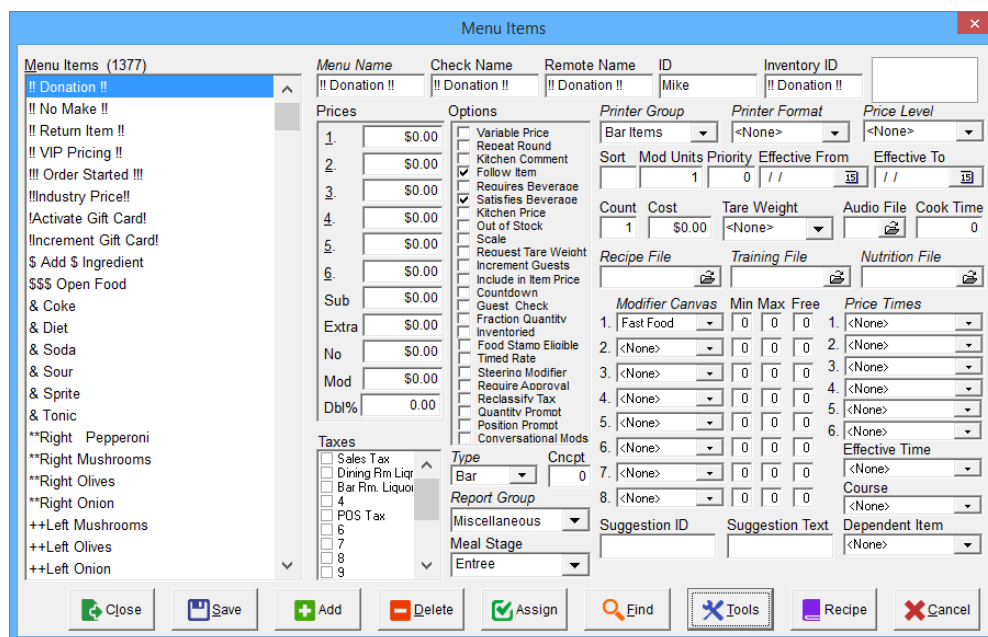


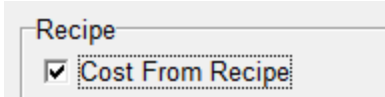
Figure 9.7 Menu Items Window

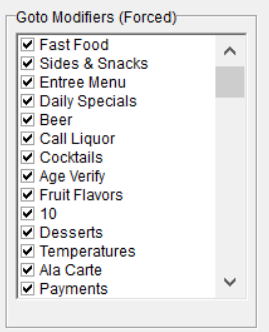
Figure 9.8 Menu Items Window Fields

Field	Description
Menu Items	The list of Menu Items sorted by Menu Name. The number of Menu Items is displayed in parentheses above the list of Menu Items.

Menu Name	<p>Required – The name for the Menu Item, up to 32 alphanumeric characters. The Menu Name is displayed on Canvases. Menu Name sort is case sensitive. The Menu Name may be displayed in up to three lines by including the ^ symbol to indicate a line break.</p> <p>Example: T-BONE^STEAK is displayed as: T-BONE STEAK</p>	
Check Name	Required – The name that appears on the guest check and related reports, up to 23 alphanumeric characters.	
Remote Name	Required – The name that appears on the remote check, up to 23 alphanumeric characters.	
ID	A unique name, up to 25 alphanumeric characters associated with the Menu Item. The ID may be used to order the Menu Item by using a scanner or the ID Lookup Command. The ID may be entered via a bar code scanner by selecting the field and scanning the item.	
Inventory ID	A unique name, up to 25 alphanumeric characters, that may be used to interface to external inventory software.	
Image	An image that represents the Menu Item.	
Prices	Prices 1 – 6	Up to six Prices (maximum 9999.99) may be entered for each Menu Item. Prices may be activated by day and by time. Note: If you are utilizing 'Price Levels' the prices here will correlate with the particular 'Price Level' .
	Sub	The price charged when using the Sub command. Note: A negative amount may be used in this field to decrease the amount of the sale.
	Extra	The price charged when using the Extra command.
	No	The price charged when using the No command. Note: A negative amount may be used in this field to decrease the amount of the sale.
	Mod	The price charged when a modifier is ordered.
	Dbf%	The percentage of the Menu Item price to charge. For example, if a Vodka is \$5.00 and the modifier Double is used with a Dbf% of 1 (100%), the total amount of the drink will be \$10.00. The \$10.00 price is arrived at by adding the Dbf% Amount \$5.00 (\$5.00 x 1 [Dbf%]) to the Vodka price (\$5.00).
Options	Variable Price	The user will be prompted to enter the price. The Job Right 'Ring – Variable Price Items' is required. See Video Variable Price Items - High and Low Range .
	Repeat Round	The item can be reordered with the Repeat Command after the check is recalled.
	Kitchen Comment	The user will be prompted for a comment that will print on the Remote Check. Note: This will replace the menu name.
	Follow Item	The modifier will follow the parent item to the Remote Printer.
	Requires Beverage	The item increments the Required Beverage Total.
	Satisfies Beverage	The item decrements the Required Beverage Total.
	Kitchen Price	The price will print on the Remote Check.
	Out of Stock	The item will be placed out of stock and cannot be ordered.

	Scale	A scale will be used to determine the weight of the item. The price is determined by multiplying the weight by the price.
	Request Tare Weight	The user will be prompted for the Tare Weight.
	Increment Guests	The number of guests will be incremented. The default number of guests set in Locations > Locations > Guest Options > Default # of should be set to "0" when this option is on.
	Include in Item Price	The price of the modifier will be included in the item's price on the guest check. For example, If a Vodka is ordered for \$5.00 and modified with Orange Juice for \$0.50, the price that will appear on the guest check will be \$5.50 for Vodka. Orange Juice will not have price. If a Modifier has a price but is not set to print, the price will automatically be included in the Menu Item price on the guest check.
	Countdown	The number of items in stock will be displayed on the Canvas Item. This option is used with the quantity entered in the "Count" field. The quantity will be decremented each time the Menu Item is ordered.
	Guest Check	The Menu Item will print on the guest check dependent on the Locations > Locations > Guest Check > Options > Modifiers with Price option as well as the "Include in Item Price" option described above.
	Fraction Quantity	The user will be capable of entering a fraction quantity for this item. If this is not checked and the user enters 1.5 for the quantity, the error "Fraction quantity is not allowed" will appear. Note: The fraction quantities must be entered on the right hand side of the quantity screen.
	Inventoried	The Menu Item will appear in Inventory Items and is eligible to appear on Inventory reports.
	Food Stamp Eligible	The Menu Item will be eligible for Food Stamps.
	Timed Rate	The Menu Item price is calculated based on an hourly rate.
	Steering Modifier	The Menu Item will print to a different or additional printer group if a steering modifier is selected. For example, if a Caesar salad is selected it might print to the 'Cold' printer group. However if 'Chicken' is added as a modifier, the item might print to both the 'Cold' group and the 'Hot' group so the kitchen knows to cook the chicken for the salad. See Video Steering Modifiers .
	Require Approval	The Menu Item when selected will require a managers approval. This might be used when a customer orders an expensive bottle of wine. The Job Right associated with this is Ring - Require Approval.
	Reclassify Tax	The Menu Items tax will change if a modifier with 'Reclassify Tax' is selected. For example in California the tax changes on food that is hot. If a customer orders a ham and cheese sandwich the normal tax rate will apply. However if 'toasted' is selected as a modifier, the tax rate will change. Note: In the taxes in Locations > Locations as well as the tax rates will need to be setup properly for this to work.
	Quantity Prompt	The Menu Item will automatically prompt the employee for the quantity when this option is selected. See Video: Quantity Prompt .
	Position Prompt	The Menu Item will automatically prompt the employee for the position when this option is selected.
	Conversational Mods	The Menu Item will utilize Conversational Modifiers. See Video V7.4 Build 14.2.28

Printer Group	The Printer Group for the Menu Item. Note: The printer groups are assigned to remote printers by location in Locations>Locations> Printer Assignments .			
Printer Format	The Printer Format for the Menu Item. If a Printer Format is selected, it overrides the Remote Check Format .			
Price Level	The user will be prompted to choose 1 of the available 6 Menu Item Prices. Price Levels are only used when ordering Menu Items, not Modifiers. When a Price Level is selected the price of any associated Modifiers default to the same Price Level as the item it modifies unless Sub, Extra, or No is selected.			
Sort	A 1-2 character sort code used to sort Menu Items on Item Count reports and also on the Canvas Designer. Examples: DO = Domestic B = Beef IM = Imported C = Chicken			
Mod Unit	The number of Units (0-99) that the Modifier counts toward the Modifier Canvas Min/Max Unit requirements. For example, if a Baked Potato has a max unit of 5 Modifiers and the "Loaded" Modifier is worth 5 units, the modifier window will automatically close after the "Loaded" Modifier is ordered.			
Priority	The order (1-9) that Menu Items will be printed on the remote check. Menu Items with priority 1 are printed first unless otherwise noted in Printers > Remote Check Formats > Priority Options > Prints First. Menu Items with Priority 0 are printed last. The option Printers > Remote Check Formats > Priority Printing > Sort by Priority must be on to use this feature.			
Effective From, Effective To	The date range a Menu Item can be ordered. The Menu Item is always available if a date is not specified.			
Count	The quantity of the Menu Item on hand, up to 9999. The Count is displayed on the Menu Item button on the Canvas. If the option "Countdown" is selected, the quantity will be decremented each time the item is ordered. At zero, the item will be automatically marked out of stock.			
Cost	<p>The cost of the item, up to \$999.99, that is used to calculate the gross profit margin on the Daily and Weekly Item Count Reports. The Cost of the Menu Item will be calculated from the Recipe if the recipe tab has 'Cost From Recipe' selected.</p> 			
Tare Weight	The Tare Weight of the Menu Item. Note: The Scale Option must be on.			
Audio File	The Audio File that plays after the Menu Item is ordered.			
Cook Time	The time the item will be held until it is sent to the Remote Printer. Note: This option is primarily used with the kitchen video system.			
Recipe File	The file that contains the Recipe information for the Menu Item. The Recipe may be viewed in Focus Order Entry using the Item Edit Command. The Recipe may also be printed on the Remote Check. See Printers > Remote Check Formats > Formats > Recipe . The following file types are supported: .jpg, .bmp, .avi, .rtf and .txt			
Training File	The file that contains the Training information for the Menu Item. The Training File may be viewed in Focus Order Entry using the Item Edit Command. The following file types are supported: .jpg, .bmp, .avi, .rtf and .txt.			
Nutrition File	The file that contains Nutrition information for the Menu Item. The Nutrition may be viewed in Focus Order Entry using the Item Edit Command. The following file types are supported: .jpg, .bmp, .avi, .rtf and .txt.			
Modifier Canvas 1-8	The Canvas to be displayed when modifying a Menu Item. Up to 8 Modifier Canvases may be selected.			
	<table> <tr> <td>Min</td><td>The minimum number of Mod. Units that must be ordered from the Modifier Canvas. If a Minimum of zero is entered, the selection of modifiers is optional.</td></tr> <tr> <td>Max</td><td>The maximum number of Mod. units that may be ordered. Note: If a Maximum is entered, the Modifier Canvas will be automatically displayed according to the settings in Locations > Locations > Menus</td></tr> </table>	Min	The minimum number of Mod. Units that must be ordered from the Modifier Canvas. If a Minimum of zero is entered, the selection of modifiers is optional.	Max
Min	The minimum number of Mod. Units that must be ordered from the Modifier Canvas. If a Minimum of zero is entered, the selection of modifiers is optional.			
Max	The maximum number of Mod. units that may be ordered. Note: If a Maximum is entered, the Modifier Canvas will be automatically displayed according to the settings in Locations > Locations > Menus			

	<p>> Goto Modifiers (Forced).</p>  <p>If both Minimum and Maximum are zero, the Modifier Canvas will not automatically be displayed.</p> <p>> Goto Modifiers (Forced).</p>
	<p>Free</p> <p>The number of modifiers that can be entered before a price is charged. For example if on a large pizza you allow one free topping you would set the 'Free' box to 1. This would not charge for the first topping but charge for the remaining toppings entered.HH</p>
Price Times 1-6	The 6 Time Ranges associated with Prices 1-6 respectively. If no Price Times are specified then Price 1 is used. Price Times established for Menu Items override the Price Times configured for a Menu. Note: If multiple active Price Times are used and they overlap, the Price Time furthest down the list will be used.
Effective Time	The Time Range a Menu Item can be ordered. The Menu Item is always available if a Time Range is not specified.
Course	The designated Course for the menu item. Note: These are designed in Miscellaneous> General> General> Courses . There is a hard coded option to 'Prompt for Course' if it is preferred that each time the Menu Item is selected the user enters the Course. See Video: Courses .
Taxes	<p>The Taxes applied to the Menu Item. See Locations > Locations > Taxes and Order Entry > Taxes > Order Types.</p> <p>For a Tax to be applied to a check, the following Tax Options must be set: Order Entry > Taxes > Order Types. Locations > Locations > Taxes, and Menu > Menu Items > Taxes. Note: All 3 of these Options must be set before the Tax will be applied to the check.</p>
Type	The Type of the Menu Item: Food, Bar, or Other. Totals for each type are posted to a PMS or Account and may be configured to print on the guest check.
Cncpt	The Concept the menu item refers to. If a restaurant has a Mexican concept and Pizza concept you might enter 1 for all items related to the Mexican concept and a 2 for all items related to the Pizza concept. You can have up to 15 different concepts. Note: The field will not allow you to enter a number higher than 1 in the box.
Report Group	The Report Group for the Menu Item.
Meal Stage	The Meal Stage: Beverage, Appetizer, Entrée, Dessert and Other. The Meal Stage is used in conjunction with the Table Type Meal Stages.
Suggestion ID	The ID of the Menu Item that is suggested when an out of stock Menu Item is ordered. For example, if a Kendall Jackson Merlot is ordered but is out of stock, the user can be prompted to suggest a similar merlot such as Robert Mondavi. Note: The 'Suggestion ID' must match the 'ID' of the item being suggested.
Suggestion Text	The text displayed, up to 80 alphanumeric characters, when an out of stock Menu Item is ordered. Note: If you are going to suggest a different item through the 'Suggestion ID' field, the 'Suggestion ID' must match the 'ID' of the menu item for the 'Suggestion Text' to work. If you are not entering anything in the 'Suggestion ID' field then what you enter in the 'Suggestion Text' box will appear when the selected item is out of stock.
Dependent	The Dependent Item must be ordered before the Menu Item can be ordered. For example, the Menu Item "Beverage

Item	Refill" cannot be ordered unless the Dependent Item "Beverage" has been ordered first.
-------------	--

Figure 9.9 Menu Items Window Commands

Field	Description
Close	Closes the Menu Items Window.
Save	Saves current Menu Item.
Add	Adds a new Menu Item. The new Menu Item will use the fields from the previously selected Menu Item except for the Menu Name, Check Name, Kitchen Name, ID, and Inventory ID fields. See Video: How to Add a Menu Item
Delete	Deletes the selected Menu Item.
Assign	Assigns Menu Items to Automatic Canvases. See Assign .
Find	Finds Menu Items based on the Menu Item Filter options .
Tools	Allows access to the additional commands Print, Quick Set, Import and Export.
Recipe	Displays the Recipe Window for a Menu Item.
Cancel	Cancels changes made prior to saving.

Procedure to Add Menu Items

- Click the Add button to create the first Menu Item.
- Unless this is the very first item to be created, the Add function initializes the Menu Name, Check Name, Remote Name, ID, and Inventory ID text boxes.
- Enter the appropriate options for the Menu Item.
- Click Save.

Related Videos

[Quantity Prompt](#)

[Courses](#)

[How to Add a Menu Item](#)

[Variable Price Items - High and Low Range](#)

[Steering Modifiers](#)

Related Topics

See also (Printer Groups)

See also (Printer Formats)

See also (Price Levels)

See also (Taxes)

See also (Report Groups)

See also (Table Types - Meal Stages)

Job Right 'Office – Menu'

Assign Menu Items Window

The Assign Menu Items Window is used to place Menu Items onto Automatic Canvases.

Accessing the Assign Window

While in Focus Setup, select Menu > Menu Items > Assign.

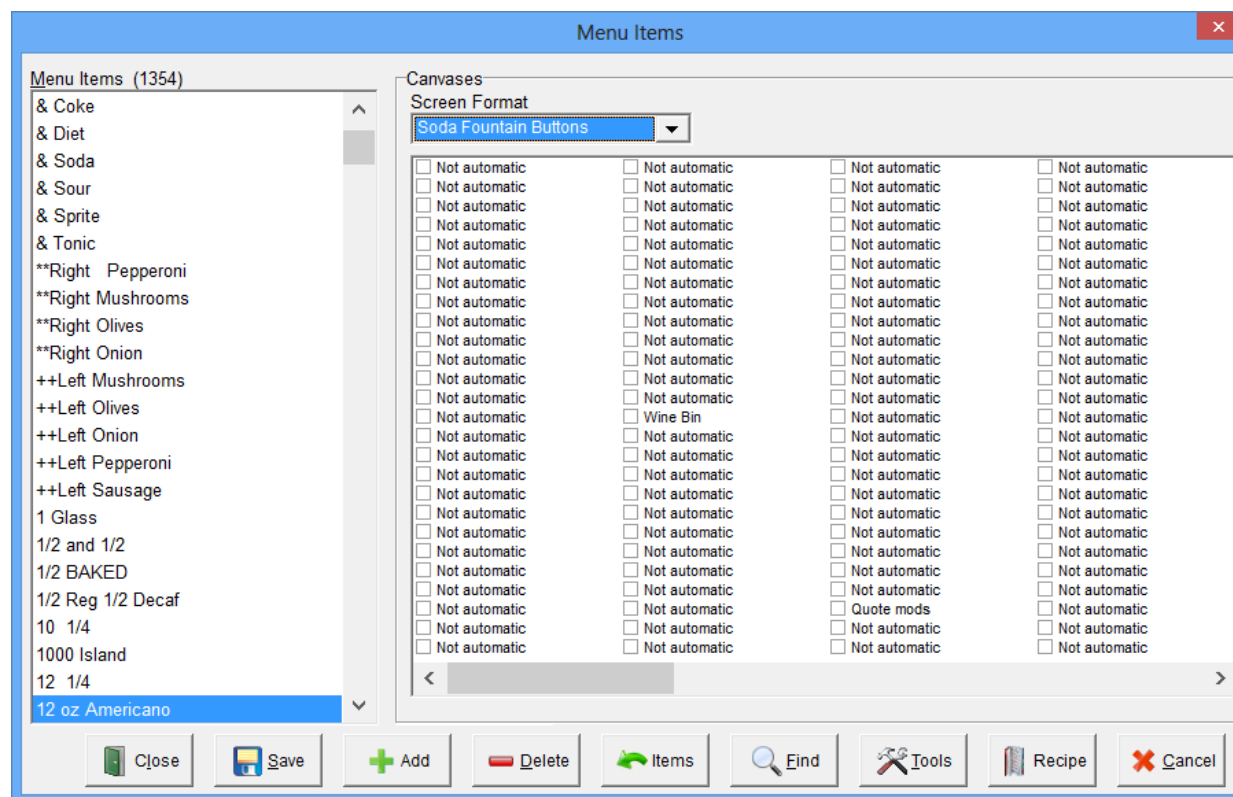


Figure 9.10 Menu Items Assign Window

Figure 9.10.1 Menu Items Assign Window Fields

Field	Description
Screen Format	The Screen Format used to display the Menu Item on Automatic Canvases.
Canvases	Menu Items will be displayed on the selected Automatic Canvases.

Procedure to Assign Menu Items

- Highlight the Menu Item and then select the Automatic Canvas to assign it.

Related Topics

Job Right 'Office – Menu'

Menu Item Filters Window

The Menu Item Filters Window is used to find Menu Items based on the search criteria. You can filter based on 40 different types of criteria in addition to all menu 'Options'.

Accessing the Menu Item Filters Window

While in Focus Setup, select Menu > Menu Items > Find.

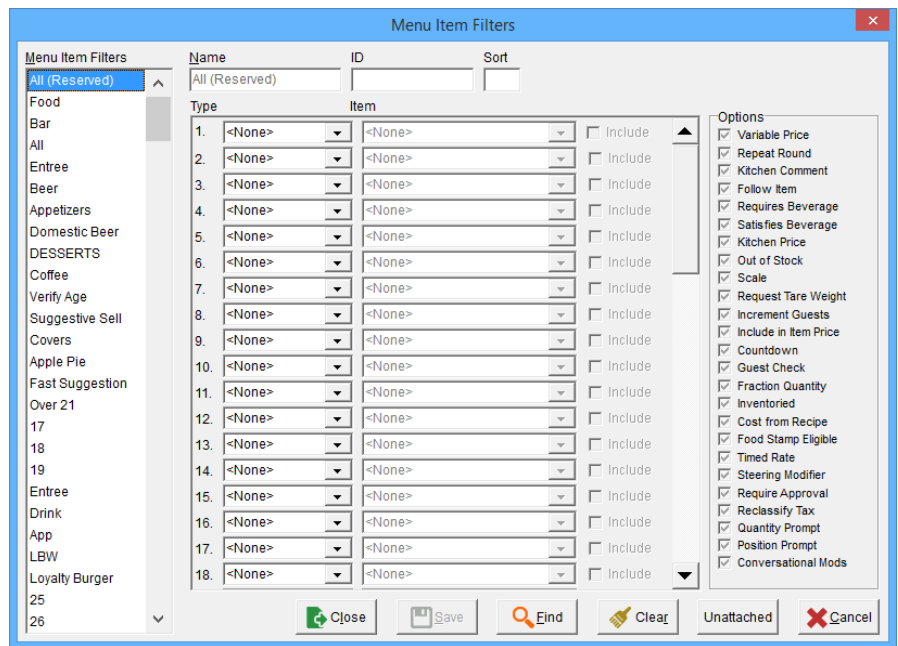


Figure 9.11 Menu Item Filters Window

Figure 9.11.x Menu Item Filters Window Fields

Field	Description						
Name	The name of the Menu Item Filter, up to 15 alphanumeric characters. Note: The first filter is named "Reserved" and cannot be modified. The Reserved Filter contains all Menu Items.						
ID	The ID assigned to that filter.						
Sort	The Sort option for the Menu Item Filter.						
Options	The Options for the Menu Item Filter. For example if you select 'Variable Price' in the 'Options' window on the 'Reserved' filter and click 'Find' it will find all items that have a variable price. Note: If the box is checked but in light gray it is inactive and the Filter will not search on this setting. <input checked="" type="checkbox"/>						
Type	<div> <div>The Type for the Menu Item Filter.</div> <table> <tr> <td>Canvases</td><td>Allows you to filter based on a specific canvas. If you select the 'Beer' canvas you will find all items on that canvas.</td></tr> <tr> <td>Concepts</td><td>Allows you to filter based on a specific concept. This is designated in the menu item under 'Cncpt'.</td></tr> <tr> <td>Courses</td><td>Allows you to filter items with a specified course.</td></tr> </table> </div>	Canvases	Allows you to filter based on a specific canvas. If you select the 'Beer' canvas you will find all items on that canvas.	Concepts	Allows you to filter based on a specific concept. This is designated in the menu item under 'Cncpt'.	Courses	Allows you to filter items with a specified course.
Canvases	Allows you to filter based on a specific canvas. If you select the 'Beer' canvas you will find all items on that canvas.						
Concepts	Allows you to filter based on a specific concept. This is designated in the menu item under 'Cncpt'.						
Courses	Allows you to filter items with a specified course.						

	Meal Stages	Allows you to filter items with a specified meal stage.
	Menu Items	Allows you to filter for a particular menu item.
	Modifying Canvas	Allows you to filter for all items on a particular modifying canvas.
	Printer Groups	Allows you to filter for all items with a particular printer group.
	Priorities	Allows you to filter for all items with a particular priority.
	Report Groups	Allows you to filter for all items with a particular report group.
	Taxes	Allows you to filter items with a particular tax assigned.
	Type	Allows you to filter items with a particular assigned.
Item	The corresponding options available in the drop down box depending on what 'Type' is selected. For example, if you select 'Type>Canvas' the Items drop down box will display all Canvases that have been created. Select the particular Canvas you would like to filter.	

Figure 9.11.x1 Menu Item Filters Window Commands

Field	Description
Close	Closes the Menu Item Filter Window.
Save	Saves current changes. Note: The Reserved Filter can not be saved.
Find	Finds the Menu Items that meet the search criteria.
Clear	Clears the content of the currently selected Menu Item Filter.
Unattached	Finds Menu Items that are not attached to a Canvas.
Cancel	Cancels changes made prior to saving.

Procedure to Find Menu Items

- Specify the Menu Item search criteria.
- Click the Find button.

Related Videos

[Creating a Menu Item Filter](#)

Related Topics

Job Right 'Office – Menu'

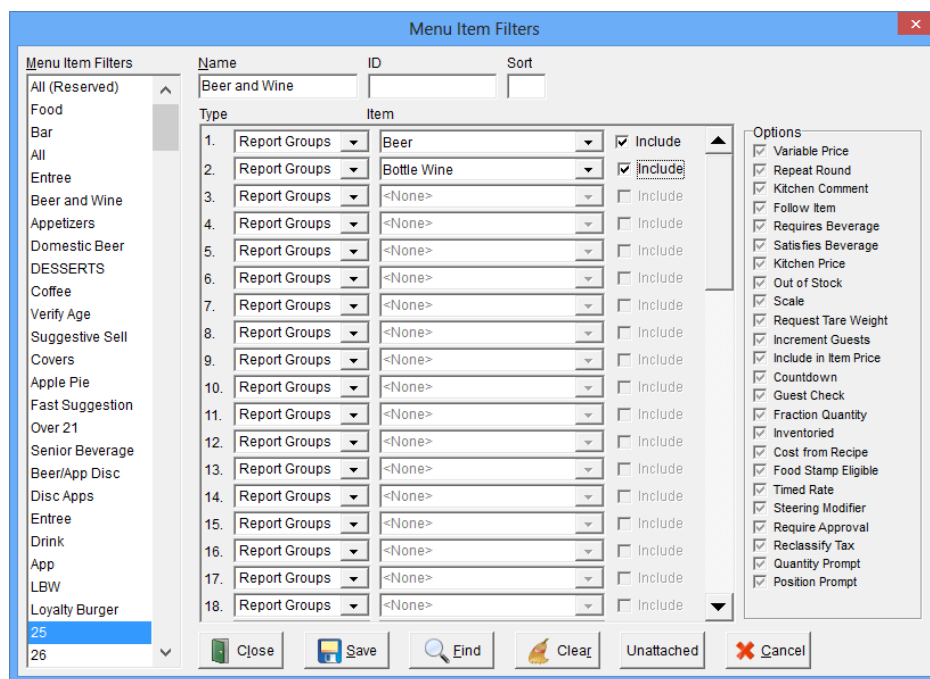
Find Example

The example filter below finds all beer and wine. This example is filtered by report group to display all beer and wine in the system, not just ones currently being used on canvases.

 Filters will be used differently based on how the menu is configured. Searching by canvas will display only items currently on the canvas.

Procedure to Create a New Menu Item Filter

1. While in Focus Setup, select Menu > Menu Items > Find.
2. Find a filter that is not being used.
3. In the Name field, name the filter. The name should represent the items you are searching for. In this example it is beer and wine.
4. Select your search criteria. In this case, 'Report Groups'.
5. Select the items. In this case, all items with the 'Report Group>Beer'.
6. Select your next search criteria. In this case, 'Report Groups' again.
7. Select the items. In this case, all items with the 'Report Group>Bottled Wine'.
8. Select Save.
9. Select 'Find'.



Menu Item Filters	Name	ID	Sort
All (Reserved)	Beer and Wine		
Food	Type	Item	
Bar	1. Report Groups	Beer	<input checked="" type="checkbox"/> Include
All	2. Report Groups	Bottle Wine	<input checked="" type="checkbox"/> Include
Entree	3. Report Groups	<None>	<input type="checkbox"/> Include
Beer and Wine	4. Report Groups	<None>	<input type="checkbox"/> Include
Appetizers	5. Report Groups	<None>	<input type="checkbox"/> Include
Domestic Beer	6. Report Groups	<None>	<input type="checkbox"/> Include
DESSERTS	7. Report Groups	<None>	<input type="checkbox"/> Include
Coffee	8. Report Groups	<None>	<input type="checkbox"/> Include
Verify Age	9. Report Groups	<None>	<input type="checkbox"/> Include
Suggestive Sell	10. Report Groups	<None>	<input type="checkbox"/> Include
Covers	11. Report Groups	<None>	<input type="checkbox"/> Include
Apple Pie	12. Report Groups	<None>	<input type="checkbox"/> Include
Fast Suggestion	13. Report Groups	<None>	<input type="checkbox"/> Include
Over 21	14. Report Groups	<None>	<input type="checkbox"/> Include
Senior Beverage	15. Report Groups	<None>	<input type="checkbox"/> Include
Beer/App Disc	16. Report Groups	<None>	<input type="checkbox"/> Include
Disc Apps	17. Report Groups	<None>	<input type="checkbox"/> Include
Entree	18. Report Groups	<None>	<input type="checkbox"/> Include
Drink			
App			
LBW			
Loyalty Burger			
25			
26			

All items with the report group beer and bottled wine are now the only items showing in the 'Menu Item Window'.

Figure 9.11b Menu Item Filters Result

Menu Items (296)

Menu Name

Amstel

Check Name

Amstel

Remote Name

Amstel

ID

Amstel

Inventory ID

Amstel

Amstel

Asahi

Barqs

Bass Pale Ale

Becks

Becks Dark

Bin 100

Bin 101

Bin 102

Bin 103

Bin 104

Bin 105

Bin 106

Bin 107

Bin 108

Bin 109

Bin 110

Bin 111

Bin 112

Bin 113

Bin 114

Bin 115

Bin 116

Bin 117

Prices

1

\$4.00

2

\$3.25

3

\$0.00

4

\$0.00

5

\$0.00

6

\$0.00

Sub

\$0.00

Extra

\$0.00

No

\$0.00

Mod

\$0.00

Dbl%

0.00

Taxes

☐ Sales Tax

☒ Dining Rm Ligr

☒ Bar Rm. Liquor

☐ Hot Sales Tax

☐ POS Tax

☐ 6

☐ 7

☐ 8

☐ 9

Options

☐ Variable Price

☒ Repeat Round

☐ Kitchen Comment

☐ Follow Item

☐ Requires Beverage

☒ Satisfies Beverage

☐ Kitchen Price

☐ Out of Stock

☐ Scale

☐ Request Tare Weight

☐ Increment Guests

☐ Include in Item Price

☐ Countdown

☒ Guest Check

☐ Fraction Quantity

☐ Inventoried

☐ Food Stamp Eligible

☐ Timed Rate

☐ Steering Modifier

☐ Require Approval

☐ Reclassify Tax

☐ Quantity Prompt

☐ Position Prompt

Type

Bar

Cncpt

0

Report Group

Beer

Meal Stage

Beverage

Printer Group

Bar Items

Printer Format

<None>

Price Level

<None>

Sort

1

Mod Units

0

Priority

1

Effective From

//

Effective To

//

Count

0

Cost

\$0.00

Tare Weight

<None>

Audio File

Cook Time

0

Recipe File

Training File

Nutrition File

Modifier Canvas

1. <None>

Min

0

Max

0

Free

0

Price Times

1. All Day

2. <None>

0

0

2. Happy Hour

3. <None>

0

0

3. Early Bird

4. <None>

0

0

4. <None>

5. <None>

0

0

5. <None>

6. <None>

0

0

6. <None>

Effective Time

7. <None>

0

0

7. <None>

Course

8. <None>

0

0

8. <None>

Dependent Item

Suggestion ID

Suggestion Text

<None>

Close

Save

Add

Delete

Assign

Find

Tools

Recipe

Cancel



To display all the menu items, select Find which returns the user back to the menu item filer. Select Find again and all menu items will pop-ulate in the 'Menu Item Window'.

Related Videos

[Creating a Menu Item Filter](#)

Related Topics

None

Menu Items Function Window

The Menu Item Functions Window is used to Print, Quick Set, Import and Export Menu Items.

Accessing the Menu Item Functions Options

While in Focus Setup, select Menu > Menu Items > Tools and then select the option you wish to use.



Figure 9.12 Menu Item Functions Window

Related Topics

Job Right 'Office – Menu'

Function - Print

Function - Quick Set

Function - Import

Function - Export

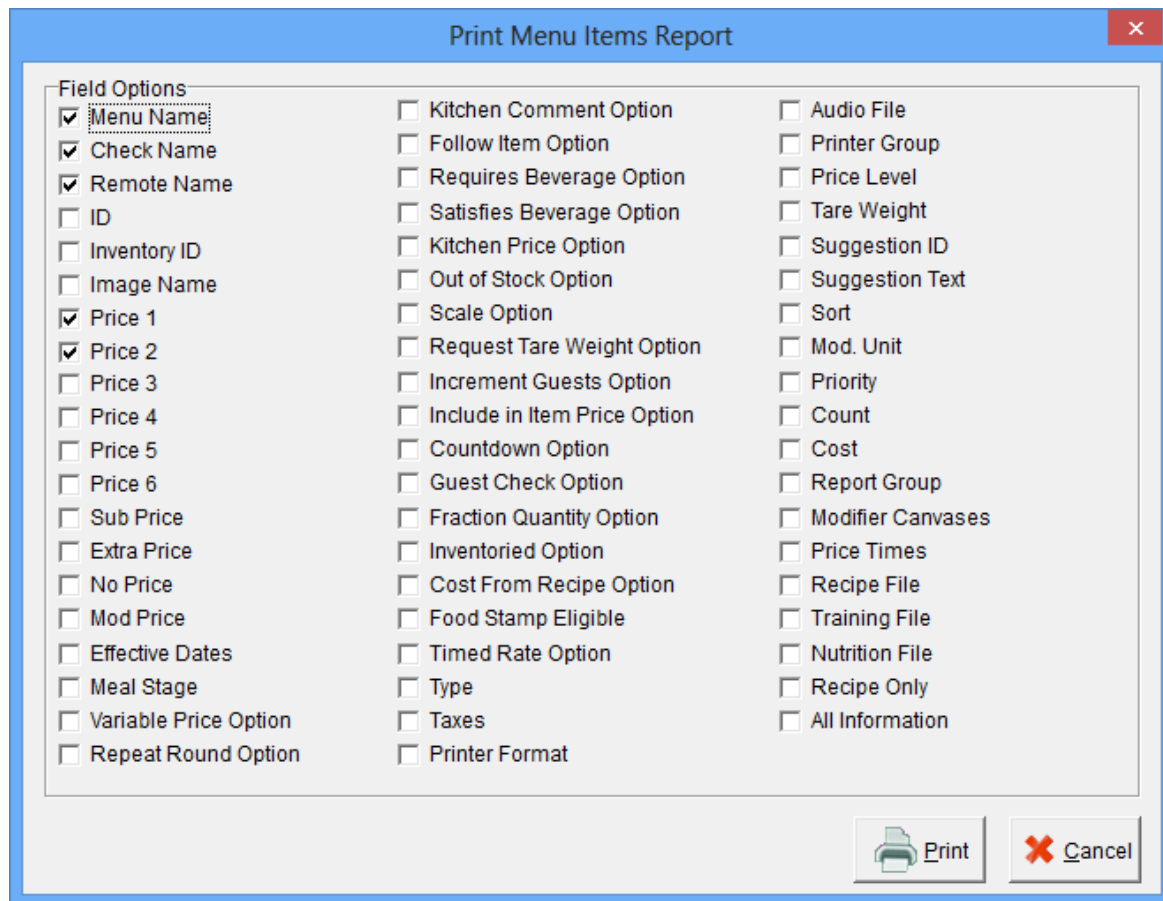
Print Menu Items Report Window

The Print Menu Items Report Window is used to print a list of Menu Items with their specified fields.

The example below will print only the Menu Name, Check Name, Remote Name, Price 1 and Price 2.

Accessing the Print Menu Items Report Window

While in Focus Setup, select Menu > Menu Items > Tools > Print.



The screenshot shows a window titled "Print Menu Items Report" with a close button (X) in the top right corner. Inside the window, there is a section labeled "Field Options" containing three columns of checkboxes. The first column has checkboxes for Menu Name (checked), Check Name (checked), Remote Name (checked), ID, Inventory ID, Image Name, Price 1 (checked), Price 2 (checked), Price 3, Price 4, Price 5, Price 6, Sub Price, Extra Price, No Price, Mod Price, Effective Dates, Meal Stage, Variable Price Option, and Repeat Round Option. The second column has checkboxes for Kitchen Comment Option, Follow Item Option, Requires Beverage Option, Satisfies Beverage Option, Kitchen Price Option, Out of Stock Option, Scale Option, Request Tare Weight Option, Increment Guests Option, Include in Item Price Option, Countdown Option, Guest Check Option, Fraction Quantity Option, Inventoried Option, Cost From Recipe Option, Food Stamp Eligible, Timed Rate Option, Type, Taxes, and Printer Format. The third column has checkboxes for Audio File, Printer Group, Price Level, Tare Weight, Suggestion ID, Suggestion Text, Sort, Mod. Unit, Priority, Count, Cost, Report Group, Modifier Canvases, Price Times, Recipe File, Training File, Nutrition File, Recipe Only, and All Information. At the bottom right of the window, there are two buttons: "Print" with a printer icon and "Cancel" with a red X icon.

Figure 9.13 Print Menu Items Report Window

Procedure to Print Menu Items

- Select the fields to print. **Note:** If the Recipe Only option is selected then the Recipe for each Menu Item is printed.
- Click Print.

Related Topics

Job Right 'Office – Menu'

Quick Set Window

The Quick Set Window is used to apply configuration changes to multiple Menu Items at once. Quick Set will only apply changes to the [filtered Menu Items](#).

Accessing the Quick Set Window

While in Focus Setup, select Menu > Menu Items > Tools > Quick Set.

Note:

If you accidentally Quick Set items you can click the Undo button  to reverse this.

Figure 9.15 Quick Set Window

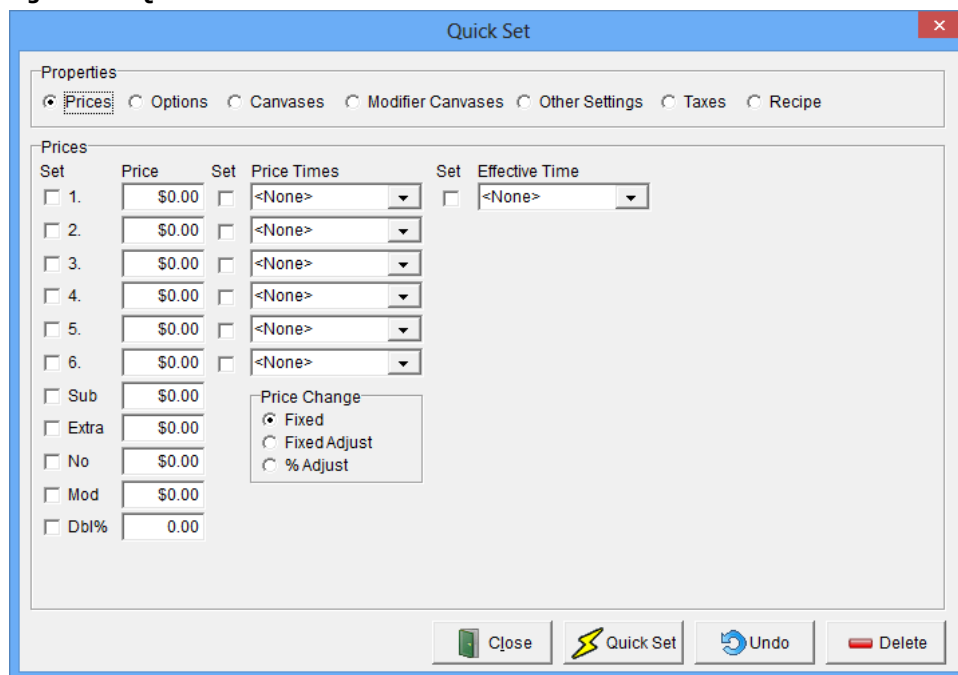


Figure 9.15.1 Quick Set Window Options

Field	Description
Prices	Assign Prices and Price Times to the filtered Menu Items.
Options	Assign Options to the filtered Menu Items.
Canvases	Assign Menu Items to Automatic Canvases.
Modifier Canvases	Assign Modifier Canvases to the filtered Menu Items.
Other Settings	Assign various settings, such as Report Groups, Price Levels, Printer Groups, to the filtered Menu Items.
Taxes	Assign Taxes to the filtered Menu Items.
Recipe	Assign Recipes to the filtered Menu Items.

Figure 9.15.2 Quick Set Window Commands

Field	Description
Close	Closes the Menu Items Window.
Quick Set	Sets the filtered menu items to the parameters selected.
Undo	Reverses the Quick Set
Delete	Deletes the selected Menu Items. NOTE: Make sure you want to Delete the items before finalizing. <u>THIS CAN NOT BE UNDONE.</u>

Related Topics

Job Right 'Office – Menu'

Menu Items > Find

Prices Quick Set Window

The Prices Quick Set Window is used to set or adjust Prices and Price Times for multiple Menu Items at once. Quick Set will only apply changes to the [filtered Menu Items](#).

Accessing the Prices Quick Set Window

While in Focus Setup, select Menu > Menu Items > Tools > Quick Set.

Figure 9.15.1 Prices Quick Set Window

Figure 9.15.2 Prices Quick Set Window Options

Field	Description					
Set	Select the Set box associated with the Price or Price Time to be modified.					
	1 – 6	<table><tr><td>Price</td><td>The entered Price will be applied according to the Price Change Options (see Figure 9.15.3). Note: The Price Change Options Box determines if the Price Change will be Fixed, Fixed Adjusted or % Adjusted.</td></tr><tr><td>Price Times</td><td>If selected, the Price Time will be applied to the corresponding Price.</td></tr></table>	Price	The entered Price will be applied according to the Price Change Options (see Figure 9.15.3). Note: The Price Change Options Box determines if the Price Change will be Fixed, Fixed Adjusted or % Adjusted.	Price Times	If selected, the Price Time will be applied to the corresponding Price.
		Price	The entered Price will be applied according to the Price Change Options (see Figure 9.15.3). Note: The Price Change Options Box determines if the Price Change will be Fixed, Fixed Adjusted or % Adjusted.			
	Price Times	If selected, the Price Time will be applied to the corresponding Price.				
Sub	<table><tr><td>Price</td><td>The entered Sub Price will be applied according to the Price Change Options (see Fig-</td></tr></table>	Price	The entered Sub Price will be applied according to the Price Change Options (see Fig-			
Price	The entered Sub Price will be applied according to the Price Change Options (see Fig-					

			ure 9.15.3). Note: The Price Change Options Box determines if the Price Change will be Fixed, Fixed Adjusted or % Adjusted.
	Extra	Price	The entered Extra Price will be applied according to the Price Change Options (see Figure 9.15.3). Note: The Price Change Options Box determines if the Price Change will be Fixed, Fixed Adjusted or % Adjusted.
	No	Price	The entered No Price will be applied according to the Price Change Options (see Figure 9.15.3). Note: The Price Change Options Box determines if the Price Change will be Fixed, Fixed Adjusted or % Adjusted.
	Mod	Price	The entered Mod Price will be applied according to the Price Change Options (see Figure 9.15.3). Note: The Price Change Options Box determines if the Price Change will be Fixed, Fixed Adjusted or % Adjusted.
	Dbl%	Price	The entered Dbl% Price will be applied according to the Price Change Options (see Figure 9.15.3). Note: The Price Change Options Box determines if the Price Change will be Fixed, Fixed Adjusted or % Adjusted.
	Effective Time	The Time Range the Menu Item will Effective.	

The Options selected above can be further controlled by the Price Change box (see Figure 9.15.3).

Figure 9.15.3 Price Change Options

Field	Description
Fixed	Sets the Price to the specified amount for the filtered Menu Items.
Fixed Adjust	Adjusts the Price by the specified amount for the filtered Menu Items. For example, if 0.50 is entered then the specified Price of all filtered Menu Items will increase by \$0.50. Note: A negative amount may be entered to decrease the Price of the item.
% Adjust	Adjusts the Price according to the percentage specified for the filtered Menu Items. For example, entering 10 will increase the Price of all filtered Menu Items by 10%. Note: A negative percentage may be entered to decrease the Price.

Figure 9.15.4 Quick Set Window Commands

Field	Description
Close	Closes the Quick Set Window.
Quick Set	Quick Sets the filtered Menu Items and closes the Quick Set Window.
Undo	Reverses the changes made by the last Quick Set. Undo may be used multiple times in succession to reverse multiple Quick Sets.
Delete	Deletes the filtered Menu Items.

Procedure to Quick Set Menu Items

- Find the Menu Items to Quick Set.
- Select the options to Quick Set.
- Click Quick Set.

Related Topics

[Job Right 'Office – Menu'](#)

[Menu Items > Find](#)

Options Quick Set Window

The Options Quick Set Window is used to specify the options that will be applied to the filtered Menu Items. Quick Set will only apply changes to the filtered Menu Items.

Accessing the Options Quick Set Window

While in Focus Setup, select Menu > Menu Items > Tools > Quick Set > Options.

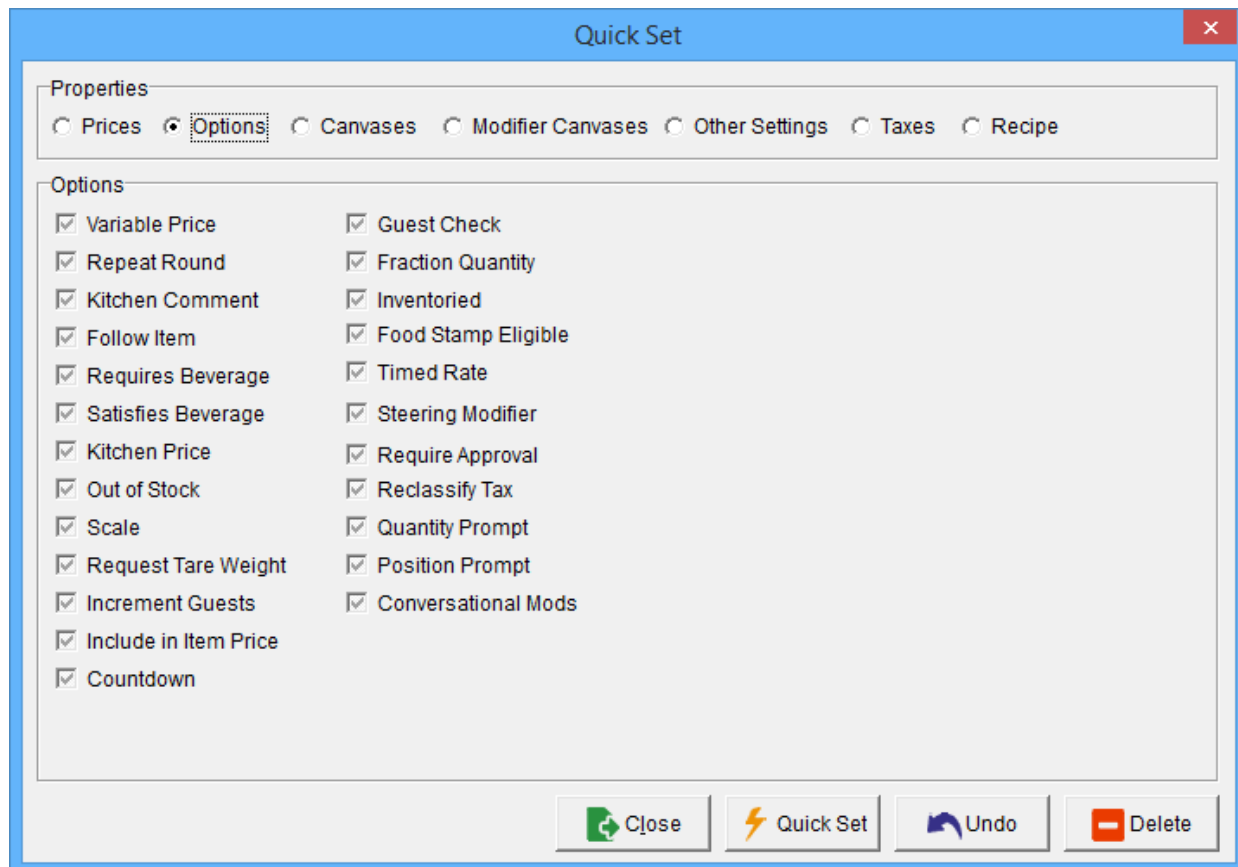


Figure 9.15.5 Options Quick Set Window

Figure 9.15.6 Options Quick Set Window Options

Field	Description
Variable Price	The Variable Price option will be applied to the filtered Menu Items.
Repeat Round	The Repeat Round option will be applied to the filtered Menu Items.
Kitchen Comment	The Kitchen Comment option will be applied to the filtered Menu Items.
Follow Item	The Follow Item option will be applied to the filtered Menu Items.
Requires Beverage	The Requires Beverage option will be applied to the filtered Menu Items.
Satisfies Beverage	The Satisfies Beverage option will be applied to the filtered Menu Items.

Kitchen Price	The Kitchen Price option will be applied to the filtered Menu Items.
Out of Stock	The Out of Stock option will be applied to the filtered Menu Items.
Scale	The Scale option will be applied to the filtered Menu Items.
Request Tare Weight	The Request Tare Weight option will be applied to the filtered Menu Items.
Increment Guests	The Increment Guests option will be applied to the filtered Menu Items.
Include in Item Price	The Include in Item Price option will be applied to the filtered Menu Items.
Countdown	The Countdown option will be applied to the filtered Menu Items.
Guest Check	The Guest Check option will be applied to the filtered Menu Items.
Fraction Quantity	The Fraction Quantity option will be applied to the filtered Menu Items.
Inventoried	The Inventoried option will be applied to the filtered Menu Items.
Food Stamp Eligible	The Food Stamp Eligible option will be applied to the filtered Menu Items.
Timed Rate	The Timed Rate option will be applied to the filtered Menu Items.
Steering Modifier	The Steering Modifier option will be applied to the filtered Menu Items.
Require Approval	The Require Approval option will be applied to the filtered Menu Items.
Reclassify Tax	The Reclassify Tax option will be applied to the filtered Menu Items.
Quantity Prompt	The Quantity Prompt option will be applied to the filtered Menu Items.
Position Prompt	The Position Prompt option will be applied to the filtered Menu Items.
Conversational Mods	The Conversational Mods option will be applied to the filtered Menu Items.

Figure 9.15.7 Options Quick Set Window Commands

Field	Description
Close	Closes the Quick Set Window.
Quick Set	Quick Sets the filtered Menu Items and closes the Quick Set Window.
Undo	Reverses the changes made by the last Quick Set. Undo may be used multiple times in succession to reverse multiple Quick Sets.
Delete	Deletes the filtered Menu Items.

Procedure to Quick Set Menu Items

- Find the Menu Items to Quick Set.
- Select the options to Quick Set.
- Click Quick Set.

Related Topics

Job Right 'Office – Menu'

Menu Items > Find

Canvas Quick Set Window

The Canvases Quick Set Window is used to specify the Automatic Canvases that will display the filtered Menu Items. Quick Set will only apply changes to the filtered Menu Items.

Accessing the Canvases Quick Set Window

While in Focus Setup, select Menu > Menu Items > Tools > Quick Set > Canvases.

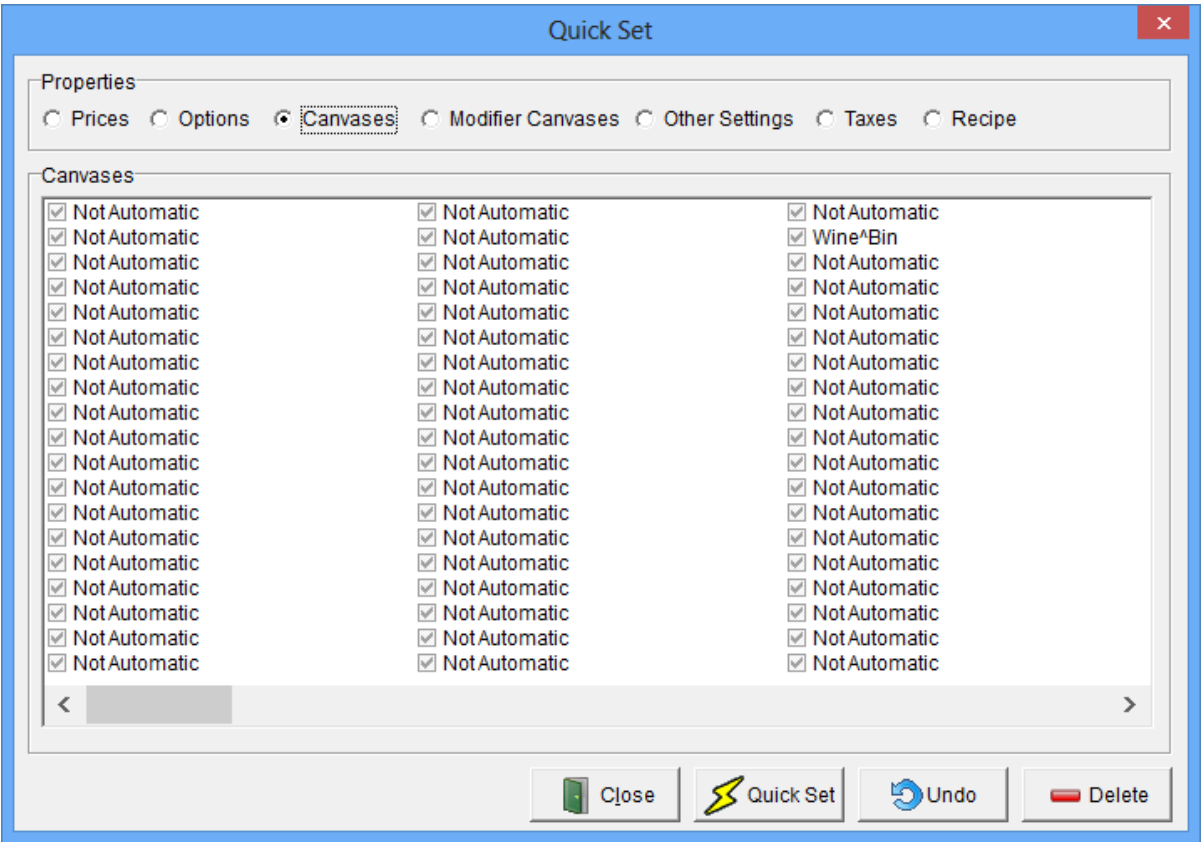


Figure 9.15.5 Canvases Quick Set Window

Figure 9.15.6 Canvases Quick Set Window Options

Field	Description
Canvases	The filtered Menu Items will be displayed on the selected Automatic Canvases.

Figure 9.15.7 Canvases Quick Set Window Commands

Field	Description
Close	Closes the Quick Set Window.
Quick Set	Quick Sets the filtered Menu Items and closes the Quick Set Window.
Undo	Reverses the changes made by the last Quick Set. Undo may be used multiple times in succession to reverse multiple Quick Sets.
Delete	Deletes the filtered Menu Items.

Procedure to Quick Set Menu Items

- Find the Menu Items to Quick Set.
- Select the options to Quick Set.
- Click Quick Set.

Related Topics

Job Right 'Office – Menu'

Menu Items > Find

Modifier Canvas Quick Set Window

The Modifier Canvas Quick Set Window is used to assign Modifier Canvases and options (Min, Max, and Free) to the filtered Menu Items.

Accessing the Modifier Quick Set Window

While in Focus Setup, select Menu > Menu Items > Tools > Quick Set > Modifier Canvases.

Figure 9.15.8 Modifier Canvases Quick Set Window

Figure 9.15.9 Modifier Canvases Quick Set Window Options

Field	Description			
Set	Modifier Canvases	Description		
	1-8	The Modifier Canvas and Options below will be applied to the filtered Menu Items if the Set Box is selected.		
		Modifier Canvas	The Modifier Canvas selected will be applied to the filtered Menu Items.	
		Min	The minimum number of modifiers that must be ordered for the selected Modifier Canvas.	
		Max	The maximum number of modifiers that must be ordered for the selected Modifier Canvas.	

		<div>Free</div> <div>The number of modifiers that may be ordered before the Min and Max requirements are considered.</div>
--	--	--

Figure 9.15.10 Modifier Quick Set Window Commands

Field	Description
Close	Closes the Quick Set Window.
Quick Set	Quick Sets the filtered Menu Items and closes the Quick Set Window.
Undo	Reverses the changes made by the last Quick Set. Undo may be used multiple times in succession to reverse multiple Quick Sets.
Delete	Deletes the filtered Menu Items.

Procedure to Quick Set Menu Items

- Find the Menu Items to Quick Set.
- Select the options to Quick Set.
- Click Quick Set.

Related Topics

Job Right 'Office – Menu'

Menu Items > Find

Other Settings Quick Set Window

The Other Settings Quick Set Window is used to specify the Menu Item's Type, Report Group, Meal Stage, Printer Group, Printer Format, Price Level, Auto Screen Format, Sort Key, Mod Unit, Priority, Count, Cost, Free (Mod Units) and Cook Time. Quick Set will only apply changes to the filtered Menu Items.

Accessing the Other Settings Quick Set Window

While in Focus Setup, select Menu > Menu Items > Tools > Quick Set > Other Settings.

Figure 9.15.11 Other Settings Quick Set Window

Figure 9.15.12 Other Settings Quick Set Window Options

Field	Description
Set	The Options below will be applied to the filtered Menu Items if Set Box is selected.
	Type The selected Type will be applied to the filtered Menu Items.
	Report Group The selected Report Group will be applied to the filtered Menu Items.
	Meal Stage The selected Meal Stage will be applied to the filtered Menu Items.
	Printer Group The selected Printer Group will be applied to the filtered Menu Items.
	Printer For- The selected Printer Format will be applied to the filtered Menu Items.

	mat	
	Price Levels	The selected Price Level will be applied to the filtered Menu Items.
	Auto Screen Format	The selected Auto Screen Format will be applied to the filtered Menu Items.
	Sort	The Sort Key entered will be applied to the filtered Menu Items.
	Mod Unit	The Mod Unit entered will be applied to the filtered Menu Items.
	Priority	The Priority entered will be applied to the filtered Menu Items.
	Count	The Count entered will be applied to the filtered Menu Items.
	Cost	The Cost entered will be applied to the filtered Menu Items.
	Free	The Free Modifier Units entered will be applied to the filtered Menu Items.
	Cook Time	The Cook Time entered will be applied to the filtered Menu Items.
	Concept	The Concept number entered will be applied to the filtered Menu Items.
	Course	The Course selected will be applied to the filtered Menu Items.

Figure 9.15.13 Other Settings Quick Set Window Commands

Field	Description
Close	Closes the Quick Set Window.
Quick Set	Quick Sets the filtered Menu Items and closes the Quick Set Window.
Undo	Reverses the changes made by the last Quick Set. Undo may be used multiple times in succession to reverse multiple Quick Sets.
Delete	Deletes the filtered Menu Items.

Procedure to Quick Set Menu Items

- Find the Menu Items to Quick Set.
- Select the options to Quick Set.
- Click Quick Set.

Related Topics

Job Right 'Office – Menu'

Menu Items > Find

Taxes Quick Set Window

The Taxes Quick Set Window is used to specify the Taxes that will be applied to the filtered Menu Items. Quick Set will only apply changes to the filtered Menu Items.

Accessing the Taxes Quick Set Window

While in Focus Setup, select Menu > Menu Items > Tools > Quick Set > Taxes.

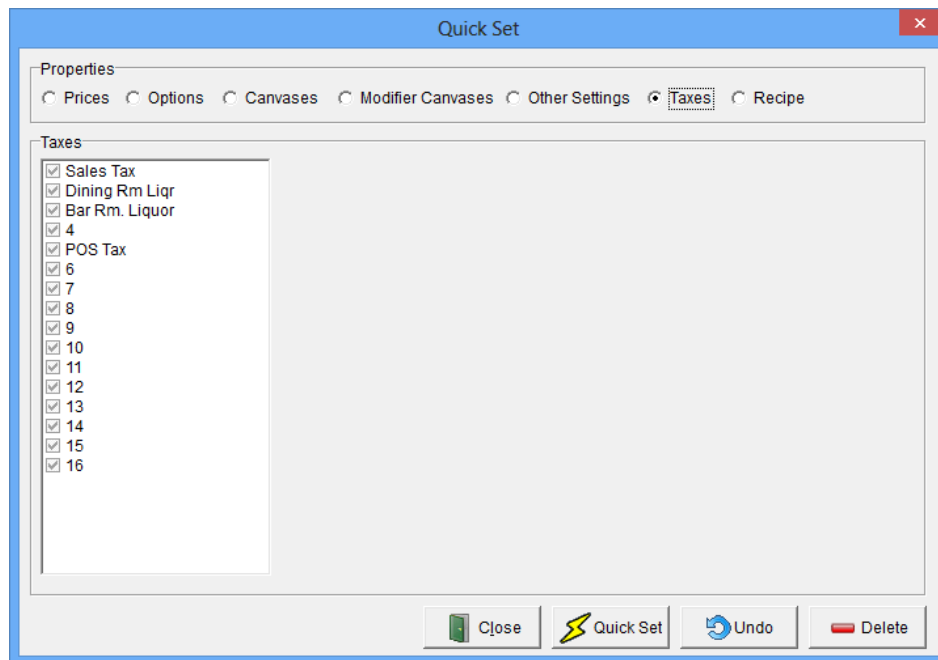


Figure 9.15.14 Taxes Quick Set Window

Figure 9.15.15 Taxes Quick Set Window Options

Field	Description
Taxes	The Taxes selected will be applied to the filtered Menu Items.

Figure 9.15.16 Taxes Quick Set Window Commands

Command	Description
Close	Closes the Quick Set Window.
Quick Set	Quick Sets the filtered Menu Items and closes the Quick Set Window.
Undo	Reverses the changes made by the last Quick Set. Undo may be used multiple times in succession to reverse multiple Quick Sets.
Delete	Deletes the filtered Menu Items.

Procedure to Quick Set Menu Items

- Find the Menu Items to Quick Set.
- Select the options to Quick Set.

- Click Quick Set.

Related Topics

Job Right 'Office – Menu'

Menu Items > Find

Recipe Quick Set Window

The Recipe Quick Set Window is used to set or adjust the Recipe for multiple Menu Items at once. Quick Set will only apply changes to the filtered Menu Items.

Accessing the Prices Quick Set Window

While in Focus Setup, select Menu > Menu Items > Tools > Quick Set.

Set	Ingredient	Qty	Unit
<input type="checkbox"/> 1.	<None>	0.00	
<input type="checkbox"/> 2.	<None>	0.00	
<input type="checkbox"/> 3.	<None>	0.00	
<input type="checkbox"/> 4.	<None>	0.00	
<input type="checkbox"/> 5.	<None>	0.00	
<input type="checkbox"/> 6.	<None>	0.00	
<input type="checkbox"/> 7.	<None>	0.00	
<input type="checkbox"/> 8.	<None>	0.00	
<input type="checkbox"/> 9.	<None>	0.00	
<input type="checkbox"/> 10.	<None>	0.00	

Figure 9.15.4.1 Prices Quick Set Window

Figure 9.15.4.2 Prices Quick Set Window Options

Field	Description	
Cost From Recipe	The Cost From Recipe option will be applied to the filtered Menu Items.	
Set 1-6	Select the Set box associated with the Ingredient to be modified.	
	Option	
	Ingredient	The Ingredient will be applied to the filtered Menu Items.
	Qty	The quantity will be applied to the Ingredient for the filtered Menu Items.

Figure 9.15.4.4 Quick Set Window Commands

Command	Description
Close	Closes the Quick Set Window.

Quick Set	Quick Sets the filtered Menu Items and closes the Quick Set Window.
Undo	Reverses the changes made by the last Quick Set. Undo may be used multiple times in succession to reverse multiple Quick Sets.
Delete	Deletes the filtered Menu Items.

Procedure to Quick Set Menu Items

- Find the Menu Items to Quick Set.
- Select the options to Quick Set.
- Click Quick Set.

Related Topics

Job Right 'Office – Menu'

Menu Items > Find

Menu Item Import Window

The Import Window is used to import Menu Items into the database.

Restrictions

The first line of the import should contain the field names to be imported in quotes followed by commas. The example below will import the Menu Item's Menu Name, Check Name, Remote Name, ID, Inventory ID and Price 1.

Figure 2.10 Sample Import File

```
"Menu Name","Check Name","Remote Name","ID","Inventory ID","Price 1"  
"Cheeseburger","Cheeseburger","Cheeseburger","Cheeseburger","Cheeseburger","5.95"  
"Bacon Cheeseburger","Bacon Cheeseburger","Bacon Cheeseburger","Bacon Cheeseburger","Bacon Cheeseburger","6.45"
```

Accessing the Import Window

While in Focus Setup, select Menu > Menu Items > Tools > Import.

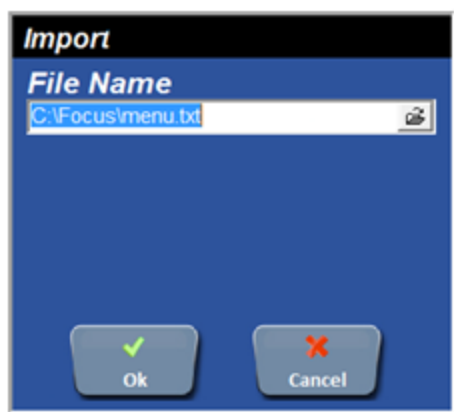


Figure 9.17 Import Window

Figure 9.17.1 Menu Items Import Fields

Field	Description
Menu Name	Required - The Menu Name, up to 32 alphanumeric characters.
Check Name	Required - The Check Name, up to 23 alphanumeric characters.
Remote Name	Required - The Remote Name, up to 23 alphanumeric characters.
ID	Required - The ID, up to 25 alphanumeric characters. Note: If a Menu Item is found with the same ID, it is updated with the imported information.
Inventory ID	Required - The Inventory ID, up to 25 alphanumeric characters.
Picture	The Picture name and extension, up to 20 alphanumeric characters. Example: "cheeseburger.jpg"
Price 1	The Price 1, up to 9999.99.
Price 2	The Price 2, up to 9999.99.
Price 3	The Price 3, up to 9999.99.

Price 4	The Price 4, up to 9999.99.
Price 5	The Price 5, up to 9999.99.
Price 6	The Price 6, up to 9999.99.
Sub Price	The Sub Price, up to 9999.99.
Extra Price	The Extra Price, up to 9999.99
No Price	The No Price, up to 9999.99.
Mod. Price	The Mod Price, up to 9999.99.
Dbl %	The Dbl% Percentage. Example: 1 = 100%, .5 = 50%
Taxes	Y or N for the taxes. Example: "YNNNNN" will set the first Tax as active and the next 5 Taxes as not active.
Variable Price	Y or N
Repeat Round	Y or N
Kitchen Comment	Y or N
Follow Item	Y or N
Requires Beverage	Y or N
Satisfies Beverage	Y or N
Kitchen Price	Y or N
Out of Stock	Y or N
Scale	Y or N
Request Tare Weight	Y or N
Increment Guests	Y or N
Include in Item Price	Y or N
Countdown	Y or N
Guest Check	Y or N
Fraction Quantity	Y or N
Inventoried	Y or N
Cost From Recipe	Y or N
Timed Rate	Y or N
Type	"Food", "Bar" or "Other"
Report Group	The name of the Report Group, up to 15 alphanumeric characters.

Meal Stage	"<None>", "Appetizer", "Dessert", "Entrée", "Beverage" or "Other"
Printer Group	The Printer Group, up to 15 alphanumeric characters.
Printer Format	The Printer Format, up to 15 alphanumeric characters.
Price Level	The Price Level, up to 15 alphanumeric characters.
Sort	The Sort key, up to 2 alphanumeric characters.
Modifier Unit	The number of Units, up to 99.
Priority	The Priority, 0-9.
Effective Start Date	mm/dd/yyyy
Effective End Date	mm/dd/yyyy
Effective Time Range	The Time Range, up to 15 alphanumeric characters.
Count	The Count, up to 9999.
Cost	The Cost, up to 999.99.
Tare Weight	The Tare Weight, up to 15 alphanumeric characters.
Audio File	The Audio File name and extension. Example: "hello.avi"
Recipe File	The Recipe File name and extension. Example: "recipe.bmp"
Training File	The Training File name and extension. Example: "training.jpg"
Nutrition File	The Nutrition File name and extension. Example: "nutrition.jpg"
Mod. Canvas 1	The Modifier Canvas 1 name, up to 30 alphanumeric characters.
Mod. Canvas Min. 1	The Minimum number of Mod Units, up to 99.
Mod. Canvas Max. 1	The Maximum number of Mod Units, up to 99.
Mod. Canvas 2	The number of Free Mod Units, up to 99.
Mod. Canvas Min. 2	The Minimum number of Mod Units, up to 99.
Mod. Canvas Max. 2	The Maximum number of Mod Units, up to 99.
Mod. Canvas 3	The number of Free Mod Units, up to 99.
Mod. Canvas Min. 3	The Minimum number of Mod Units, up to 99.
Mod. Canvas Max. 3	The Maximum number of Mod Units, up to 99.

Mod. Canvas 4	The number of Free Mod Units, up to 99.
Mod. Canvas Min. 4	The Minimum number of Mod Units, up to 99.
Mod. Canvas Max. 4	The Maximum number of Mod Units, up to 99.
Mod. Canvas 5	The number of Free Mod Units, up to 99.
Mod. Canvas Min. 5	The Minimum number of Mod Units, up to 99.
Mod. Canvas Max. 5	The Maximum number of Mod Units, up to 99.
Mod. Canvas 6	The number of Free Mod Units, up to 99.
Mod. Canvas Min. 6	The Minimum number of Mod Units, up to 99.
Mod. Canvas Max. 6	The Maximum number of Mod Units, up to 99.
Mod. Canvas 7	The number of Free Mod Units, up to 99.
Mod. Canvas Min. 7	The Minimum number of Mod Units, up to 99.
Mod. Canvas Max. 7	The Maximum number of Mod Units, up to 99.
Mod. Canvas 8	The number of Free Mod Units, up to 99.
Mod. Canvas Min. 8	The Minimum number of Mod Units, up to 99.
Mod. Canvas Max. 8	The Maximum number of Mod Units, up to 99.
Price Time 1	The Price Time 1 name, up to 15 alphanumeric characters.
Price Time 2	The Price Time 2 name, up to 15 alphanumeric characters.
Price Time 3	The Price Time 3 name, up to 15 alphanumeric characters.
Price Time 4	The Price Time 4 name, up to 15 alphanumeric characters.
Price Time 5	The Price Time 5 name, up to 15 alphanumeric characters.
Price Time 6	The Price Time 6 name, up to 15 alphanumeric characters.
Suggestion ID	The Suggestion ID, up to 25 alphanumeric characters.
Suggestion Text	The Suggestion Text, up to 80 alphanumeric characters.
Automatic Canvases	Y or N Example: "YNNNNN" will assign the Menu Item to the first Automatic Canvas but not the 2nd-5th.

Inv. Subgroup	The Inventory Subgroup name, up to 15 alphanumeric characters.
Inv. Vendor	The Inventory Vendor name, up to 15 alphanumeric characters.
Inv. Vendor Item Number	The Inventory Vendor Item Number, up to 20 alphanumeric characters.
Inv. Recipe/Sales Unit	The Inventory Sales Unit name, up to 4 alphanumeric characters.
Inv. Stock Unit	The Inventory Stock Unit name, up to 4 alphanumeric characters.
Inv. Purchase Unit	The Inventory Purchase Unit name, up to 4 alphanumeric characters.
Inv. Par Level	The Inventory Par Level, up to 99999.99.
Inv. Minimum Purchase	The Inventory Minimum Purchase, up to 99999.99.
Inv. Recipe -> Stock Conversion	The Inventory Stock Conversion number, up to 9999.99.
Inv. Stock -> Purchase Conversion	The Inventory Purchase Conversion number, up to 9999.99
Cook Time	The Cooke Time in minutes, up to 99.

Procedure to Import Menu Items

- Select the File Name used for the import.
- Click OK.

Related Topics

Job Right 'Office – Menu'

Menu Item Fields Window

The Select Menu Item Fields Window is used to export the selected fields from the Menu Item database. Items that appear in the Included Fields section will be exported in the order they are listed.

Accessing the Export Menu Item Fields

While in Focus Setup, select Menu > Menu Items > Tools > Export.

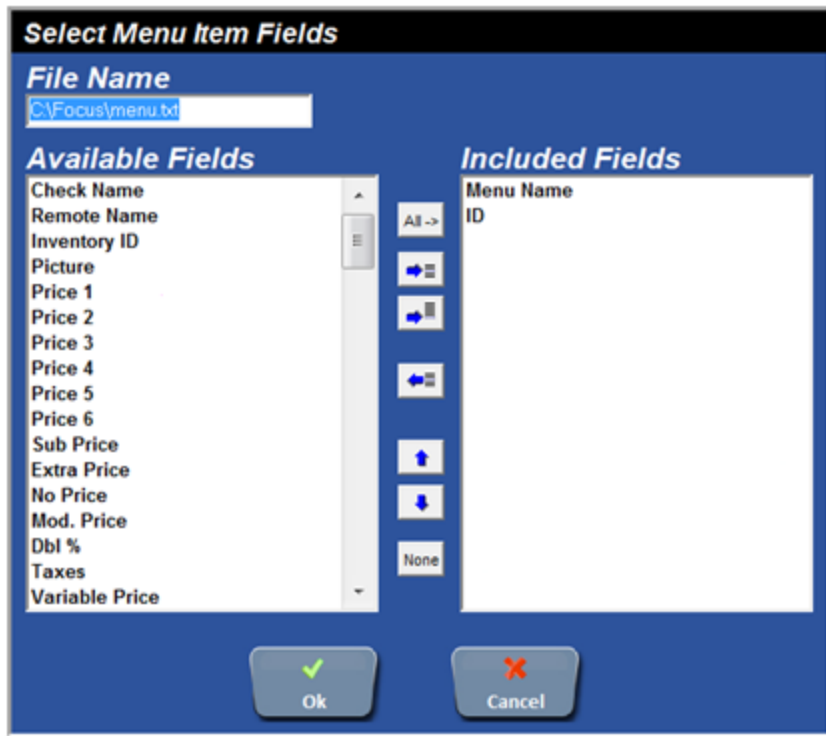




Figure 9.18 Select Menu Item Fields Window

Figure 9.19 Select Menu Item Fields Window Commands

Field	Description
File Name	Specify the path for the export file.
All ->	Moves all items in the Available Fields list to the Included Fields list.
	Moves the selected item in the Available Fields list to the position above the selected item in the Included Fields list.
	Moves the selected item in Available Fields list to the last position in the Included Fields list.
	Moves the selected item from the Included Fields list to the Available Fields list.
	Moves the selected item in the Included Fields list up one position.



	Moves the selected item in the Included Fields list down one position.
	Moves all items in the Included Fields list to the Available Fields list.

Figure 9.17.1 Menu Items Export Fields

Field	Description
Menu Name	Required - The Menu Name, up to 32 alphanumeric characters.
Check Name	Required - The Check Name, up to 23 alphanumeric characters.
Remote Name	Required - The Remote Name, up to 23 alphanumeric characters.
ID	Required - The ID, up to 25 alphanumeric characters. Note: If a Menu Item is found with the same ID, it is updated with the imported information.
Inventory ID	Required - The Inventory ID, up to 25 alphanumeric characters.
Picture	The Picture name and extension, up to 20 alphanumeric characters. Example: "cheeseburger.jpg"
Price 1	The Price 1, up to 9999.99.
Price 2	The Price 2, up to 9999.99.
Price 3	The Price 3, up to 9999.99.
Price 4	The Price 4, up to 9999.99.
Price 5	The Price 5, up to 9999.99.
Price 6	The Price 6, up to 9999.99.
Sub Price	The Sub Price, up to 9999.99.
Extra Price	The Extra Price, up to 9999.99
No Price	The No Price, up to 9999.99.
Mod. Price	The Mod Price, up to 9999.99.
Dbl %	The Dbl% Percentage. Example: 1 = 100%, .5 = 50%
Taxes	Y or N for the taxes. Example: "YNNNNN" will set the first Tax as active and the next 5 Taxes as not active.
Variable Price	Y or N
Repeat Round	Y or N
Kitchen Comment	Y or N
Follow Item	Y or N
Requires Beverage	Y or N
Satisfies Beverage	Y or N

Kitchen Price	Y or N
Out of Stock	Y or N
Scale	Y or N
Request Tare Weight	Y or N
Increment Guests	Y or N
Include in Item Price	Y or N
Countdown	Y or N
Guest Check	Y or N
Fraction Quantity	Y or N
Inventoried	Y or N
Cost From Recipe	Y or N
Timed Rate	Y or N
Type	"Food", "Bar" or "Other"
Report Group	The name of the Report Group, up to 15 alphanumeric characters.
Meal Stage	"<None>", "Appetizer", "Dessert", "Entrée", "Beverage" or "Other"
Printer Group	The Printer Group, up to 15 alphanumeric characters.
Printer Format	The Printer Format, up to 15 alphanumeric characters.
Price Level	The Price Level, up to 15 alphanumeric characters.
Sort	The Sort key, up to 2 alphanumeric characters.
Modifier Unit	The number of Units, up to 99.
Priority	The Priority, 0-9.
Effective Start Date	mm/dd/yyyy
Effective End Date	mm/dd/yyyy
Effective Time Range	The Time Range, up to 15 alphanumeric characters.
Count	The Count, up to 9999.
Cost	The Cost, up to 999.99.
Tare Weight	The Tare Weight, up to 15 alphanumeric characters.
Audio File	The Audio File name and extension. Example: "hello.avi"

Recipe File	The Recipe File name and extension. Example: "recipe.bmp"
Training File	The Training File name and extension. Example: "training.jpg"
Nutrition File	The Nutrition File name and extension. Example: "nutrition.jpg"
Mod. Canvas 1	The Modifier Canvas 1 name, up to 30 alphanumeric characters.
Mod. Canvas Min. 1	The Minimum number of Mod Units, up to 99.
Mod. Canvas Max. 1	The Maximum number of Mod Units, up to 99.
Mod. Canvas 2	The number of Free Mod Units, up to 99.
Mod. Canvas Min. 2	The Minimum number of Mod Units, up to 99.
Mod. Canvas Max. 2	The Maximum number of Mod Units, up to 99.
Mod. Canvas 3	The number of Free Mod Units, up to 99.
Mod. Canvas Min. 3	The Minimum number of Mod Units, up to 99.
Mod. Canvas Max. 3	The Maximum number of Mod Units, up to 99.
Mod. Canvas 4	The number of Free Mod Units, up to 99.
Mod. Canvas Min. 4	The Minimum number of Mod Units, up to 99.
Mod. Canvas Max. 4	The Maximum number of Mod Units, up to 99.
Mod. Canvas 5	The number of Free Mod Units, up to 99.
Mod. Canvas Min. 5	The Minimum number of Mod Units, up to 99.
Mod. Canvas Max. 5	The Maximum number of Mod Units, up to 99.
Mod. Canvas 6	The number of Free Mod Units, up to 99.
Mod. Canvas Min. 6	The Minimum number of Mod Units, up to 99.
Mod. Canvas Max. 6	The Maximum number of Mod Units, up to 99.
Mod. Canvas 7	The number of Free Mod Units, up to 99.
Mod. Canvas Min. 7	The Minimum number of Mod Units, up to 99.
Mod. Canvas Max.	The Maximum number of Mod Units, up to 99.

7	
Mod. Canvas 8	The number of Free Mod Units, up to 99.
Mod. Canvas Min. 8	The Minimum number of Mod Units, up to 99.
Mod. Canvas Max. 8	The Maximum number of Mod Units, up to 99.
Price Time 1	The Price Time 1 name, up to 15 alphanumeric characters.
Price Time 2	The Price Time 2 name, up to 15 alphanumeric characters.
Price Time 3	The Price Time 3 name, up to 15 alphanumeric characters.
Price Time 4	The Price Time 4 name, up to 15 alphanumeric characters.
Price Time 5	The Price Time 5 name, up to 15 alphanumeric characters.
Price Time 6	The Price Time 6 name, up to 15 alphanumeric characters.
Suggestion ID	The Suggestion ID, up to 25 alphanumeric characters.
Suggestion Text	The Suggestion Text, up to 80 alphanumeric characters.
Automatic Canvases	Y or N Example: "YNNNNN" will assign the Menu Item to the first Automatic Canvas but not the 2nd-5th.
Inv. Subgroup	The Inventory Subgroup name, up to 15 alphanumeric characters.
Inv. Vendor	The Inventory Vendor name, up to 15 alphanumeric characters.
Inv. Vendor Item Number	The Inventory Vendor Item Number, up to 20 alphanumeric characters.
Inv. Recipe/Sales Unit	The Inventory Sales Unit name, up to 4 alphanumeric characters.
Inv. Stock Unit	The Inventory Stock Unit name, up to 4 alphanumeric characters.
Inv. Purchase Unit	The Inventory Purchase Unit name, up to 4 alphanumeric characters.
Inv. Par Level	The Inventory Par Level, up to 99999.99.
Inv. Minimum Purchase	The Inventory Minimum Purchase, up to 99999.99.
Inv. Recipe -> Stock Conversion	The Inventory Stock Conversion number, up to 9999.99.
Inv. Stock -> Purchase Conversion	The Inventory Purchase Conversion number, up to 9999.99
Cook Time	The Cooke Time in minutes, up to 99.

Procedure to Export Menu Items

- Enter the File Name and path for the export.
- Select the fields to export.

- Click OK.

Related Topics

Job Right 'Office – Menu'

Online Ordering Export Window

The Online Ordering Export Window

Accessing the Online Ordering Export Menu.

While in Focus Setup, select Menu > Menu Items > Tools > Online.

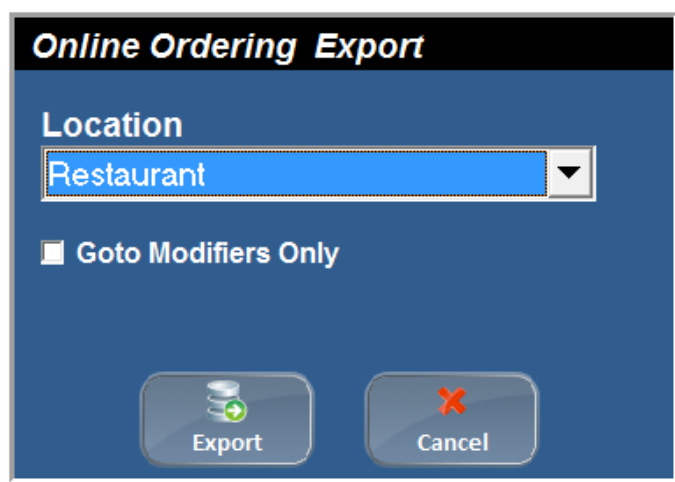


Figure 9.18 Select Menu Item Fields Window

Figure 9.19 Select Online Ordering Export Window Commands

Field	Description
Location	Select the Location to Export to Online Ordering
Goto Modifiers Only	If selected, only the Goto modifiers, in addition to the Menu Items will Export. This feature is used if the user does not want all modifiers to export.

Procedure to Export Online Menu Items

- While in Focus Setup, select Menu > Menu Items > Tools > Online.
- Select the Location you want to Export. Note: Some users set up a Location named Online and enter the Canvases in Menu 1 that they want to Export. Only Menu 1 will export.
- Select Goto Modifiers if you wish to only Export those Modifiers and Menu Items.
- Click Export.
- This will create an XML file in the \\focus\c\focus\onlineorders\menu folder to provide to the Online Order company.

Related Topics

Job Right 'Office – Menu'

Menu Items Recipe Window

The Menu Items Recipe Window is used to specify the ingredients for a particular Menu Item. The Cost of the Menu Item can be calculated from the Recipe and displayed at the bottom right of the Window.

Accessing the Recipe Window

While in Focus Setup, select Menu > Menu Items > Recipe.

Figure 9.20 Menu Items Recipes Window

Figure 9.21 Menu Items Recipe Window Fields

Field	Description
Cost from Recipe	The cost of the Menu Item is derived from the Recipe.
Ingredients	The Inventory Items used in the Recipe.
Qty	The number of Units for the Recipe.
Unit	The Recipe Unit of the Ingredient specified in Inventory Items.
Cost	The extended Cost of the Ingredient in the Recipe.
Total	The total Cost of the Recipe. The food cost percentage is displayed to the right of the Cost in parentheses and is based on Price 1. Note: The Cost from Recipe option must be on otherwise the Cost is not displayed.

Note: To exit the Recipe Window, click Items.

Related Topics

Job Right 'Office – Menu'

How to Print a Recipe

Process to Print a Recipe:

- Navigate to Menu > Menu Items.
- Find the select item using the [Menu Item Filters](#).
- Select Tools > Print.
- Select 'Recipe Only'.

Field Options		
<input type="checkbox"/> Menu Name	<input type="checkbox"/> Kitchen Comment Option	<input type="checkbox"/> Audio File
<input type="checkbox"/> Check Name	<input type="checkbox"/> Follow Item Option	<input type="checkbox"/> Printer Group
<input type="checkbox"/> Remote Name	<input type="checkbox"/> Requires Beverage Option	<input type="checkbox"/> Price Level
<input type="checkbox"/> ID	<input type="checkbox"/> Satisfies Beverage Option	<input type="checkbox"/> Tare Weight
<input type="checkbox"/> Inventory ID	<input type="checkbox"/> Kitchen Price Option	<input type="checkbox"/> Suggestion ID
<input type="checkbox"/> Image Name	<input type="checkbox"/> Out of Stock Option	<input type="checkbox"/> Suggestion Text
<input type="checkbox"/> Price 1	<input type="checkbox"/> Scale Option	<input type="checkbox"/> Sort
<input type="checkbox"/> Price 2	<input type="checkbox"/> Request Tare Weight Option	<input type="checkbox"/> Mod. Unit
<input type="checkbox"/> Price 3	<input type="checkbox"/> Increment Guests Option	<input type="checkbox"/> Priority
<input type="checkbox"/> Price 4	<input type="checkbox"/> Include in Item Price Option	<input type="checkbox"/> Count
<input type="checkbox"/> Price 5	<input type="checkbox"/> Countdown Option	<input type="checkbox"/> Cost
<input type="checkbox"/> Price 6	<input type="checkbox"/> Guest Check Option	<input type="checkbox"/> Report Group
<input type="checkbox"/> Sub Price	<input type="checkbox"/> Fraction Quantity Option	<input type="checkbox"/> Modifier Canvases
<input type="checkbox"/> Extra Price	<input type="checkbox"/> Inventoried Option	<input type="checkbox"/> Price Times
<input type="checkbox"/> No Price	<input type="checkbox"/> Cost From Recipe Option	<input type="checkbox"/> Recipe File
<input type="checkbox"/> Mod Price	<input type="checkbox"/> Food Stamp Eligible	<input type="checkbox"/> Training File
<input type="checkbox"/> Effective Dates	<input type="checkbox"/> Timed Rate Option	<input type="checkbox"/> Nutrition File
<input type="checkbox"/> Meal Stage	<input type="checkbox"/> Type	<input checked="" type="checkbox"/> Recipe Only
<input type="checkbox"/> Variable Price Option	<input type="checkbox"/> Taxes	<input type="checkbox"/> All Information
<input type="checkbox"/> Repeat Round Option	<input type="checkbox"/> Printer Format	

Print Cancel

- Select Print

Related Videos

[Creating a Menu Item Filter](#)

Related Topics

[Find Menu Items](#)

Miscellaneous Menu List

The Miscellaneous Option Windows are used to configure basic operations throughout Focus program.

Accessing the Miscellaneous Menu

While in Focus Setup, select Miscellaneous.

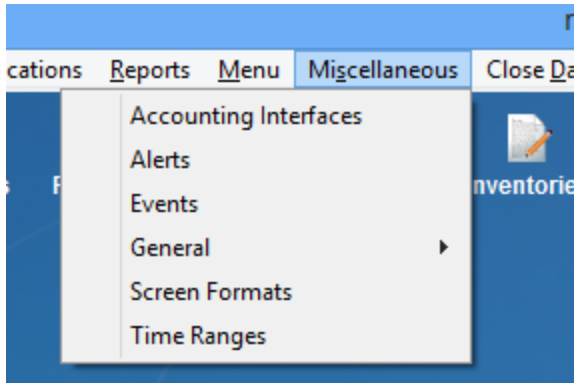


Figure 10.0 Miscellaneous Menu List

Figure 10.1 Miscellaneous Menu List Options

Field	Description
Accounting Inter- faces	Used to configure the Accounting Interface export option.
Events	Used to configure timed Events.
General	Used to configure general, system-wide configuration settings.
Screen Formats	Used to configure the look of Screen Formats.
Time Ranges	Used to configure Time Ranges for various operations.

Related Topics

(none)

Accounting Interfaces Window

The Accounting Interfaces Window is used to export daily sales information to import into QuickBooks, ACCPAC or compatible accounting programs.

Accessing the Accounting Interfaces Window

While in Focus Setup, select Miscellaneous > Accounting Interfaces.

Accounting Interfaces

Name: 1 Type: QuickBooks Sales

Transaction Configuration

Sales Type: Sales - Appetizers Account Number: qwerqwer Debit/Credit: Credit

Vendor Name:

Line	Account Number	Sales Type	Debit/Credit
1	qwerqwer	Sales - Appetizers	Credit
2	ewrtewrt	Sales - Liquor	Credit
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

Close Save Cancel

Figure 10.2 Accounting Interfaces Window

Figure 10.3 Accounting Interfaces Window Fields

Field	Description
Name	A unique name for each Accounting Interface, up to 20 alphanumeric characters.
Type	Select the type of the interface (QuickBooks or ACCPAC sales).
Sales Type	Select the sales figure to export to the accounting system. (Report Group Sales, Report Group Sales Discounts, Net Cash, Payments, Order Type Charges, Taxes, Discounts, Paid Outs, Paid Ins, Gift Cards, Retained Tips, Tip Fee, Refunds, Over/Short or Deposits)
Account Number	Enter the Account Number in the accounting system associated with the Sales Type selected.
Debit/Credit	Select whether the sales figure should be posted as a Debit or a Credit.
Vendor Name	Enter the Vendor Name configured in the accounting system to be associated with the post. A Vendor Name is only necessary for transactions that require it in the accounting system (i.e., posting sales tax payable).

Figure 10.3.1 Accounting Interfaces Window Commands

Command	Description
Close	Closes the Accounting Interfaces Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving

Related Topics

See also 'How to Setup an Accounting Interface'

See also 'How to Setup an Accounting Export Report'

How to Setup an Accounting Interface

The procedure to create an Accounting Interface is listed below.

Procedure to Establish an Accounting Interface

- Retrieve the Chart of Accounts.
- While in Focus Setup, select Miscellaneous > Accounting Interfaces.
- Select Line 1 in the Accounting Interface Window.
- Select the appropriate Sales Type for the account.
- Enter the QuickBooks account number into the Account Number field. Note: The Account Number entered is case-sensitive and must match the account number exactly.
- Repeat the process for the necessary Sales Types to complete the GL entry.

Example 1 Accounting Interface Setup

The following example is used when Item and Subtotal Discounts are used. The Report Group Discounts are added back into the Report Group Sales to calculate a gross dollar amount and then the Discount is debited for the entry.

Line	Account Number	Sales Type	Debit/Credit
1	Sales/Food	Sales - Food	Credit
2	Sales/Liquor	Sales – Liquor	Credit
3	Sales/Beer	Sales – Beer	Credit
4	Sales/Wine	Sales – Wine	Credit
5	Payment/Visa	Payments – Visa	Debit
6	Payment/MasterCard	Payments - MasterCard	Debit
7	Payment/AMEX	Payments – AMEX	Debit
8	Sales/Food	RG Discs. – Food	Credit
9	Sales/Liquor	RG Discs. – Liquor	Credit
10	Sales/Beer	RG Discs. – Beer	Credit
11	Sales/Wine	RG Discs. – Wine	Credit
12	Bar Comp	Discounts – Bar Comp	Debit
13	Manager Meal	Discounts – Manager Meal	Debit
14	15% Discount	Discounts – 15% Discount	Debit
15	Manager Comp	Discounts – Manager Comp	Debit
16	Paidouts	Paidouts – Misc	Debit
17	Paidins	Paidins – Misc	Credit

18	Gift Cards	Gift Cards	Credit
19	Net Cash	Net Cash	Debit
20	Tip Fee	Tip Fee	Credit
21	Refunds	Refunds	Debit
22	Sales Tax	Taxes – Food Tax	Credit

Related Topics

See also 'Miscellaneous > Accounting Interfaces'

See also 'How to Setup an Accounting Export Report'

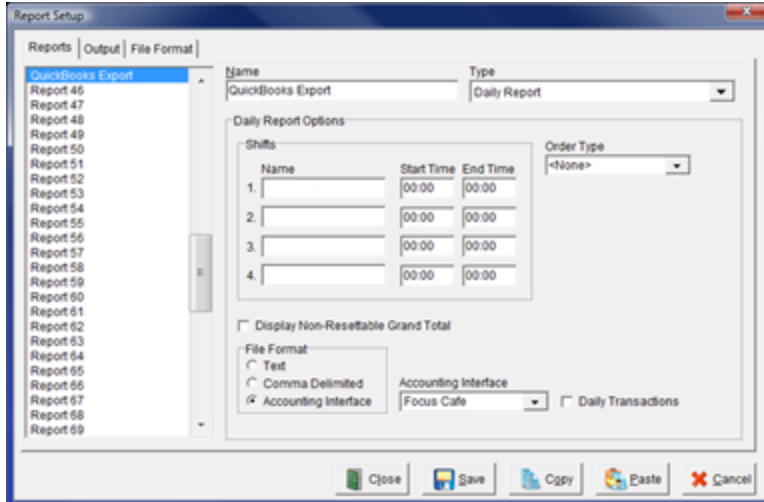
How to Setup an Accounting Export Report

The procedure to setup an Accounting Export Report is listed below.

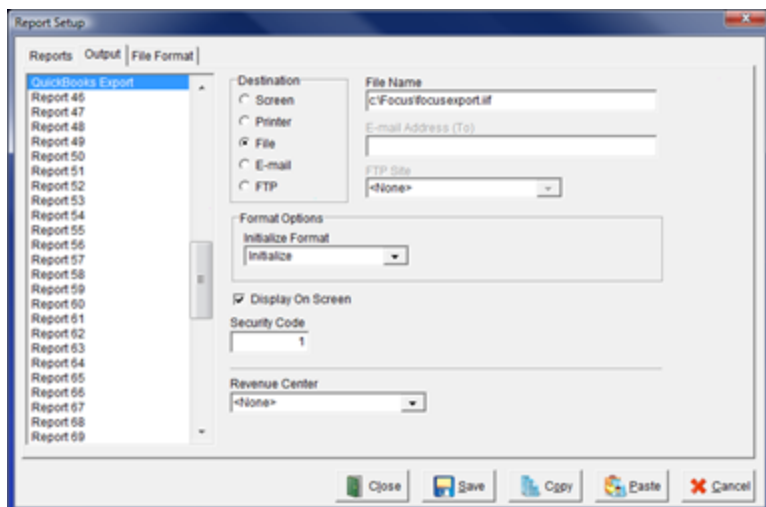
Procedure to Configure the Accounting Interface Export

The procedure below describes how to setup a report to export the Accounting Interface Information. After the report is setup, run the report and the file will be created in the folder specified. To import the file into QuickBooks, open QuickBooks, use the Import option and navigate to the Accounting Interface Export File.

- Open the Report Setup Window by accessing Reports > Setup.



- Name the report.
- Set the Type to 'Daily Report'.
- Set the File Format to 'Accounting Interface'.
- Select the Accounting Interface previously created.
- Turn the "Daily Transactions" option on if a separate GL Entry should be created for each date.
- Click the Output Tab.
- Set the Destination option to 'File'.
- Enter the File Name using a full path (this example has a path of 'C:\Focus\focusexport.iif').



- Turn the 'Display on Screen' option on.
- Set the Security Code for the export.
- Click Save and Close.

Related Topics

See also 'Miscellaneous > Accounting Interfaces'

See also 'How to Setup an Accounting Interface'

Alerts Window

The Alerts Window is used to configure alerts. Alerts are designed to send text messages to designated employees, managers or owners when certain situations arise. There are many situations that can be configured. One Alert might be setup to notify the manager, owner or dealer when there was an issue with the credit card batch.

Accessing the Alerts Window

While in Focus Setup, select Miscellaneous > Alerts.

Figure 10.5.2 Alerts Window

Figure 10.5.2 Alerts Window Fields

Field	Description					
Name	A unique name for the Alert, up to 15 alphanumeric characters.					
ID	A unique ID for the Alert. Note this is not required.					
Type	They type of Alert. See Video: Alerts					
	<table><tr><td rowspan="2">Discount</td><td colspan="2">An Alert can be sent when a Discount is over a set threshold.</td></tr><tr><td>Discount Options - Threshold</td><td>The Discount Options Window sets the amount or threshold in which the Alert will be active. For example, if you set the Threshold to \$100, you will be alerted when any discount is entered over \$99.99.</td></tr></table>	Discount	An Alert can be sent when a Discount is over a set threshold.		Discount Options - Threshold	The Discount Options Window sets the amount or threshold in which the Alert will be active. For example, if you set the Threshold to \$100, you will be alerted when any discount is entered over \$99.99.
	Discount		An Alert can be sent when a Discount is over a set threshold.			
		Discount Options - Threshold	The Discount Options Window sets the amount or threshold in which the Alert will be active. For example, if you set the Threshold to \$100, you will be alerted when any discount is entered over \$99.99.			
Manager	An Alert can be sent directly to the manager. Both predetermined messages and/or variable messages can be sent.					
	Manager Options - Enter Message	When selected, the Alert will prompt the employee to enter a message to be sent to the designated recipients. If 'Enter Message' is not selected, a default message can be predetermined. See 'Manager Options- Message' below.				
	Manger Options - Mes-sage	The default message, up to 80 characters, that will be sent to the designated recipients if 'Enter Message' is not enabled. Note: If 'Enter Message' is selected and a default message is entered, the user will be prompted with a keyboard that displays the predetermined message. The user will be able to send the message as is, or edit the message prior to sending.				

	Offline	Offline Alerts will be sent to the designated recipients if the credit card processing is 'Offline'.	
	Paid Out	An Alert can be sent when a 'Paid Out' is over a set threshold.	
		Paid Out Options - Threshold	The Paid Out Options Window sets the amount or threshold in which the Alert will be sent. For example, if you set the Threshold to \$100, you will be alerted when any Paid Out is entered over \$99.99.
	Refund	An Alert can be sent when a Refund is over a set threshold.	
		Refund Options - Threshold	The Refund Options Window sets the amount or threshold in which the Alert will be sent. For example, if you set the Threshold to \$100, you will be alerted when any Refund is entered over \$99.99.
	Return	An Alert can be sent when a Return is over a set threshold.	
		Return Options - Threshold	The Return Options Window sets the amount or threshold in which the Alert will be sent. For example, if you set the Threshold to \$100, you will be alerted when any Return is entered over \$99.99.
	Variable Price Item	An Alert can be sent when a Variable Priced Item is over a set threshold.	
		Variable Price Item - Threshold	The Variable Priced Item Options Window sets the amount or threshold in which the Alert will be sent. For example, if you set the Threshold to \$100, you will be alerted when any Variable Priced Item is entered over \$99.99.
	Void	An Alert can be sent when a Void is over a set threshold.	
		Void Options - Threshold	The Void Options Window sets the amount or threshold in which the Alert will be sent. For example, if you set the Threshold to \$100, you will be alerted when any Void is entered over \$99.99.
	Batch Problem	An Alert can be sent when an error occurs during the batching process.	
		Batch Error Alert Options	The Batch Error Alert Options Window sets the number of hours acceptable for a Batch not to occur. Note: The exact time the Alert is sent will be based on the time entered in the 'Time Based Alert Options Window'. For Example, if the 'Time Based Alert Option' is set for 8:00 PM and the 'Batch Error Alert Option' is set to 12 hours, an Alert will be sent at 8:00 AM.
	Close Day Problem	An Alert can be sent when an error occurs in the Close Day process.	
		Close Day Error Alert Options	The Close Day Error Alert Options Window sets the number of hours acceptable for a 'Close Day' not to occur. Note: The exact time the Alert is sent will be based on the time entered in the 'Time Based Alert Options Window'. For Example, if the 'Time Based Alert Option' is set for 8:00 PM and the 'Close Day Error Alert Option' is set to 12 hours, an Alert will be sent at 8:00 AM if the day did not close.
	Time Card Clock In	An Alert can be sent when no employees have 'Clocked In' by a specified time.	
		Time Card Alert Options	The Time Card Alert Options Window sets the number of hours acceptable for an employee not to have 'Clocked In'. Note: The exact time the Alert is sent will be based on the time entered in the 'Time Based Alert Options Window'. For

	<table> <tr> <td></td><td> <table> <tr> <td></td><td>Example, if the 'Time Based Alert Option' is set for 6:00 AM and the 'Time Card Alert Option' is set to 1 hour, an Alert will be sent at 7:00 AM if no Clock Ins have occurred.</td></tr> </table> </td></tr> </table>		<table> <tr> <td></td><td>Example, if the 'Time Based Alert Option' is set for 6:00 AM and the 'Time Card Alert Option' is set to 1 hour, an Alert will be sent at 7:00 AM if no Clock Ins have occurred.</td></tr> </table>		Example, if the 'Time Based Alert Option' is set for 6:00 AM and the 'Time Card Alert Option' is set to 1 hour, an Alert will be sent at 7:00 AM if no Clock Ins have occurred.		
	<table> <tr> <td></td><td>Example, if the 'Time Based Alert Option' is set for 6:00 AM and the 'Time Card Alert Option' is set to 1 hour, an Alert will be sent at 7:00 AM if no Clock Ins have occurred.</td></tr> </table>		Example, if the 'Time Based Alert Option' is set for 6:00 AM and the 'Time Card Alert Option' is set to 1 hour, an Alert will be sent at 7:00 AM if no Clock Ins have occurred.				
	Example, if the 'Time Based Alert Option' is set for 6:00 AM and the 'Time Card Alert Option' is set to 1 hour, an Alert will be sent at 7:00 AM if no Clock Ins have occurred.						
Options	<p>The Options field sets the parameters for the Alert</p> <table> <tr> <td>Active</td><td>When selected, the Alert is active.</td></tr> <tr> <td>On the Clock</td><td>When selected, it will send the alert to only the 'Recipients' that are "On the Clock". Note: In order for the system to know if the recipient is 'On the Clock' you must 'Link' the employee. See Recipients>Employee Link below.</td></tr> <tr> <td>Job Filter</td><td>When selected, it will send the Alert to only the 'Recipients' that have the selected 'Jobs' in the 'Jobs Window'.</td></tr> </table>	Active	When selected, the Alert is active.	On the Clock	When selected, it will send the alert to only the 'Recipients' that are "On the Clock". Note: In order for the system to know if the recipient is 'On the Clock' you must 'Link' the employee. See Recipients>Employee Link below.	Job Filter	When selected, it will send the Alert to only the 'Recipients' that have the selected 'Jobs' in the 'Jobs Window'.
Active	When selected, the Alert is active.						
On the Clock	When selected, it will send the alert to only the 'Recipients' that are "On the Clock". Note: In order for the system to know if the recipient is 'On the Clock' you must 'Link' the employee. See Recipients>Employee Link below.						
Job Filter	When selected, it will send the Alert to only the 'Recipients' that have the selected 'Jobs' in the 'Jobs Window'.						
Event Based Alert Options	Select a predetermined active time for the alert to be active. Note: These times are accessed through Miscellaneous>Time Ranges.						
Time Based Alert Options	The Time Based Alert options designate the base time for a 'Time Based Alert'. For example, if you want to be notified if an employee has not clocked in by 6:00 AM you would enter 5:00 AM in the Time Base Alert Options and set the Clock in Within x Hours to 1. If you wanted to be notified if no one has clocked in by 7:00 AM you would set the Threshold to 2. Your base time will always be 5:00 AM.						
Jobs	When the option 'Job Filter' is selected, the 'Jobs Window' designates what Jobs the recipients must have in order to receive the Alert. Note: The 'Jobs' are tied to the employee in Employees>Employees.						
Recipients	<p>The Recipients Window allows the user to specify who the Alert is sent to, which phone number it is sent, and if an employee is linked to that Alert</p> <table> <tr> <td>Name</td><td>The Name of the person the Alert will be sent to.</td></tr> <tr> <td>Phone Number</td><td>The Phone Number you want the Alert sent to.</td></tr> <tr> <td>Employee Link</td><td>If you have the 'On Clock' option set you can link the Employee to the Alert. This is not required</td></tr> </table>	Name	The Name of the person the Alert will be sent to.	Phone Number	The Phone Number you want the Alert sent to.	Employee Link	If you have the 'On Clock' option set you can link the Employee to the Alert. This is not required
Name	The Name of the person the Alert will be sent to.						
Phone Number	The Phone Number you want the Alert sent to.						
Employee Link	If you have the 'On Clock' option set you can link the Employee to the Alert. This is not required						

Figure 10.5.3 Events Window Commands

Command	Description
Close	Closes the Events Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Events

- Prepare a list of Events.
- Enter the name of each Event.
- Select the report that will be used for each Event.
- Select if the Event is to be Active.
- Select the Interval that the event is to occur.

- Select the Time or Interval and Active Time.
- Click Save.

Related Videos

[Alerts](#)

Related Topics

(None)

Events Window

The Events Window is used to schedule selected reports to run automatically at specific times or recurring intervals. Reports can be configured to display on the Blackboard or Printer. Sales Contest reports are typically displayed on Blackboards to provide real-time sales contest results to staff. Close Day reports are usually scheduled to print or be emailed before the office staff arrives in the morning.

Accessing the Events Window

While in Focus Setup, select Miscellaneous > Events.

Figure 10.4 Events Window

Figure 10.5 Events Window Fields

Field	Description	
Name	A unique name for the Event, up to 15 alphanumeric characters.	
Report	The report for the Event.	
Active	The Event will be Active.	
Frequency	Once Daily	The Event will occur once a day.
		Time The time the Event occurs.
	Interval	The Event will occur multiple times a day.
		Active Time The Time Range the Event occurs. Note: If Active Time is set to <None> the event will occur All Day in the specified Interval. See Interval below.
		Interval The number of minutes between each occurrence of the Event. Note: Sales Contest will display on all Stations that the 'Display Event Blackboards' option is active.

Figure 10.5.1 Events Window Commands

Command	Description
---------	-------------

Close	Closes the Events Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Events

- Prepare a list of Events.
- Enter the name of each Event.
- Select the report that will be used for each Event.
- Select if the Event is to be Active.
- Select the Interval that the event is to occur.
- Select the Time or Interval and Active Time.
- Click Save.

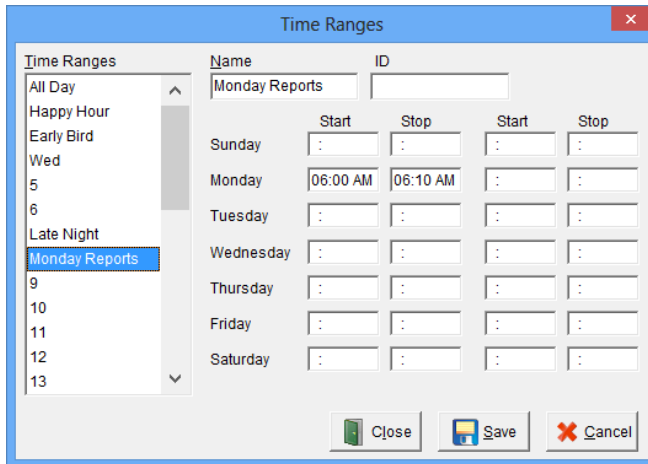
Related Topics (none)

Example Event- Weekly Report Sent Every Monday

To demonstrate how to create an 'Event' that prints or emails a Weekly Sales report every Monday.

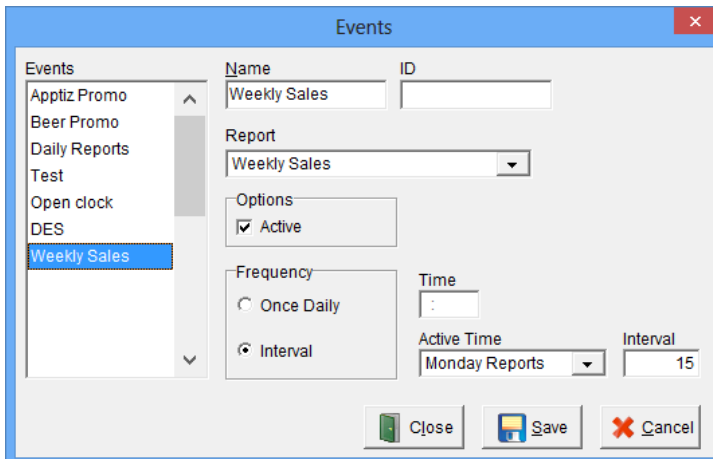
Process

1. Create the report. To see how to create the weekly report see [Weekly Report](#).
2. Create the [Time Range](#) for the report to print.
 1. If you want the report to only print or email one time, create the Time Range to only have a 10 minute window.



Time Ranges	Name	ID	Start	Stop	Start	Stop
All Day	Monday Reports					
Happy Hour						
Early Bird						
Wed						
5						
6						
Late Night						
Monday Reports						
9						
10						
11						
12						
13						

3. While in Setup navigate to Miscellaneous > Events.
4. Name the Event 'Weekly Sales'.
5. Select Weekly Sales under 'Report'.
6. Select 'Active'.
7. Select 'Interval' for 'Frequency'.
8. Select the appropriate [Time Range](#) for 'Active Time'.
9. Set 'Interval' to 15.



Events	Name	ID
Apptiz Promo	Weekly Sales	
Beer Promo		
Daily Reports		
Test		
Open clock		
DES		
Weekly Sales		

Report: Weekly Sales

Options: ☒ Active

Frequency: ☐ Once Daily ☒ Interval

Time: :

Active Time: Monday Reports Interval: 15

Related Videos

None

Related Topics

[Time Ranges](#)

[Weekly Report](#)

General Option Menu List

The General Option Windows are used to configure basic operations throughout Focus program.

Accessing the General Menu

While in Focus Setup, select Miscellaneous> General.

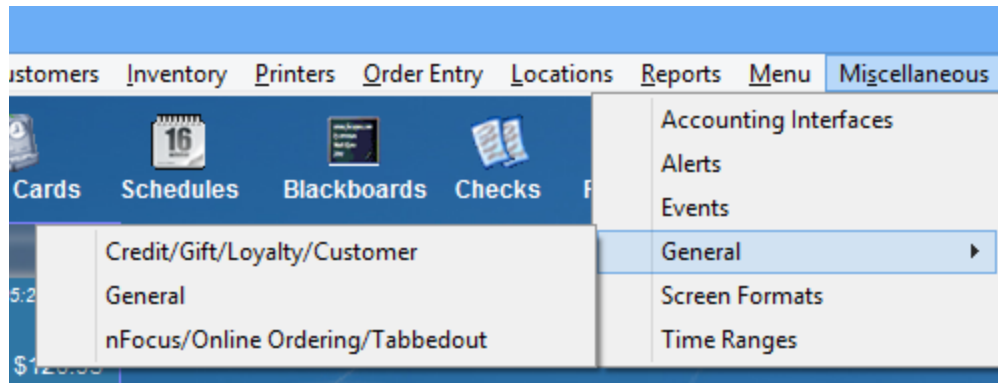


Figure 10.0 General Menu List

Figure 10.1 General Menu List Options

Field	Description
Cred- it/Gift/Loyalty/ Customer	Used to configure Credit Card, Loyalty and Customer settings.
General	Used to configure general, system-wide configuration settings.
nFocus/Online Ordering/ Tab- bedout	Used to configure nFocus, Online Ordering and Tabbedout settings.

Related Topics

(none)

Credit/Gift/Loyalty/Customer Tabs

The Credit/Gift/Loyalty/Customer Window is used to establish credit card processing, customer information, loyalty receipts, gift and loyalty information as well as credit card setup.

Accessing the Credit/Gift/Loyalty/Customer

While in Focus Setup, select Miscellaneous > General > Credit/Gift/Loyalty/Customer

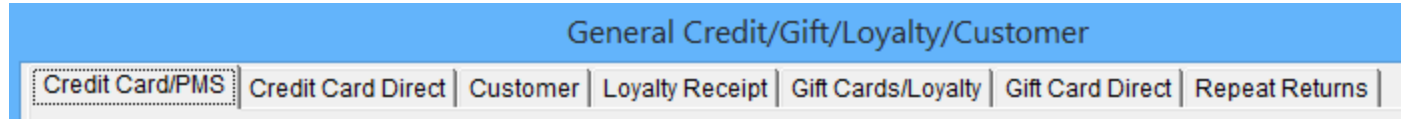


Figure 16.1.0 Credit/Gift/Loyalty/Customer Tabs

Figure 16.1.1 Credit/Gift/Loyalty/Customer Tab Descriptions

Option	Description
Credit Card/PMS	Define credit card processing information, disclaimer, pre-authorization amounts, batching options, PCI options, tab parameters, advance parameters and suggested tip verbiage.
Credit Card Direct	Used to configure credit card parameters for some processors including TSYS/Vital, Payment Tech, First Data, World-pay//RBS, Heartland and Sterling - Payment Tech.
Customer	Defines customer defaults, customer account options, customer loyalty options, future orders and default delivery starting address,
Loyalty Receipt	Defines loyalty receipt parameters and survey parameters.
Gift Cards/Loyalty	Defines gift card and loyalty options and plans.
Gift Card Direct	Defines gift card configuration for First Data/Value Link and Paymentech.
Repeat Returns	Defines loyalty configuration for Repeat Returns. V7.4 Build 14.9.22

Credit Card/PMS/Gift Card Window

The Credit Card/PMS/Gift Card Window is used to configure Credit Card, PMS and Gift Card setup. Use these options to establish system wide credit card options. See Knowledge Based Article: [Credit Card Setup](#).

Accessing the Credit Card/PMS/Window

While in Focus Setup, select Miscellaneous > General > Credit/Gift/Loyalty/Customer> Credit Card/PMS.

The screenshot shows the 'General Credit/Gift/Loyalty/Customer' window with the 'Credit Card/PMS' tab selected. The window is divided into several sections:

- Credit Card Options:** Includes dropdowns for Type (Mercury), Credit Station (Focus), and Port (<None>). It also has fields for Other IP Address, Time Out (300), # of Vouchers (2), Max Amount (0.00), Tip Threshold (0.00), Max Tip % (20.00), Refund Vouchers (0), Merchant ID, Min Amount (0.00), and Max Tip (0.00).
- Batching:** Includes checkboxes for Require Reconcile, Missing Tips Prompt, Wait While Authorizing, Close After Authorizing, Detail Logging, Print Option After Authorizing, and Disclaimer (Preauthorization). It also has checkboxes for Automatic Batching (Active, Allow if Not In Balance) and a Batch Time Out field.
- PCI Options:** Includes checkboxes for External KEK and Rotate KEK/DEK buttons.
- Preauthorization Options:** Includes fields for Initial Amount (100.00), Repeat Amount (50.00), Threshold (15.00), and # of Vouchers (2). It also has a checkbox for Swipe - Create Check and Preauthorize.
- Property Management Options:** Includes dropdowns for Port (<None>), Baud (<None>), Parity (<None>), Data Bits (<None>), and Stop Bits (<None>).
- Advances:** Includes a field for Max Amount (0.00).
- Suggested Tip Additional Lines:** Includes a text area for additional lines.
- Tab List New Tab Options:** Includes radio buttons for None (selected), Preauthorize, and Capture.

At the bottom of the window are buttons for Close, Save, and Cancel.

Figure 10.18 Credit Card/PMS/Gift Card Window

Figure 10.19 Credit Card/PMS/Gift Card Window Fields

Field	Description			
Credit Card Options	Type	See Knowledge Based Article: Supported Credit Card Processors .		
		<table><tr><td>None</td><td>This option will not authorize credit cards through the system. The Credit Card Station, Port, Other IP Address, Batching Options and Merchant ID fields are disabled.</td></tr></table>	None	This option will not authorize credit cards through the system. The Credit Card Station, Port, Other IP Address, Batching Options and Merchant ID fields are disabled.
		None	This option will not authorize credit cards through the system. The Credit Card Station, Port, Other IP Address, Batching Options and Merchant ID fields are disabled.	
		<table><tr><td>Dialup</td><td>This option is for use with a DataTran modem. The other IP address will be disabled.</td></tr></table>	Dialup	This option is for use with a DataTran modem. The other IP address will be disabled.
		Dialup	This option is for use with a DataTran modem. The other IP address will be disabled.	
<table><tr><td>Mercury</td><td>This option is for use with Mercury Payment Systems. The Port field and the other IP address will be disabled.</td></tr></table>	Mercury	This option is for use with Mercury Payment Systems. The Port field and the other IP address will be disabled.		
Mercury	This option is for use with Mercury Payment Systems. The Port field and the other IP address will be disabled.			
<table><tr><td>Other</td><td>This option may be used for types other than those listed. The Port field is dis-</td></tr></table>	Other	This option may be used for types other than those listed. The Port field is dis-		
Other	This option may be used for types other than those listed. The Port field is dis-			

			abled.
		Sterling	This option is for use with Sterling Payment Technologies. The Port field and the other IP address will be disabled. Note: New Sterling installations will use 'Type' Sterling - Paymentech.
		NetEPay	This option is for use when interfacing with NetEPay from Datacap Systems. Note: This solution does not support the Preauthorization and Payment Adjust functions.
		TSYS/Vital	This option is for use with Vital/Tsys
		Future	This option is for use with SecureNet.
		PaymentTech	This option is for use with PaymentTech.
		First Data	This option is for use with First Data
		Worldpay/RBS	This option is for use with Worldpay/RBS
		Heartland	This option is for use with Heartland
		Sterling-Paymentech	This option is for use with new Sterling installations.
	Credit Station	The Station that will perform the credit card processing.	
	Port	The port used to communicate with the DataTran modem. Note: If a Port is required for a processor utilizing Credit Card Direct the Port will be configured on the Credit Card Direct Window .	
	Other IP Address	The IP Address to be used if credit card processing type is set to Other or NetEPay.	
	Time Out	The time in seconds that the system should wait for a response from the third party credit processor. After the selected time, the payment is marked "Timed Out" and authorization must be repeated. "Time Out" should be set to 30 if "Type" is set to "Mercury", "Sterling", or "NetEPay".	
	# of Vouchers	The number of Credit Card Vouchers that will be printed when a credit transaction is authorized.	
	Max Amount	Transactions exceeding this user defined \$ amount (tip inclusive) will require the user to have the 'Approve Credit Limits' Job Right to approve the transaction.	
	Tip Threshold	"Tip Threshold" works in conjunction with "Max Tip %". If the tip amount exceeds this threshold then the "Max Tip %" restriction is enforced.	
	Max Tip %	Tips (as a percentage of the check amount) exceeding this user defined % will require the user to have the 'Approve Credit Limits' Job Right to approve the transaction. Approval will only be required if the tip amount is above the tip threshold listed above.	
	Refund Vouchers	The number of Vouchers that will be printed when a refund is authorized.	

	Merchant ID	Enter the Merchant ID for high-speed credit transactions.	
	Batching	Require Rec-oncile	Requires the user to Reconcile before settling the batch.
		Missing Tips Prompt	Notifies the user that there are missing tips before settling the batch.
	Automatic Batching	Active	The credit cards will batch automatically.
		Allow if Not in Balance	Credit cards are still allowed to batch if not in balance.
		Time	The time the batch should occur.
	Batch Time Out	The number of seconds to wait before the batch times out.	
	Wait While Authorizing	Removes the continue button during authorization. User has to wait for authorization to occur before performing another function.	
	Close After Authorizing	Closes the 'verifying' window after the card authorizes so the user does not have to select 'OK'. See Video.	
	Detail Logging	Adds additional messaging to the 'message' file and log for troubleshooting.	
	Print Option After Authorizing	Adds a 'Print' button so the user can print the ticket on the fly after authorizing. See Video.	
	Enable AVS	Allows input of a zip code when running manual credit cards. Note: This will lower processing fees. See Video: AVS Address Verification Service.	
	Tips on Forces	Stops users from adding a tip on a 'forced' transaction. Note: Some processors do not support tips on a force.	
	Disclaimer (Preau-thorization)	Up to 5 lines of 40 alphanumeric characters to display on the credit card preauthorization chit.	
	Override Location	If selected the defined 'Disclaimer' chit will print when a credit card is preauthorized. See above: Disclaimer.	
Preau-thorization Options	Initial Amount	The amount of the first preauthorization on the check.	
	Repeat Amount	The amount of the preauthorization after the initial preauthorization.	
	Threshold	When the total of the check comes within this amount of the currently pre-authorized amount the user is prompted to do another pre-authorization. Note: The check header will turn red when	

		exceeding the threshold.
	# of Vouchers	A Voucher may be printed for each approved preauthorization. The Voucher may then be presented to the customer to sign for the authorization of the charge. If the customer subsequently walks on the ticket the restaurant will still have signed approval and will be able to finalize the charge.
	Swipe - Create Check and Preauthorize	Opens a check/tab and preauthorizes the card when swiped. For example, if a bartender swipes a credit card with no check on the screen, it will both open a check and preauthorize it.
Property Management Options	Port	Specify the Port used to communicate with the property management system.
	Baud	Set the Baud Rate as dictated by the property management system.
	Parity	Specify the Parity as dictated by the property management system.
	Data Bits	Specify the Data Bits as dictated by the property management system.
	Stop Bits	Specify the Stop Bits as dictated by the property management system.
Advances	Max Amount	The maximum amount for a credit card advance.
PCI Options	External KEK	Enables External Key Encryption Key for PCI Compliance.
	Rotate KEK	Rotates the External KEK.
	Rotate DEK	Allows user to manually rotate the PCI encryption key. Note: Focus does this automatically however this allows the user to perform this function manually.
Suggested Tip Additional Lines	Defines the wording for the additional tip lines. When utilized, the text replaces the word "Tip" from in front of the suggested tips.	
Tab Name Last Name Length	Defines how many characters appear on the tab when opened with a credit card. Note: If set to '0' 10 characters will populate.	
Tab List New Tab Options	None	Does no credit card processing when opening a tab with a credit card.
	Capture	Captures the credit card data when opening a tab with a credit card.
	Preauthorize	Preauthorizes the credit card for the 'Initial Preauthorization Amount' when opening a tab with a credit card.

Figure 10.19.1 Credit Card/PMS/Gift Card Window Commands

Field	Description
Close	Closes the Credit Card/PMS/Gift Card Formats Window.

Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Related Topics

See also (Miscellaneous > General > General)

See also (Miscellaneous > General > Screen Layout)

See also (Miscellaneous > General > Screen Layout (Commands))

See also (Miscellaneous > General > Timekeeping)

See also (Miscellaneous > General > Restaurant)

Job Right 'Office – General'

Related Videos

[Print After Authorizing](#)

[Close After Authorizing](#)

[AVS Address Verification Service](#)

Mercury Payments Credit Configuration

To setup Mercury Payments as the end users credit card processor.

Accessing the Credit Card/PMS/Window

While in Focus Setup, select Miscellaneous > General > Credit/Gift/Loyalty/Customer> Credit Card/PMS.

The screenshot shows the 'General Credit/Gift/Loyalty/Customer' window with the 'Credit Card/PMS' tab selected. The window is divided into several sections for configuration:

- Credit Card Options:** Includes dropdowns for Type (Mercury), Credit Station (Focus), and Port (<None>). It also has a Time Out field set to 300.
- Other IP Address:** A text field for specifying the IP address.
- Voucher Settings:** A table with columns for # of Vouchers, Max Amount, Tip Threshold, Max Tip %, and Refund Vouchers. Values are: 2, 0.00, 0.00, 20.00, 0.
- Merchant ID:** A text field.
- Batching:** Includes checkboxes for 'Require Reconcile' and 'Missing Tips Prompt'.
- Automatic Batching:** Includes checkboxes for 'Active' and 'Allow if Not In Balance', and a 'Batch Time Out' field set to 0.
- Wait While Authorizing:** A checkbox.
- Close After Authorizing:** A checkbox.
- Disclaimer (Preauthorization):** A checkbox.
- Override Location:** A checkbox.
- PCI Options:** Includes a checkbox for 'External KEK' and buttons for 'Rotate KEK' and 'Rotate DEK'.
- Tab Name Last Name Length:** A text field set to 0.

Preauthorization Options: Includes fields for Initial Amount (100.00), Repeat Amount (50.00), Threshold (15.00), and # of Vouchers (2). There is also a checkbox for 'Swipe - Create Check and Preauthorize'.

Property Management Options: Includes dropdowns for Port (<None>), Baud (<None>), and Parity (<None>). It also has dropdowns for Data Bits (<None>) and Stop Bits (<None>).

Advances: Includes a field for Max Amount (0.00).

Suggested Tip Additional Lines: A text area for entering suggested tip lines.

Tab List New Tab Options: Includes radio buttons for 'None' (selected), 'Preauthorize', and 'Capture'.

At the bottom of the window are buttons for 'Close', 'Save', and 'Cancel'.

Figure 10.18 Credit Card/PMS/Gift Card Window

How to Configure Mercury Payments

To learn how to configure Mercury see Knowledge Based Article: [Focus POS Mercury Setup](#).

Net EPay Credit Configuration

To setup Net EPay as the end users credit card processor.

Accessing the Credit Card/PMS/Window

While in Focus Setup, select Miscellaneous > General > Credit/Gift/Loyalty/Customer> Credit Card/PMS.

The screenshot shows the 'General Credit/Gift/Loyalty/Customer' window with the 'Credit Card/PMS' tab selected. The window is divided into several sections for configuration:

- Credit Card Options:** Includes dropdowns for 'Type' (set to 'Net EPay'), 'Credit Station' (<None>), and 'Port' (<None>). It also has fields for 'Other IP Address', 'Time Out' (90), '# of Vouchers' (2), 'Max Amount' (0.00), 'Tip Threshold' (0.00), 'Max Tip %' (35.00), and 'Refund Vouchers' (0).
- Preauthorization Options:** Includes 'Initial Amount' (100.00), 'Repeat Amount' (50.00), 'Threshold' (15.00), and '# of Vouchers' (2). There is a checkbox for 'Swipe - Create Check and Preauthorize'.
- Property Management Options:** Includes dropdowns for 'Port' (<None>), 'Baud' (<None>), and 'Parity' (<None>). It also has dropdowns for 'Data Bits' (<None>) and 'Stop Bits' (<None>).
- Advances:** Includes a 'Max Amount' field (0.00).
- Suggested Tip Additional Lines:** A text area for input.
- Batching:** Includes checkboxes for 'Require Reconcile' and 'Missing Tips Prompt'.
- Automatic Batching:** Includes checkboxes for 'Active' and 'Allow if Not In Balance', and a 'Batch Time Out' field (0).
- PCI Options:** Includes a checked checkbox for 'External KEK' and buttons for 'Rotate KEK' and 'Rotate DEK'.
- Disclaimer (Preauthorization):** Includes a checkbox for 'Override Location'.
- Tab List New Tab Options:** Includes radio buttons for 'None' (selected), 'Preauthorize', and 'Capture'.

At the bottom of the window are buttons for 'Close', 'Save', and 'Cancel'.

Figure 10.18 Credit Card/PMS/Gift Card Window

How to Configure Net EPay Payments

To learn how to configure Net EPay see Knowledge Based Article: [Focus POS NetEPay](#).

Credit Card Direct Window

The Credit Card Direct Window is used to configure Credit Card options configured in the Credit Card/PMS Window.

Accessing the Credit Card Direct Window

While in Focus Setup, select Miscellaneous > General > Credit Card/PMS/Gift Card > Credit Card Direct.

Note: The options on this window will vary depending on the merchant selected in the Credit Card/PMS window.

Figure 10.18 Credit Card Direct Window

Figure 10.19 Credit Card Direct Window Fields

Field	Description			
Credit Card Direct	Type	Vital/T-Sys Options	IP Address (Primary)	The primary IP Address supplied by the processor.
			IP Address (Secondary)	The secondary IP Address supplied by the processor.

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				Terminal ID	The Terminal ID supplied by the processor.	
		Payment-Tech	IP Address (Primary)	The primary IP Address supplied by the processor.		
			IP Address (Secondary)	The secondary IP Address supplied by the processor.		
			Port	The Port number supplied by the processor.		
			Merchant Setup	Merchant Number	The Merchant Number supplied by the processor.	
				Terminal #	The Terminal # supplied by the processor.	
				Client #	The Client # supplied by the processor.	
				User ID	The UserID supplied by the processor.	
		Password		The Password supplied by the processor.		

Figure 10.19.1 Credit Card Direct Commands

Command	Description
Close	Closes the Credit Card Direct Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Related Topics

See also (Miscellaneous > General > General)

See also (Miscellaneous > General > Screen Layout)

See also (Miscellaneous > General > Screen Layout (Commands))

See also (Miscellaneous > General > Timekeeping)

See also (Miscellaneous > General > Restaurant)

Job Right 'Office – General'

TSYS/Vital Credit Configuration

To setup TSYS/Vital as the end users credit card processor.

Accessing the Credit Card/PMS/Window

While in Focus Setup, select Miscellaneous > General > Credit/Gift/Loyalty/Customer> Credit Card/PMS.

The screenshot shows the 'General Credit/Gift/Loyalty/Customer' window with the 'Credit Card/PMS' tab selected. The window contains several sections for configuration:

- Credit Card Options:** Includes dropdowns for Type (TSYS/Vital), Credit Station (<None>), and Port (<None>). It also has fields for Other IP Address, Time Out (90), # of Vouchers (2), Max Amount (0.00), Tip Threshold (0.00), Max Tip % (35.00), and Refund Vouchers (0).
- Preauthorization Options:** Includes Initial Amount (100.00), Repeat Amount (50.00), Threshold (15.00), and # of Vouchers (2). There is a checkbox for 'Swipe - Create Check and Preauthorize'.
- Property Management Options:** Includes dropdowns for Port (<None>), Baud (<None>), and Parity (<None>). It also has dropdowns for Data Bits (<None>) and Stop Bits (<None>).
- Advances:** Includes a Max Amount field (0.00).
- Suggested Tip Additional Lines:** A text area for entering suggested tip lines.
- Tab List New Tab Options:** Includes radio buttons for None (selected) and Preauthorize, and a checkbox for Capture.
- Batching:** Includes checkboxes for Require Reconcile, Missing Tips Prompt, Automatic Batching (Active), and Allow if Not In Balance.
- Batch Time Out:** A field for Batch Time Out (0).
- PCI Options:** Includes a checkbox for External KEK and buttons for Rotate KEK and Rotate DEK.
- Disclaimer (Preauthorization):** A text area for entering a disclaimer.
- Override Location:** A checkbox for Override Location.
- Wait While Authorizing:** Includes checkboxes for Wait While Authorizing, Detail Logging, Enable AVS, and Tips on Forces.
- Close After Authorizing:** Includes checkboxes for Close After Authorizing and Print Option After Authorizing.
- Tab Name Last Name Length:** A field for Tab Name Last Name Length (0).

At the bottom of the window are buttons for Close, Save, and Cancel.

Figure 10.18 Credit Card/PMS/Gift Card Window

How to Configure TSYS/Vital.

To learn how to configure TSYS/Vital see Knowledge Based Article: [Focus POS TSYS/Vital](#).

Related Topics:

[TSYS/Vital Parameter Setup Worksheet](#).

Paymentech Credit Configuration

To setup Paymentech as the end users credit card processor.

Accessing the Credit Card/PMS/Window

While in Focus Setup, select Miscellaneous > General > Credit/Gift/Loyalty/Customer> Credit Card/PMS.

The screenshot shows the 'General Credit/Gift/Loyalty/Customer' window with the 'Credit Card/PMS' tab selected. The window is divided into several sections:

- Credit Card Options:** Includes fields for Type (Paymentech), Credit Station (<None>), Port (<None>), Other IP Address, Time Out (90), # of Vouchers (2), Max Amount (0.00), Tip Threshold (0.00), Max Tip % (35.00), Refund Vouchers (0), Merchant ID, Min Amount (0.00), and Max Tip (0.00).
- Batching:** Includes checkboxes for Require Reconcile, Missing Tips Prompt, Automatic Batching (Active, Allow if Not In Balance), and Batch Time Out (0).
- Advances:** Includes checkboxes for Wait While Authorizing, Detail Logging, Enable A/S, Tips on Forces, Close After Authorizing, Print Option After Authorizing, Disclaimer (Preauthorization), and Override Location.
- PCI Options:** Includes a checkbox for External KEK and buttons for Rotate KEK and Rotate DEK.
- Preauthorization Options:** Includes fields for Initial Amount (100.00), Repeat Amount (50.00), Threshold (15.00), and # of Vouchers (2). There is also a checkbox for Swipe - Create Check and Preauthorize.
- Property Management Options:** Includes fields for Port (<None>), Baud (<None>), Parity (<None>), Data Bits (<None>), and Stop Bits (<None>).
- Tab List New Tab Options:** Includes radio buttons for None (selected), Preauthorize, and Capture.

The window has a Close button, a Save button, and a Cancel button at the bottom right.

Figure 10.18 Credit Card/PMS/Gift Card Window

How to Configure Paymentech.

To learn how to configure Paymentech see Knowledge Based Article: [Focus POS Paymentech - Setup](#).

Related Topics:

[Paymentech Parameter Setup Worksheet](#).

First Data Credit Card Configuration

Accessing the Credit Card/PMS/Window

While in Focus Setup, select Miscellaneous > General > Credit/Gift/Loyalty/Customer> Credit Card/PMS.

The screenshot shows the 'General Credit/Gift/Loyalty/Customer' window with the 'Credit Card/PMS' tab selected. The window is divided into several sections for configuration:

- Credit Card Options:** Includes dropdowns for 'Type' (set to 'First Data'), 'Credit Station' (set to '<None>'), and 'Port' (set to '<None>'). It also has fields for 'Other IP Address', 'Time Out' (90), and a table for '# of Vouchers', 'Max Amount', 'Tip Threshold', 'Max Tip %', and 'Refund Vouchers'.
- Preauthorization Options:** Includes fields for 'Initial Amount' (100.00), 'Repeat Amount' (50.00), 'Threshold' (15.00), and '# of Vouchers' (2). There is a checkbox for 'Swipe - Create Check and Preauthorize'.
- Property Management Options:** Includes dropdowns for 'Port', 'Baud', 'Parity', 'Data Bits', and 'Stop Bits'.
- Advances:** Includes a field for 'Max Amount' (0.00).
- Suggested Tip Additional Lines:** Includes a text area for additional lines.
- Tab List New Tab Options:** Includes radio buttons for 'None' (selected) and 'Preauthorize', and a checkbox for 'Capture'.
- Batching:** Includes checkboxes for 'Require Reconcile' and 'Missing Tips Prompt'.
- Automatic Batching:** Includes checkboxes for 'Active' and 'Allow if Not In Balance', and a 'Batch Time Out' field.
- PCI Options:** Includes a checkbox for 'External KEK' (checked) and buttons for 'Rotate KEK' and 'Rotate DEK'.
- Disclaimer (Preauthorization):** Includes a checkbox for 'Override Location'.
- Wait While Authorizing:** Includes checkboxes for 'Wait While Authorizing', 'Detail Logging', 'Enable A/V', 'Tips on Forces', 'Close After Authorizing', and 'Print Option After Authorizing'.
- Tab Name Last Name Length:** Includes a field for 'Tab Name Last Name Length' (0).

At the bottom of the window are buttons for 'Close', 'Save', and 'Cancel'.

Figure 10.18 Credit Card/PMS/Gift Card Window

How to Configure First Data.

To learn how to configure First Data see Knowledge Based Article: [Focus POS FDMS - Setup](#).

Related Topics:

[First Data North Parameter Setup Worksheet](#).

Worldpay/RBS Credit Configuration

To setup Worldpay/RBS as the end users credit card processor.

Accessing the Credit Card/PMS/Window

While in Focus Setup, select Miscellaneous > General > Credit/Gift/Loyalty/Customer> Credit Card/PMS.

The screenshot shows the 'General Credit/Gift/Loyalty/Customer' window with the 'Credit Card/PMS' tab selected. The window is divided into several sections:

- Credit Card Options:** Includes fields for Type (Worldpay/RBS), Credit Station (<None>), Port (<None>), Other IP Address, Time Out (90), # of Vouchers (2), Max Amount (0.00), Tip Threshold (0.00), Max Tip % (35.00), Refund Vouchers (0), Merchant ID, Min Amount (0.00), Max Tip (0.00), and Batch Time Out (0).
- Batching:** Includes checkboxes for Require Reconcile, Missing Tips Prompt, Automatic Batching (Active), and Allow if Not In Balance.
- Advances:** Includes a checkbox for Wait While Authorizing, a checkbox for Close After Authorizing, a checkbox for Detail Logging, a checkbox for Print Option After Authorizing, a checkbox for Enable AVS, a checkbox for Tips on Forces, and a checkbox for Disclaimer (Preauthorization).
- PCI Options:** Includes a checkbox for External KEK, buttons for Rotate KEK and Rotate DEK, and a checkbox for Override Location.
- Preauthorization Options:** Includes fields for Initial Amount (100.00), Repeat Amount (50.00), Threshold (15.00), and # of Vouchers (2). There is also a checkbox for Swipe - Create Check and Preauthorize.
- Property Management Options:** Includes fields for Port (<None>), Baud (<None>), Parity (<None>), Data Bits (<None>), and Stop Bits (<None>).
- Advances:** Includes a field for Max Amount (0.00).
- Suggested Tip Additional Lines:** Includes a text area for entering suggested tip additional lines.
- Tab List New Tab Options:** Includes radio buttons for None, Preauthorize, and Capture.

At the bottom of the window are buttons for Close, Save, and Cancel.

Figure 10.18 Credit Card/PMS/Gift Card Window

How to Configure Worldpay/RBS.

To learn how to configure Worldpay/RBS see Knowledge Based Article: [Focus POS Worldpay - Setup](#).

Related Topics:

[Worldpay Parameter Setup Worksheet](#).

Heartland Payments Credit Card Configuration

Accessing the Credit Card/PMS/Window

While in Focus Setup, select Miscellaneous > General > Credit/Gift/Loyalty/Customer> Credit Card/PMS.

The screenshot shows the 'General Credit/Gift/Loyalty/Customer' window with the 'Credit Card/PMS' tab selected. The window is divided into several sections for configuration:

- Credit Card Options:** Includes dropdowns for Type (Heartland), Credit Station (<None>), and Port (<None>). It also has fields for Other IP Address, Time Out (90), # of Vouchers (2), Max Amount (0.00), Tip Threshold (0.00), Max Tip % (35.00), Refund Vouchers (0), Merchant ID, Min Amount (0.00), and Max Tip (0.00).
- Batching:** Includes checkboxes for Require Reconcile, Missing Tips Prompt, Automatic Batching (Active, Allow if Not In Balance), and Batch Time Out (0).
- Advanced Options:** Includes checkboxes for Wait While Authorizing, Close After Authorizing, Detail Logging, Print Option After Authorizing, Enable AVS, Tips on Forces, Disclaimer (Preauthorization), and Override Location.
- PCI Options:** Includes a checked checkbox for External KEK and buttons for Rotate KEK and Rotate DEK.
- Preauthorization Options:** Includes fields for Initial Amount (100.00), Repeat Amount (50.00), Threshold (15.00), and # of Vouchers (2). It also has a checkbox for Swipe - Create Check and Preauthorize.
- Property Management Options:** Includes dropdowns for Port (<None>), Baud (<None>), Parity (<None>), Data Bits (<None>), and Stop Bits (<None>).
- Advances:** Includes a field for Max Amount (0.00).
- Suggested Tip Additional Lines:** Includes a text area for additional lines.
- Tab List New Tab Options:** Includes radio buttons for None (selected) and Preauthorize, and a checkbox for Capture.

At the bottom of the window are buttons for Close, Save, and Cancel.

Figure 10.18 Credit Card/PMS/Gift Card Window

How to Configure Heartland.

To learn how to configure Heartland see Knowledge Based Article: [Focus POS Heartland - Setup](#).

Related Topics:

[Heartland Parameter Setup Worksheet](#).

Sterling Paymentech Credit Configuration

To setup Sterling Paymentech Interface as the end users credit card processor.

Accessing the Credit Card/PMS/Window

While in Focus Setup, select Miscellaneous > General > Credit/Gift/Loyalty/Customer> Credit Card/PMS.

The screenshot shows the 'General Credit/Gift/Loyalty/Customer' window with the 'Credit Card/PMS' tab selected. The window is divided into several sections for configuration:

- Credit Card Options:** Includes dropdowns for Type (Sterling - Paymentech), Credit Station (<None>), and Port (<None>). It also has fields for Other IP Address, Time Out (300), and a table for # of Vouchers, Max Amount, Tip Threshold, Max Tip %, and Refund Vouchers.
- Preauthorization Options:** Includes fields for Initial Amount (100.00), Repeat Amount (50.00), Threshold (15.00), and # of Vouchers (2). There is a checkbox for 'Swipe - Create Check and Preauthorize'.
- Property Management Options:** Includes dropdowns for Port, Baud, and Parity, and fields for Data Bits and Stop Bits.
- Advances:** Includes a field for Max Amount (0.00).
- Suggested Tip Additional Lines:** A text area for entering additional tip lines.
- Tab List New Tab Options:** Radio buttons for None, Preauthorize, and Capture.
- Batching:** Checkboxes for Require Reconcile, Missing Tips Prompt, Automatic Batching (Active, Allow if Not In Balance), and Batch Time Out.
- PCI Options:** Checkboxes for External KEK, Rotate KEK, and Rotate DEK.
- Disclaimer (Preauthorization):** A text area for entering a disclaimer.
- Wait While Authorizing:** Checkboxes for Detail Logging, Enable A/S, Tips on Forces, Close After Authorizing, and Print Option After Authorizing.
- Override Location:** A checkbox for overriding the location.

At the bottom of the window are buttons for Close, Save, and Cancel.

Figure 10.18 Credit Card/PMS/Gift Card Window

How to Configure Sterling Paymentech.

To learn how to configure Sterling Paymentech see Knowledge Based Article: [Focus POS Sterling Paymentech - Setup](#).

Related Topics:

[Sterling Paymentech Parameter Setup Worksheet](#).

Customer Window

The Customer Window is used to configure various Delivery, Customer Account, Loyalty Diner, Future Order and Local Gift Card options.

Accessing the Customer Window

While in Focus Setup, select Miscellaneous > General > Customer.

Figure 10.20 Customer Window

Figure 10.21 Customer Window Fields

Field	Description
Customer Options	Default Phone Prefix The Default Phone Prefix determines the default phone prefix, City, State, Zip Code and Delivery Zone that will appear on the Customer Search and New Customer Windows. If a Default Phone Prefix is not specified then the default City, State, State, Zip Code and Delivery Zone are left blank.
	Unique Account # A unique account number will be required for each Customer.
	New Customer (Display Streets) The user can select from predefined Streets when adding a new customer.
	Customer Maps The user can view or print a map to the customer's address. Note: An always on Internet connection is required to view maps.
	Enter City Name Not The user can enter a the name of a City that has not been created when adding or editing a

	in List	customer.
	Default Plans 1-4	The Default Loyalty Plan values for new customers.
Customer Account Options	Order	Select the order to view accounts. (Name or Card #).
		Name The list of customers on the Loyalty Window will be sorted by Name.
		Card Number The list of customers on the Loyalty Window will be sorted by Card Number.
	Search Method	Phone Number The default search method will be the customer's phone number.
		Company Name The default search method will be the customer's company name.
		Last Name The default search method will be the customer's last name.
		Card Number The default search method will be the customer's card number.
	Search Match	Begins With Searches by the first few characters.
		Containing Searches within the customers that have the characters specified.
		Exact Only Finds only the customers who match exactly.
Loyalty Customer Options	Do Not Display Balance	If this option is on then the customer's balance will not be displayed.
	Require Swipe Input	Requires a swipe from a magnetic card.
	Multiple Orders Require Approval	If the last order date is the same as the current business date then it must be approved by the 'Customer – Approve' Job Right.
	Payment Confirm Not Required	If a customer with a House Account is associated with the Guest Check, the user can immediately enter a payment without confirming the House Account.
	Default Loyalty Plan 1-4	Set the Default Loyalty Plan values for customers added via the Account Window.
	Do Not Display Balance on Check	If this option is selected the customer's balance will not be displayed on their guest check.
	Type	Focus Local - loyalty functions uses the local Focus customer database.
		Focus Local Loyalty functions use the local Focus customer database.
		Givex Loyalty functions use Givex.

	Order	Name	The list of customers on the Loyalty Window will be sorted by Name.
		Card Number	The list of customers on the Loyalty Window will be sorted by Card Number
	Search Method	Phone Number	The customer's phone number.
		Company Name	The customer's company name.
		Last Name	The customer's last name.
		Card Number	The customer's card number.
	Search Match	Begins With	Searches by the first few characters.
		Containing	Searches within the customers that have the characters specified.
		Exact Only	Finds only the customers who match exactly.
	Card Prefix	The card prefix is used to determine if swiped input on the order entry screen is a loyalty card.	
	Default Plans 1-4	Set the Default Loyalty Plan values for customers added via the Loyalty Window.	
	Allow Phone Number Search	If this option is off then the "Phone number" search option is not available on the Customer Search Window.	
	Allow Company Search	If this option is off then the "Company" search option is not available on the Customer Search Window.	
	Allow Last Name Search	If this option is off then the "Last name" search option is not available on the Customer Search Window.	
	Allow Card Number Search	If this option is off then the "Account #" search option is not available on the Customer Search Window.	
	Require Swipe Input	If the user enters input at the search screen via the touch screen then they are prompted for the 'Customer – Approve Job' Right.	
	Multiple Orders Require	If the last order date is the same as the current business date then it must be approved by the 'Customer – Approve Job' Right.	

	Approval	
	Display Confirmation	If this option is on then the confirmation window is displayed upon completion of the customer search. If this option is off the Loyalty Customer is placed immediately upon the check or a new check is started with the customer if a card is swiped at the Focus Order Entry Window. If the Loyalty Command is pressed first the confirmation screen is always displayed.
Future Orders Options	See Video: Future Orders	
	Print When Moved	The kitchen chit will print on the day the order is moved, at the specific time the order is due.
	Print When Entered	The kitchen chit will print when the order is entered.
	Move Orders at Close Day	The Future Orders will automatically move into the current business day at Close Day. (V7.4 Build 13.5.14)
	Print Lead Time (minutes)	The number of minutes prior to the specified order time, that the kitchen chit will print. (V7.4 Build 13.5.14)
Local Gift Card Options	Default Plans	Set the Default Loyalty Plan values for customers added via the Account Window.
	Allow Last Name Search	The gift card account can be searched by last name.
Map Delivery Starting Address	Street	Default address used when the Map function is supplying directions. This is typically the restaurant address.
	Zip Code	Default Zip Code used when the Map function is supplying directions. This is typically the restaurant's zip code.

Related Videos

[Future Orders](#)

Related Topics

Job Right 'Office – General'

Loyalty Receipt Window

The Loyalty Receipt Window is used to configure the Loyalty Receipt for the Frequent Diner Program as well as the Guest Check Survey that may be printed on the Guest Check.

Accessing the Loyalty Receipt Window

While in Focus Setup, select Miscellaneous > General > Loyalty Receipt.

Figure 10.28 Loyalty Receipt Window

Figure 10.29 Loyalty Receipt Window Fields


Field	Description
Header	Enter the header for the Loyalty Receipt.
Lines	Specify the number of blank lines to print at the top of the Loyalty Receipt.
Header Format	Specify the Printer Format that is used for the header.
Image	Specify the image format to print the image on the top of the Loyalty Receipt.
Footer	Enter the footer for the Loyalty Receipt.
Lines	Specify the number of blank lines to print at the bottom of the Loyalty Receipt.
Completion Format	Specify the Printer Format to send to the printer at the end of the Loyalty Receipt.
Body Format	Specify the Printer Format that is used to format other information on the Loyalty Receipt other than the Header and Footer.
Guest Check Survey	The survey information is printed on Guest Check according to the 'Survey Frequency'.

Related Topics

Job Right 'Office – General'

Gift Cards/Loyalty Window

The Gift Cards Window is used to configure Gift Card and Loyalty Card setup. Use these options to establish system wide gift card options. See Knowledge Based Article: [Gift Card Setup](#).

 Verify that the GFT option is installed on the hardware key. While in setup select Help> About> System. If using Mercury for both Credit and Gift you will not need the Gift module and therefore will not see GFT on the hardware key.

Accessing the Gift Cards/Loyalty Window

While in Focus Setup, select Miscellaneous > General > Credit/Gift/Loyalty/Customer>Gift Cards/Loyalty.

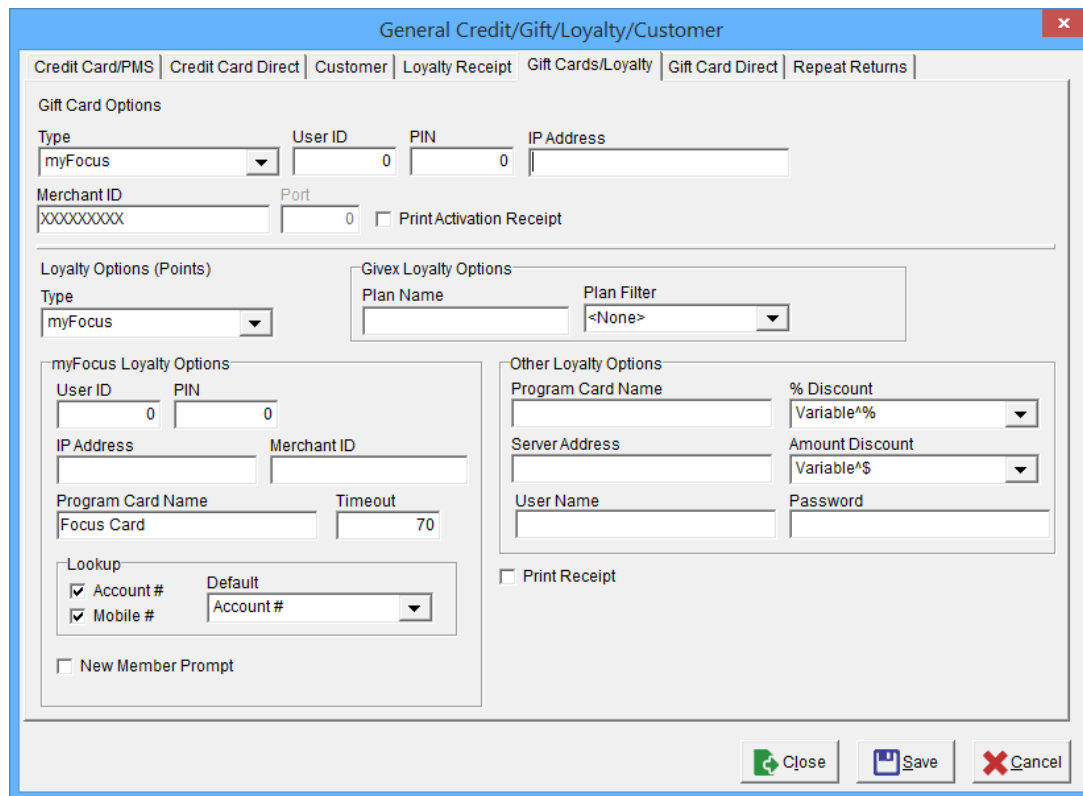


Figure 10.18 Gift Cards/Loyalty Window

Figure 10.19 Gift Cards/Loyalty Window Fields

Field	Description
Gift Card Options	<div>Type</div> <div>See Knowledge Based Article: Supported Gift Card Processors.</div> <div> <div>Givex</div> <div> <div>UserID</div> <div>The user ID needed by the gift card processor.</div> </div> <div> <div>PIN</div> <div>The PIN needed by the gift card processor.</div> </div> </div> <div> <div>Mer-cury</div> <div> <div>IP Address</div> <div>The IP address of the gift card processor.</div> </div> </div>

				Mer- chant ID	The Merchant ID of the gift card processor.
				Port	The Port used by the gift card processor.
		Sterling		IP Address	The IP address of the gift card processor.
				Mer- chant ID	The Merchant ID of the gift card processor.
				Port	The Port used by the gift card processor.
		Gift EPay		IP Address	The IP Address of the gift card processor.
				Mer- chant ID	The Merchant ID of the gift card processor.
		Focus Local		No additional settings are needed when using the Focus Local option.	
		Valu- eLink (Data- wire)		IP Address	The IP address of the gift card processor.
				Mer- chant ID	The Merchant ID of the gift card processor.
				Port	The Port used by the gift card processor.
		Aris- tocrat		IP Address	The IP Address of the gift card processor.
				Port	The Port used by the gift card processor.
		ValuTec (Gift EPay)		IP Address	The IP address of the gift card processor.
				Mer- chant ID	The Merchant ID of the gift card processor.
				Port	The Port used by the gift card processor.
		MyFo- cus		UserID	The user ID needed by the gift card processor.

			PIN	The PIN needed by the gift card processor.
			IP Address	The IP Address of the gift card processor.
			Mer- chant ID	The Merchant ID of the gift card processor.
		First Data / Valu- eLink	UserID	The user ID field will be disabled and all information will be entered on the ' Gift Card Direct ' tab.
			PIN	The PIN field will be disabled and all information will be entered on the ' Gift Card Direct ' tab.
			IP Address	The IP Address field will be disabled and all information will be entered on the ' Gift Card Direct ' tab.
			Mer- chant ID	The Merchant ID field will be disabled and all information will be entered on the ' Gift Card Direct ' tab.
		Pay- ment- ech	UserID	The user ID field will be disabled and all information will be entered on the ' Gift Card Direct ' tab.
			PIN	The PIN field will be disabled and all information will be entered on the ' Gift Card Direct ' tab.
			IP Address	The IP Address field will be disabled and all information will be entered on the ' Gift Card Direct ' tab.
			Mer- chant ID	The Merchant ID field will be disabled and all information will be entered on the ' Gift Card Direct ' tab.
	Print Activation Receipt	A Gift Card Receipt is printed when a Gift Card is activated or incremented.		

Figure 10.19.0.1 Loyalty Options (Points) Fields

Field	Description		
Type	Givex	Uses the Givex User ID and Pin configured in the Gift Card options.	
	myFocus	UserID	The user ID provided by Focus.
		PIN	The PIN provided by Focus.
		IP	The IP Address provided by Focus.

		Address			
		Merchant ID	The Merchant ID provided by Focus.		
		Print Receipt	A Loyalty Card Receipt is printed when a Loyalty Card transaction occurs.		
		Program Card Name	A name for the loyalty card specified by the end-user.		
		Timeout	Number of seconds before the loyalty program times out. V7.4 Build 14.5.18		
		Lookup	The desired choice for Loyalty customer lookup.		
			Account #	The Customers Account Number is available for customer lookup.	
			Mobile #	The Customers Mobile Number is available for customer lookup.	
	Default		Account #	The Account # will be the default search method.	
		Mobile #	The Mobile # will be the default search method.		
	New Member Prompt	If selected, user will be prompted to enter a new members information if not found in the loyalty database.			
	HTTP Loyalty V7.4 Build 14.9.22	Uses the Other Loyalty Options			
Program Card Name		The user ID needed by the loyalty card processor.			
Server Address		The PIN needed by the loyalty card processor.			
User Name		The IP Address of the gift card processor.			
Password		The Merchant ID of the gift card processor.			
% Discount		Discount to be applied.			
Amount Discount		Discount to be applied.			
	Print Receipt	A receipt is printed.			

	Repeat Returns Uses the Repeat Returns settings configured on the Repeat Returns tab. V7.4 Build 14.9.22
--	--

Figure 10.19.1 Gift Cards Window Commands

Field	Description
Close	Closes the Gift Cards Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Related Videos

[Gift Card Setup](#)

Related Topics

[Gift Card Setup](#)

See also (Miscellaneous > General > General)

See also (Miscellaneous > General > Screen Layout)

See also (Miscellaneous > General > Screen Layout (Commands))

See also (Miscellaneous > General > Timekeeping)

See also (Miscellaneous > General > Restaurant)

Job Right 'Office – General'

Gift Card Direct Window

The Gift Card Direct Window is used to configure Gift Card options.

Accessing the Gift Cards Window

While in Focus Setup, select Miscellaneous > General > Credit Card/PMS/Gift Card > Gift Card Direct.

Note: The options on this window will vary depending on the merchant selected in the Gift Card/Loyalty window.

Figure 10.18 Credit Card Direct Window

Figure 10.19 Credit Card Direct Window Fields

Field	Description			
Gift Card Direct	Type	First Data	Reg- istration URL	The URL supplied by the processor.
			Merchant Number	The Merchant Number supplied by the processor.
			Terminal #	The Terminal # supplied by the processor.
			Alternate Merchant ID	The Alternate Merchant ID supplied by the processor.

			Reg- istra- tion/Activation Infor- mation	IP Ad- dress (Pri- mary Dis- cov- ery)	The Primary IP Address supplied to you by the processor.	The Mer- cha- nt Num- ber sup- plied by the proc- esso- r.	
				IP Ad- dress (Sec- onda- ry Dis- cov- ery)	The Secondary IP Address supplied to you by the proc- essor.		
Data- wire ID	The Datawire ID will be populated if properly registered.						
Register	Registers the information with Datawire.						
		Pay- ment- ech	Mer- chant Setup	IP Ad- dres- s (Pri- mary)	The primary IP Address supplied by the processor.		
				Mer- chant Numb- er			
					Ter- minal #	The Terminal # supplied by the processor.	
					Client #	The Client # supplied by the processor.	
					User ID	The User ID supplied by the processor.	
					Pass- word	he Password supplied by the processor.	

Figure 10.19.1 Credit Card Direct Commands

Command	Description
Close	Closes the Credit Card Direct Window.

Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Related Topics

See also (Miscellaneous > General > General)

See also (Miscellaneous > General > Screen Layout)

See also (Miscellaneous > General > Screen Layout (Commands))

See also (Miscellaneous > General > Timekeeping)

See also (Miscellaneous > General > Restaurant)

Job Right 'Office – General'

Repeat Returns Window

The Repeat Returns Window is used to configure Repeat Returns loyalty setup.

Restrictions

V7.4 Build 14.9.22 required

Key must be contain a Repeat Returns software license

Accessing theRepeat Returns Window

While in Focus Setup, select Miscellaneous > General > Credit/Gift/Loyalty/Customer>Repeat Returns.

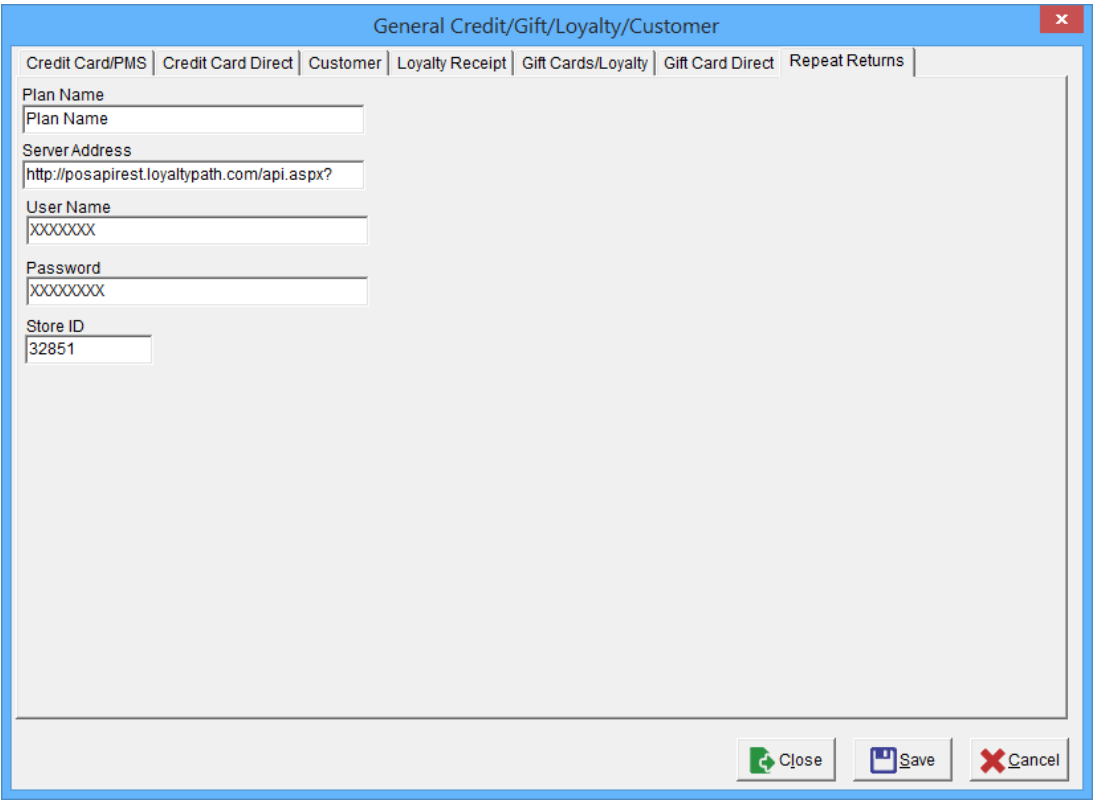


Figure 10.18.9 Repeat Returns Window

Figure 10.19.93 Repeat Returns Window Fields

Field	Description
Plan Name	The Plan Name provided by the Restaurant
Server IP Address	http://posapirest.loyaltypath.com/api.aspx?
User Name	User Name provided by Repeat Returns
Password	Password provided by Repeat Returns
Store ID	Store ID provided by Repeat Returns

Figure 10.19.1 Repeat Returns Window Commands

Field	Description
Close	Closes the Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Related Videos

None

Related Topics

[Repeat Returns Loyalty Setup](#)

General Window Tabs

The General Window is used to establish global parameters and options for the restaurant.

Accessing the General Window

While in Focus Setup, select Miscellaneous > General.

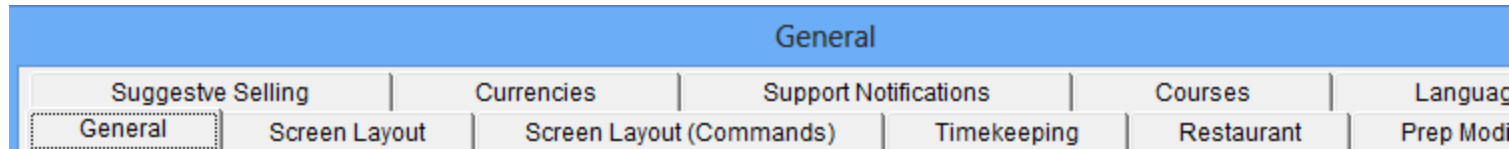


Figure 10.6 General Window Tabs

Figure 10.7 General Window Tabs Description

Tab	Description
General	The General Window is used to establish a variety of global parameters and options for the restaurant.
Screen Layout	The Screen Layout Window is used to configure the Focus Order Entry Window.
Screen Layout (Commands)	The Screen Layout (Commands) Window is used to configure the Modifier Commands, Screen Saver, Entry Screen, and Canvas Designer Options.
Timekeeping	The Timekeeping Window is used to configure payroll options and related settings.
Restaurant	The Restaurant Window is used to name the establishment and provide additional e-mail and ftp options.
Prep Modifiers	The Prep Modifiers Window is used to define customized Prep Modifiers to be displayed when modifying menu items.
Suggestive Selling	The Suggestive Selling Window is used to configure Suggestive Selling Options.
Currencies	The Currencies Window is used to configure currencies other than the US dollar.
Support Notifications	The Support Notifications Window is used to configure Support Notifications for the dealer.
Courses	The Courses Window is used to configure and name the Courses.
Language	The Language Window is used to rename particular words on the Guest Check or Reports as required by some Countries.

Related Topics

Job Right 'Office – General'

General Window

The General Window is used to establish a variety of global parameters or options for the establishment. Options set in the General Window affect all Locations, Revenue Centers and Order Types.

Accessing the General Window

While in Focus Setup, select Miscellaneous > General.

Figure 10.8 General Window

Figure 10.9 General Window Fields

Field	Description		
Close Day Options	Close Day Auto-matically	The Close Day process will be automated.	
		Station	The primary Close Day Station. This option is only valid if the “Close Day Auto-matically” option is on.
		Alternate Station	The Alternate Station attempts to close day if the primary Close Day Station has not closed day. This option is only valid if the “Close Day Automatically” option is on.

	<table> <tr> <td></td><td> Time The Close Day process will start at this time. This option is only valid if the "Close Day Automatically" option is on. </td></tr> </table>		Time The Close Day process will start at this time. This option is only valid if the "Close Day Automatically" option is on.										
	Time The Close Day process will start at this time. This option is only valid if the "Close Day Automatically" option is on.												
Checks to Include	<table> <tr> <td>All Checks</td><td>All checks are to be included in the Close Day reports.</td></tr> <tr> <td>End Business Day Time</td><td>Only checks opened before the "End Business Day Time" are included on that day's business. Note: All open checks and their associated items will be moved to the next day's business when Close Day occurs. Open Checks are renumbered from one onwards.</td></tr> </table>	All Checks	All checks are to be included in the Close Day reports.	End Business Day Time	Only checks opened before the "End Business Day Time" are included on that day's business. Note: All open checks and their associated items will be moved to the next day's business when Close Day occurs. Open Checks are renumbered from one onwards.								
All Checks	All checks are to be included in the Close Day reports.												
End Business Day Time	Only checks opened before the "End Business Day Time" are included on that day's business. Note: All open checks and their associated items will be moved to the next day's business when Close Day occurs. Open Checks are renumbered from one onwards.												
Check File Date	<table> <tr> <td>Current Date</td><td>The date for the next business day is set to the current date when the day is closed. This option should be used when Close Day occurs after midnight.</td></tr> <tr> <td>Tomorrow's Date</td><td>The date for the next business day is set to the following day's date when the day is closed. This option is most appropriate when Close Day occurs before midnight.</td></tr> <tr> <td>Increment Date</td><td>The date for the next business day will be determined by incrementing the current business date. This option is most appropriate in environments where the day is closed manually around midnight.</td></tr> </table>	Current Date	The date for the next business day is set to the current date when the day is closed. This option should be used when Close Day occurs after midnight.	Tomorrow's Date	The date for the next business day is set to the following day's date when the day is closed. This option is most appropriate when Close Day occurs before midnight.	Increment Date	The date for the next business day will be determined by incrementing the current business date. This option is most appropriate in environments where the day is closed manually around midnight.						
Current Date	The date for the next business day is set to the current date when the day is closed. This option should be used when Close Day occurs after midnight.												
Tomorrow's Date	The date for the next business day is set to the following day's date when the day is closed. This option is most appropriate when Close Day occurs before midnight.												
Increment Date	The date for the next business day will be determined by incrementing the current business date. This option is most appropriate in environments where the day is closed manually around midnight.												
Automatic Employee Clock Out	All employees will be clocked out at the Close Day.												
Archive Configuration Folder	Configuration files will be stored in the check file folder for that day.												
Key Not Found Warning	If selected the user will see a warning if there is an issue with the hardware key.												
Close Zero Balance Checks	If selected, checks that remain open with a zero balance will be closed during the 'End of Day' process.												
Options	<table> <tr> <td>Multiple Checks on a Table</td><td>Multiple open checks are allowed on the same table.</td></tr> <tr> <td>Alpha-numeric Table Numbers</td><td>Table numbers may be accessed by an alphanumeric identifier. An alphanumeric keyboard is provided on the Access Window.</td></tr> <tr> <td>Table Access Not Allowed</td><td>If selected, the user will not be able to access checks using the 'Table Access' on the guest check in order entry.</td></tr> <tr> <td>Tab Name Selection</td><td>The user will be able to choose from a list of saved names on the Tab Name Windows. The 'Customer – Approve' Job Right is used to enter new names.</td></tr> <tr> <td>Quick Amounts on Payment Screen</td><td>When selected, quick amounts are added to the cash payment screen. These include the different amounts to split a check from 2 to 10 different ways.</td></tr> <tr> <td>Time Rates Span Time</td><td>The price of "Timed Rate" Menu Items is determined by the length of time in each Time Range.. For example, if pool table rental is \$10 an hour normally and \$6 an hour for happy hour and you play dur-</td></tr> </table>	Multiple Checks on a Table	Multiple open checks are allowed on the same table.	Alpha-numeric Table Numbers	Table numbers may be accessed by an alphanumeric identifier. An alphanumeric keyboard is provided on the Access Window.	Table Access Not Allowed	If selected, the user will not be able to access checks using the 'Table Access' on the guest check in order entry.	Tab Name Selection	The user will be able to choose from a list of saved names on the Tab Name Windows. The 'Customer – Approve' Job Right is used to enter new names.	Quick Amounts on Payment Screen	When selected, quick amounts are added to the cash payment screen. These include the different amounts to split a check from 2 to 10 different ways.	Time Rates Span Time	The price of "Timed Rate" Menu Items is determined by the length of time in each Time Range.. For example, if pool table rental is \$10 an hour normally and \$6 an hour for happy hour and you play dur-
Multiple Checks on a Table	Multiple open checks are allowed on the same table.												
Alpha-numeric Table Numbers	Table numbers may be accessed by an alphanumeric identifier. An alphanumeric keyboard is provided on the Access Window.												
Table Access Not Allowed	If selected, the user will not be able to access checks using the 'Table Access' on the guest check in order entry.												
Tab Name Selection	The user will be able to choose from a list of saved names on the Tab Name Windows. The 'Customer – Approve' Job Right is used to enter new names.												
Quick Amounts on Payment Screen	When selected, quick amounts are added to the cash payment screen. These include the different amounts to split a check from 2 to 10 different ways.												
Time Rates Span Time	The price of "Timed Rate" Menu Items is determined by the length of time in each Time Range.. For example, if pool table rental is \$10 an hour normally and \$6 an hour for happy hour and you play dur-												

	Ranges	ing both time ranges it calculates the rate based off current time range prices. 15 minutes at \$10, then 45 minutes at \$6.00 during happy hour.
	Record Deletes	If selected, Focus will track each time the Delete command is utilized.
	Menu Item Tax Selection Required	If selected, a tax selection will be required when creating menu items. See Video V7.4 Build 14.5.12
	Menu Item Automatic ID	If selected, a numerical menu ID will be assigned to each menu item created. V7.4 Build 14.9.29
Payment Accountability	Owner of Check	The employee that owns the check will be responsible for all payments on the check. This option is most often used in server-banking environments. If a check is closed or re-opened to make an adjustment the owner of the check still retains accountability for the payments on the check.
	Closer of Check	The employee that closes the check will be responsible for payments on the check. This option is primarily used in cashier environments where an employee other than the opener of the check is expected to take payments.
	Owner of Payment	The employee that recorded the payment will be responsible for the payment. This option is used in cashier environments where strict cash accountability is maintained.
Alert Options	User Name	User name provided by Focus.
	Password	Password provided to dealer from Focus
	Sender Name	Name to display as the sender of the text message. Usually the name of the restaurant.
Accounting Options	Last Day of Week	The day that determines the default day range for the Weekly Item Count Report and the week total on the Cumulative Sales Report. This selection is critical when Scheduling is used.
	Last Month of Year	The month that determines the default date range for the Cumulative Sales and Cumulative Item Count Reports.
	Employee Messages to Save (Days)	The number of days to save Employee Message Files.
	Check Files to Save	The number of Check Files (days) to save. If this number is set to zero then no Check Files are deleted.
	End Business Day Time	The time the business day will end. The listed time indicates the sales cut off time for that day. Only checks that were opened before this time are included on that day's business. After-midnight sales may be included in the business for the previous day.
	Credit	The number of Credit Card summary files to save. Recommended is 3 days.

	Card Files to Save	
	Deposit Default Date	See Video: Default Deposit Date
	Previous Date	If selected, the previous date will be the default deposit date.
	Current Date	If selected, the current date will be the default deposit date.
	Drop Warning Amount	The dollar amount in which employees with the Job Right "Cashier - Drop Warning" will be required to make a drop prior to ringing additional items.
	Open Drawer on Partial Payment	Allows cash drawer to open prior to check being closed, when a partial payment is applied. Version 7.4 Build 14.9.22
QSR Options	KVS Active	Enables QSR.
	KVS Audit	Used for troubleshooting Kitchen Video. Cannot be active in a live site.
	KVS Sub-total	Send the items to the Kitchen Video at Subtotal, Fire, Clear.
Event Station	This Station will process active Events. If the selection is set to <None> then Events will not activate.	
E-mail Station	The Station that will serve as the E-mail Station. If the selection is set to <None> then e-mails will not be sent.	
Mobile Station	The Station that will serve as the Mobile station if using handhelds or other mobile devices.	
Mobile Logging	Creates a separate mobile message file for each day in the Status folder.	
Mobile Manual Update	If selected, Focus Mobile will not update automatically. If the Update Mobile button is pressed then the Focus Mobile will update.	

Figure 10.9.1 General Window Commands

Command	Description
Close	Closes the General Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving

Related Videos

[Default Deposit Date](#)

Related Topics

See also (Miscellaneous > General > Screen Layout)

See also (Miscellaneous > General > Screen Layout (Commands))

See also (Miscellaneous > General > Timekeeping)

See also (Miscellaneous > General > Restaurant)

See also (Miscellaneous > General > Credit Card/PMS/Gift Cards)

Job Right 'Office – General'

Screen Layout Window

The Screen Layout Window is used to select the Order Entry Theme to be used or to manually configure the Focus Order Entry Window layout.

Accessing the Screen Layout Window

While in Focus Setup, select Miscellaneous > General > General> Screen Layout.

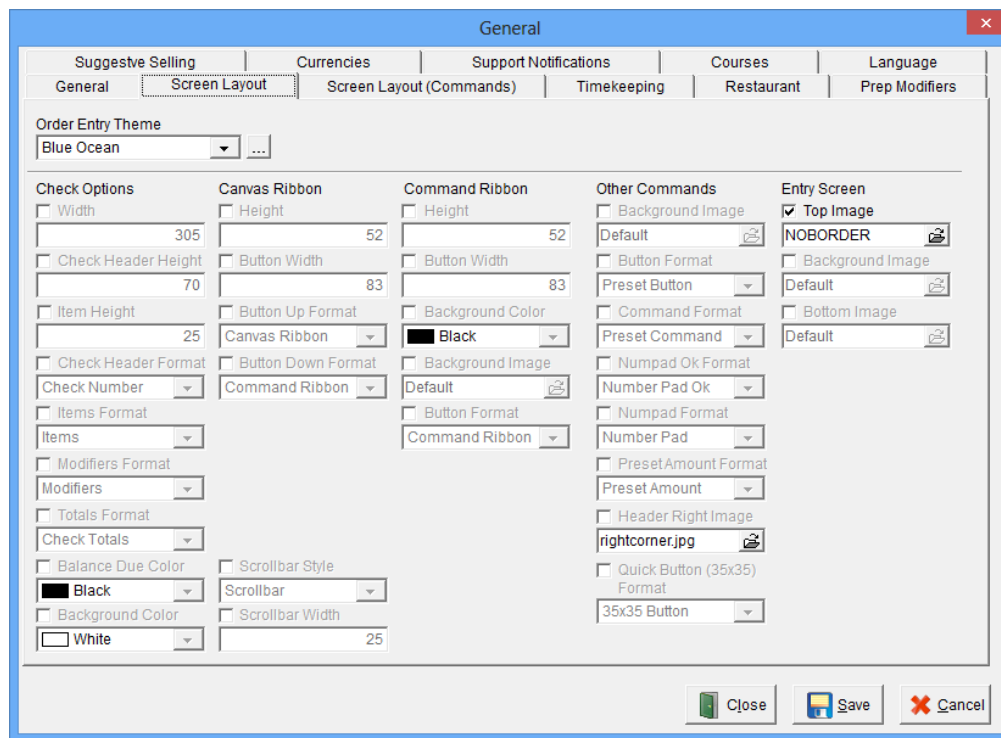


Figure 10.10 Screen Layout Window

Figure 10.11 Screen Layout Window Fields

Field	Description											
Order Entry Theme (Select Options Below to Override)	Select an Order Entry Theme from the options below. Note: The Order Entry Theme can be modified by manually selecting the appropriate options within the Screen Layout Window by checking the individual boxes next to each format option.											
	<table border="1"> <tr> <td><None></td><td>A theme will not be used.</td></tr> <tr> <td>Blue Ocean</td><td>The Blue Ocean theme is active.</td></tr> <tr> <td>Candy Bar</td><td>The Candy Bar theme is active.</td></tr> <tr> <td>Charcoal</td><td>The Charcoal theme is active.</td></tr> <tr> <td>Gimmie Grape</td><td>The Gimmie Grape theme is active</td></tr> <tr> <td>Luck of the Irish (800x600)</td><td>The Luck if the Irish theme is active. Note: This theme is designed to be used with a screen resolution of 800x600.</td></tr> </table>	<None>	A theme will not be used.	Blue Ocean	The Blue Ocean theme is active.	Candy Bar	The Candy Bar theme is active.	Charcoal	The Charcoal theme is active.	Gimmie Grape	The Gimmie Grape theme is active	Luck of the Irish (800x600)
<None>	A theme will not be used.											
Blue Ocean	The Blue Ocean theme is active.											
Candy Bar	The Candy Bar theme is active.											
Charcoal	The Charcoal theme is active.											
Gimmie Grape	The Gimmie Grape theme is active											
Luck of the Irish (800x600)	The Luck if the Irish theme is active. Note: This theme is designed to be used with a screen resolution of 800x600.											

	Cherry Bomb	The Cherry Bomb theme is active.
	Pumpkin	The Pumpkin theme is active.
	Western	The Western theme is active.
	Red Rover	The Red Rover theme is active.
	Christmas	The Christmas theme is active.
	Avocado	The Avocado theme is active.
	Fiesta	The Fiesta theme is active.
Check Options	Note: The Order Entry Theme can be modified by manually selecting the appropriate Check Options below.	
	Width	The width, in pixels, for the On Screen Check.
	Check Header Height	The height, in pixels, for the On Screen Check Header.
	Item Height	The height, in pixels, Items on the On Screen Check. Note: The text size is not changed here. The larger the height, the easier it is to touch with a finger.
	Check Header Format	The Screen Format used to display the Check Number.
	Items Format	The Screen Format used to display the Items ordered.
	Modifiers Format	The Screen Format used to display the Modifiers ordered.
	Totals Format	The Screen Format used to display the Check Total.
	Balance Due Format	The Screen Format used to display the Balance Due.
	Background Color	The color for the background of the On Screen Check.
	Scrollbar Style	Old Style Displays a traditional Windows scrollbar for the On Screen Check.
		New Style Displays an alternative style scroll bar for the On Screen Check.
	Scrollbar Width	The width, in pixels, for the scroll bar.
Canvas Ribbon	Note: The Order Entry Theme can be modified by manually selecting the appropriate Canvas Ribbon Options below.	

	Height	The height, in pixels, for the Canvas Ribbon buttons. Set to 0 if not using the Canvas Ribbon.
	Button Width	The width, in pixels, for the Canvas Ribbon buttons.
	Button Up Format	The Screen Format used to display Canvas Ribbon Buttons.
	Button Down Format	The Screen Formats used to display Canvas Ribbon buttons when the button is depressed.
Command Ribbon	Note: The Order Entry Theme can be modified by manually selecting the appropriate Command Ribbon Options below.	
	Height	The Height, in pixels, for the Command Ribbon buttons.
	Button Width	The Width, in pixels, for the Command Ribbon buttons.
	Back-ground Color	The Background Color for the Command Ribbon area.
	Back-ground Image	The Background Image for the Command Ribbon area.
	Button Format	The Screen Format to display the Command Ribbon.
Other Commands	Note: The Order Entry Theme can be modified by manually selecting the appropriate Other Commands Options below.	
	Back-ground Image	An image to be displayed as the background image of the Focus Order Entry Screen.
	Button Format	The Screen Format used for buttons displayed on fixed windows where the user must make a choice (for example, Select Gratuities, Order Types, etc.)
	Command Format	The Screen Format used on commands that are displayed on windows (i.e., the Remove Command on the Select Gratuity Window).
	Numpad OK Format	The Screen Format used to drawer the Command Buttons on a Number Pad (i.e., OK, Cancel).
	Numpad Format	The Screen Format used to draw the number buttons on windows with number pads.
	Preset Amount Format	The Screen Format used to draw the preset buttons on windows (i.e., preset guest buttons, preset quantity buttons).
	Header Right Image	
	Quick Button	

	(35x35) Format	
Entry Screen	Note: The Order Entry Theme can be modified by manually selecting the appropriate Entry Screen Option below.	
	Top Image	An image to be displayed on the top bar of the Focus Order Entry Screen. Note: The Blackboard border may be hidden and no border displayed if a file containing the word "noborder" is in the filename. Additionally, the Top portion of the Entry Screen may also be hidden if the filename contains the word "clean".
	Back-ground Image	An image to be displayed as the background image of the Focus Order Entry Screen.
	Bottom Image	An image to be displayed on the bottom bar of the Focus Order Entry Screen.

Related Topics

See also (Miscellaneous > General > General)

See also (Miscellaneous > General > Screen Layout (Commands))

See also (Miscellaneous > General > Timekeeping)

See also (Miscellaneous > General > Restaurant)

See also (Miscellaneous > General > Credit Card/PMS/Gift Cards)

Job Right 'Office – General'

Screen Layout (Commands) Window

The Screen Layout (Commands) Window is used to control other commands in the Focus Order Entry Window.

Accessing the Screen Layout (Commands) Window

While in Focus Setup, select Miscellaneous > General > General> Screen Layout (Commands).

Figure 10.12 Screen Layout (Commands) Window

Figure 10.13 Screen Layouts (Commands) Window Fields

Field	Description	
Modifier Command Options	Sub	A descriptor for the Sub Command. Select an image to go with the button.
	Extra	A descriptor for the Extra Command. Select an image to go with the button.
	No	A descriptor for the No Command. Select an image to go with the button.
	Display Right of Guest Check	The Modifier Canvases will display to the right of the Guest Check in Focus Order Entry so the user can see the prices in addition to the items. If this is not selected, the modifier canvas will overlap the guest check.
	Add	
	Cut	
Entry Screen Options	Remove Access	Removes the Number Pad from the Focus Order Entry Screen. Note: Selecting this option requires ALL employees to use swipe cards or fingerprint access.

	Code	
	Use Conventional Time	Display the time on the Focus Order Entry Screen in a 12 hour format.
Canvas Designer Options	Snap to Grid	Snap to Grid helps with precise placement of Canvas Item edges Canvas Items will automatically align the top left to a predetermined point on the Canvas making them line up easier.
	Grid Point Size	The size of the grid to be used with the Snap to Grid option.
Screen Saver Options	Timeout (Seconds)	The number of seconds before displaying the Screen Saver Image.
	Interval (Seconds)	The number of seconds before changing the Screen Saver Image.
	Image 1 – 4	An image for the Screen Saver. Note: Up to 15 images can be used for the Screen saver if the images are named slideshow1.jpg, slideshow2.jpg, slideshow3.jpg, etc. up to slideshow15.jpg.
Ordered Count Image	An image that displays the number of items ordered on the menu item button.	
Tabs Image (60x32)	An image to replace the default image on the Tab List Screen.	
Guest Image	An image that displays on the preset buttons when selecting the number of guests.	
Quantity Image	An image that displays in the preset quantity buttons when entering a quantity.	

Related Topics

See also (Miscellaneous > General > General)

See also (Miscellaneous > General > Screen Layout)

See also (Miscellaneous > General > Timekeeping)

See also (Miscellaneous > General > Restaurant)

See also (Miscellaneous > General > Credit Card/PMS/Gift Cards)

Job Right 'Office – General'

Timekeeping Window

The Timekeeping Window is used to configure payroll options and related settings.

Accessing the Timekeeping Window

While in Focus Setup, select Miscellaneous> General> General> Timekeeping.

Figure 10.14 Timekeeping Window

Figure 10.15 Timekeeping Window Fields

Field	Description	
Payroll Options	Type	Con- tinuous The pay period is a standard 1 or 2 week period.
		Bi- Monthly The pay period is twice a month.
	Con- tinuous Payroll Options	Start Date The date the payroll starts for consecutive payrolls.
		Length The number of days in the payroll period.
	Bi- Monthly Payroll Options	Start Day The starting day of the first pay period within the month.
		End Day The last day of the first pay period within the month.
		Day of The first day of the week for the payroll. The Day of Week is used to compute over-

		<table><tr><td>Week</td><td>time for a week when part of the week has been included in the previous payroll period.</td></tr></table>	Week	time for a week when part of the week has been included in the previous payroll period.
	Week	time for a week when part of the week has been included in the previous payroll period.		
	Tip %	The percentage used on the "Gratuity Section" of the Activity Report and the Attendance and Payroll Reports to compare the "Tips Declared" with the "% of Tipped Sales".		
	Cut Off Time	The time of day that the payroll period ends. If clock out occurs after this time then the hours worked before the "Cut Off Time" will be included on the next payroll period.		
	Retain Tips	Pay Out Tips	Non-cash tips paid by Check, Gift Card, House Charge and Credit Card are paid to employees when they clock out or deducted from the server accountability.	
		Retain All Tips	Tips are collected by the house, included in server accountability and distributed later.	
	Overtime Options	Note: The rates for Overtime are configured by Job. See Employees> Jobs> Timekeeping .		
		Daily Hours	The duration of the standard workday after which daily overtime is computed (up to the number of Double Hours, if specified). If the limit is zero, daily overtime is not computed. For example, if Daily Hour Limit = 8 and the employee works 9 hours, 1 hour of overtime is due. If Daily Hour Limit = 8 and the Double Hour Limit = 12 and the employee works 14 hours, 4 hours of Daily Overtime and 2 hours of Double Time is due.	
		Double Hours	The duration of the standard workday after which daily double overtime is computed. If the limit is zero, daily double overtime is not computed. For example, if Daily Double Hour Limit = 12 and an employee works 13 hours, 1 hour of overtime is earned.	
		Weekly Hours	The number of hours in the standard work week after which weekly overtime is computed. If the limit is zero, then the weekly overtime is not computed. For example, if Weekly Hour Limit = 40 and an employee works 41 hours, 1 hour of overtime is earned. Note: If both Daily and Weekly Hour Limit are set, daily overtime hours are not included when calculating weekly hour total. For example, if Monday = 9 hours, Tuesday through Friday = 8 hours, and Sat = 4 hours, then the weekly overtime is paid on 4 hours.	
6th Day		The Rate paid if overtime is applicable when an employee works 6 days in a row.		
7th Day		The Rate paid if overtime is applicable when an employee works 7 days in a row.		
Weighted Average		When selected, California's weighted average overtime will be activated daily.		
CC Tip % Example on Declare Tips	If selected, will show Tip % example when user clocks out and declares tips.			
Employee ID Masks	1.	The alphanumeric characters used to mask the field (i.e., #, \$, @ and %). Examples: A Social Security # mask = ###-##-#### An Alphanumeric 5-character employee number plus a 3-digit department number mask = A#### ###		
	2.	The alphanumeric characters used to mask the field (i.e., #, \$, @ and %). Examples: A Social Secu-		

		rity # mask = ###-##-#### An Alphanumeric 5-character employee number plus a 3-digit department number mask = A##### ###
	ID 2 Required	If selected user will be required to enter something in the ID 2 field.
Add Employee (Fingerprint Required Option)	The "Require Card" and "Fingerprint at Clock In" options will be turned on when a new employee is added if this option is turned on.	
Fingerprint Not Required with Setup Switch	If selected, a fingerprint will not be required to access Setup.	
Disallow Time Card Overlap	Disables the ability to have an overlapping Time Card.	
Separate Gratuity Reporting	Separates Gratuities from credit card tips for IRS reporting. See Video V7.4 Build 14.2.28	
Adjustments 1-4	A name for the Adjustment, up to 7 alphanumeric characters, that are used for payroll adjustments entered in the Time Cards Window.	
Minimum Wage	Minimum Wage for the location.	
Scheduling Options	Start Day	The first day of the business week. The start day is used to display headings on schedule templates and availability reports.
	Start Time	The time that the business day begins. The time is used to display the Sales Projection Time Intervals.
	Overhead %	The user defined overhead percent up to 999.99. The overhead percentage will be used to factor in an estimate of labor overhead such as FICA, Medicare etc. into labor cost calculations.
	Use Conventional Time	Display the time on the schedule in a 12 hour format.
	Enable Hot-Schedules	Enables the HotSchedules interface.
Time Server	The time on every computer is updated from the Station with this name. If a Time Server is not used, type NONE in the field to disable.	
Time Zone	The Time Zone used to synchronize the time.	
Certification Date Options	Name	The name of the certification required to be able to work. For example: Food Sanitation or Bartending Certification. Watch the video on how Certification Dates work and how to set them up.
	Enforce	If selected it will require a manager to approve a 'Clock-In' if the employee's certification is expired. The certification dates are entered in the Employee Window. Watch the video on how Certification Dates work and how to set them up.

Print Options	Chit Format	The Format used when printing chits (i.e., Payment Vouchers, Paid Out Vouchers, Paid In Vouchers, and Clock In/Out chits).
	Chit Complete Format	The Format used to finalize the printing, i.e. Full Cut.
	Employee Report Format	The Format used for the Employee Report. Note: The Employee Report Format is also used to format the Menu Item List and the Employee List Reports.

Related Videos

[Certification Dates](#)

Related Topics

See also (Miscellaneous > General > General)

See also (Miscellaneous > General > Screen Layout)

See also (Miscellaneous > General > Screen Layout (Commands))

See also (Miscellaneous > General > Restaurant)

See also (Miscellaneous > General > Credit Card/PMS/Gift Cards)

Job Right 'Office – General'

Restaurant Window

The Restaurant Window is used to name the establishment and provide additional e-mail and ftp options.

Accessing the Restaurant Window

While in Focus Setup, select Miscellaneous > General > Restaurant.

The screenshot shows the 'Restaurant' window in the 'General' tab. The window has a title bar with 'General' and a close button. The tabs include: Suggestive Selling, Currencies, Support Notifications, Courses, Language, General, Screen Layout, Screen Layout (Commands), Timekeeping, Restaurant (selected), and Prep Modifiers. The 'Restaurant' tab is active, displaying the following fields and options:

- Restaurant Name:** Focus Cafe
- Restaurant E-mail Address (Sender):** info@focuspos.com
- Restaurant ID:** (empty)
- ADP Restaurant Code:** (empty)
- Restaurant Accounting ID:** (empty)
- Alternate Restaurant ID:** (empty)
- Internet Connection Type:** Always Connected (dropdown)
- E-mail Outgoing Mail (SMTP) Options:**
 - SMTP Server:** (empty)
 - Port:** 0
 - User Name (Authentication):** (empty)
 - Password (Authentication):** (empty)
 - ☐ Use Authentication
- Polling Options (Close Day):**
 - FTP IP Address:** (empty)
 - FTP User Name:** (empty)
 - FTP Password:** (empty)
 - Polling Days (Backfill):** 0
 - ☐ Passive Mode
- FTP #2 Address:**
 - FTP IP Address:** cuspos.comos.com/
 - FTP User Name:** 5788411focuspos
 - FTP Password:** XXXX
 - ☐ Passive Mode
 - ☐ Additional Close Day Poll
- FTP #3 Address:**
 - FTP IP Address:** (empty)
 - FTP User Name:** (empty)
 - FTP Password:** (empty)
 - ☐ Passive Mode

At the bottom of the window are three buttons: Close, Save, and Cancel.

Figure 10.16 Restaurant Window

Figure 10.17 Restaurant Window Fields

Field	Description
Restaurant Name	The name of the restaurant.
Restaurant E-Mail Address (Sender)	The e-mail address of the restaurant.
Restaurant ID	The Restaurant ID used to
ADP Restaurant Code	The restaurant code used with the ADP payroll export option.
Restaurant Accounting ID	
Alternate Restaurant ID	

Internet Connection Type	<None>	No Internet connection is present. Note: Press the Delete key to disable the Internet Connection Type.
	Dial Up	The default dialup Internet account will be used.
	Always Connected	A Broadband connection, such as DSL and Cable Modems, will be used.
E-mail Outgoing Mail (SMTP) Options	SMTP Server	The outgoing SMTP mail server used with the Internet Connection Type.
	User Name (Authentication)	The user name the SMTP server requires if authentication is used.
	Password (Authentication)	The password the SMTP server requires if authentication is used.
	Use Authentication	The SMTP server requires authentication.
	Port	The Port number for the SMTP server.
Polling Options (Close Day)	FTP IP Address	The IP address of the FTP Server.
	FTP User Name	The user name for the FTP Server. The user name should match the FTP user name in a restaurant configured in Focus Enterprise.
	FTP Password	The FTP password for the FTP server. The password should match the FTP password in a restaurant configured in Focus Enterprise.
	Polling Days (Back-fill)	The number of days to poll if the data does not reside on the Focus Enterprise server.
	Passive Mode	Passive FTP Mode will be used. Note: Some FTP servers require the use of Passive Mode file transfers. See the documentation of the FTP server to determine if Passive Mode transfer is needed.
FTP #2 Address	FTP IP Address	The IP address of the FTP Server.
	FTP User Name	The user name for the FTP Server. The user name should match the FTP user name in a restaurant configured in Focus Enterprise.
	FTP Password	The FTP password for the FTP server. The password should match the FTP password in a restaurant configured in Focus Enterprise.
	Passive Mode	Passive FTP Mode will be used. Note: Some FTP servers require the use of Passive Mode file transfers. See the documentation of the FTP server to determine if Passive Mode transfer is needed.
	Additional Close Day Poll	The data will be sent to an additional Focus Enterprise location. Note: This option should be used when 2 different Enterprise locations need to have the data polled. Do not use this option if you want to poll to only the primary location.

FTP #3 Address	FTP IP Address	The IP address of the FTP Server.
	FTP User Name	The user name for the FTP Server. The user name should match the FTP user name in a restaurant configured in Focus Enterprise.
	FTP Password	The FTP password for the FTP server. The password should match the FTP password in a restaurant configured in Focus Enterprise.
	Passive Mode	Passive FTP Mode will be used. Note: Some FTP servers require the use of Passive Mode file transfers. See the documentation of the FTP server to determine if Passive Mode transfer is needed.

Related Topics

See also (Miscellaneous > General > General)

See also (Miscellaneous > General > Screen Layout)

See also (Miscellaneous > General > Screen Layout (Commands))

See also (Miscellaneous > General > Timekeeping)

See also (Miscellaneous > General > Credit Card/PMS/Gift Cards)

Job Right 'Office – General'

Prep Modifiers Window

The Prep Modifiers Window is used to configure optional Commands to be used on Modifier Canvases in addition to or instead of the default ones. Up to 10 Prep Modifiers may be created.

 See Video: [Prep Mods](#)

Accessing the Prep Modifier Window

While in Focus Setup, select Miscellaneous > General > General> Prep Modifiers.

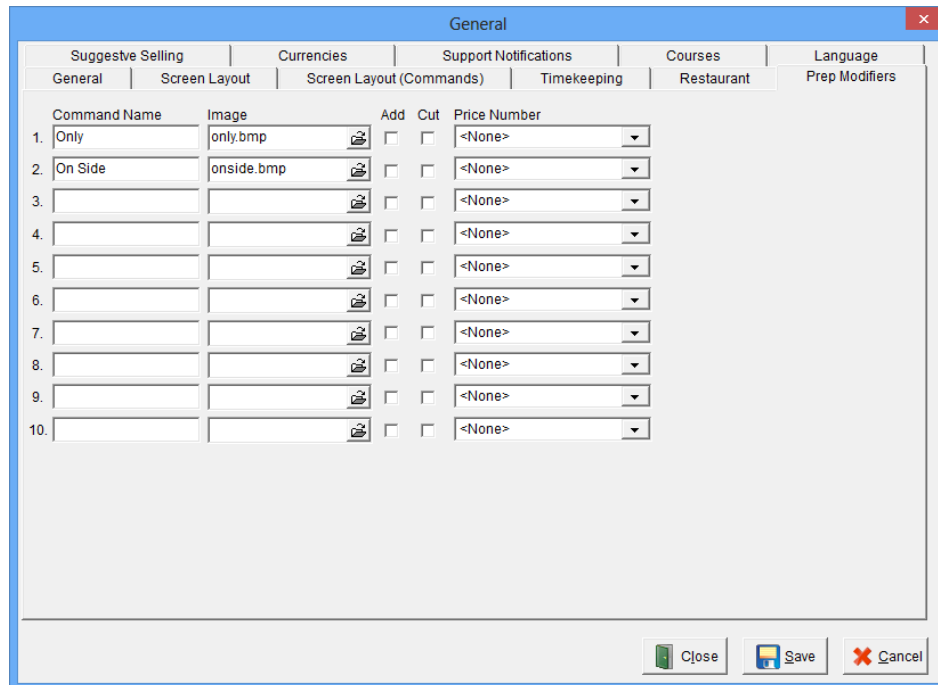


Figure 10.28.1 Prep Modifiers Window

Figure 10.28.2 Prep Modifiers Window Fields

Field	Description
Command Name	The description for the Command Name, up to 10 alphanumeric characters.
Image	An image that represents the Command Name.
Add	Used in KVS (Kitchen Video Systems) to designate the color of the modifier.
Cut	Used in KVS (Kitchen Video Systems) to designate the color of the modifier.
Price Number	The Price Number to apply to the Prep Modifier. (V 7.4 Build 13.7.1)

Related Videos

[Prep Mods](#)

Related Topics

Menu > Canvases > Prep Modifiers

Suggestive Selling Window

The Suggestive Selling Window is used to configure optional Suggestive Selling options. See Video: [Suggestive Selling Setup Video](#)

Accessing the Suggestive Selling Window

While in Focus Setup, select Miscellaneous > General > General> Suggestive Selling.

Active	Active Time	Priority	Requirements	Status	Suggestion
1. <input checked="" type="checkbox"/>	<None>	0	Fast Suggestion Apple Pie	On Check Not On Check	Would you like to try a Hot Apple Pie today?
2. <input checked="" type="checkbox"/>	<None>	0	Domestic Beer Over 21	On Check Not On Check	Check for Valid ID!
3. <input type="checkbox"/>	All Day	0	All (Reserved) All (Reserved)	On Check On Check	
4. <input type="checkbox"/>	All Day	0	All (Reserved) All (Reserved)	On Check On Check	
5. <input type="checkbox"/>	All Day	0	All (Reserved) All (Reserved)	On Check On Check	

Figure 10.28.10 Suggestive Selling Window

Figure 10.28.11 Suggestive Selling Window Fields

Field	Description
Active	The Suggestive Selling Item is active
Active Time	Will select a Time Range that the Suggestive Selling is active
Priority	Enables user to Prioritize
Requirements (On Check)	The Items required to activate the Suggestive Selling
Requirements (Not On Check)	The Items no on check that activate the Suggestive Selling
Suggestion	The suggestion that will be displayed to user if the above requirements are met.

Related Videos:

[Suggestive Selling Setup Video](#)

Related Topics

Currencies Window

The Currencies Window is used to configure currencies.

Accessing the Currencies Window

While in Focus Setup, select Miscellaneous > General > General> Currencies.

General

General

Screen Layout

Screen Layout (Commands)

Timekeeping

Restaurant

Prep Modifiers

Suggestive Selling

Currencies

Support Notifications

Courses

Language

	Currency Name	Currency Symbol	Decimal Symbol	Exchange Rate
1.				0.000
2.				0.000
3.				0.000
4.				0.000

Close

Save

Cancel

Figure 10.28.14 Currencies Window

Figure 10.28.15 Currencies Window Fields

Field	Description
Currency Name	The description for the Currency Name, up to 15 alphanumeric characters.
Currency Symbol	The symbol for the Currency.
Decimal Symbol	The Decimal Symbol for the Currency.
Exchange Rate	The Exchange Rate for the Currency.

Related Topics

Support Notification Window

The Support Notification Window is used to configure optional Support Notifications.

Accessing the Support Notification Window

While in Focus Setup, select Miscellaneous > General > General> Support Notifications.

Figure 10.29.10 Support Notifications Window

Figure 10.29.11 Support Notifications Window Fields. See Video: [Support Notifications](#)

Field	Description	
Close Day Options	Active	If selected the Alert will be active
	Time	The base time the Alert will begin calculating
	Occurred within X Hours	The number of hours from the Time that Close Day needs to occur or an Alert is sent.
Batch Options	Active	If selected the Alert will be active
	Time	The base time the Alert will begin calculating
	Occurred within X Hours	The number of hours from the Time that a Batch needs to occur or an Alert is sent.

Miscellaneous Options	Key Not Found	If selected an Alert will be sent to the configured Recipients if the Hardware Key is not found.
	Offline Credit	If selected an Alert will be sent to the configured Recipients if the Credit Cards are placed Offline. V7.4 Build 14.9.28
Recipients	Phone Number 1	The phone number of the recipient of the Alert.
	Phone Number 2	The phone number of the recipient of the Alert.
	Phone Number 3	The phone number of the recipient of the Alert.

Related Videos

[Support Notifications](#)

Related Topics

Courses Window

The Courses Window is used to define the names of the courses assigned to individual menu items. Note: There is an option hard coded in the Course options in Menu > Menu Items 'Prompt For Course' which will require the user to enter the proper Course for that option instead of assigning it.

Accessing the Courses Window

While in Focus Setup, select Miscellaneous > General > General > Courses.

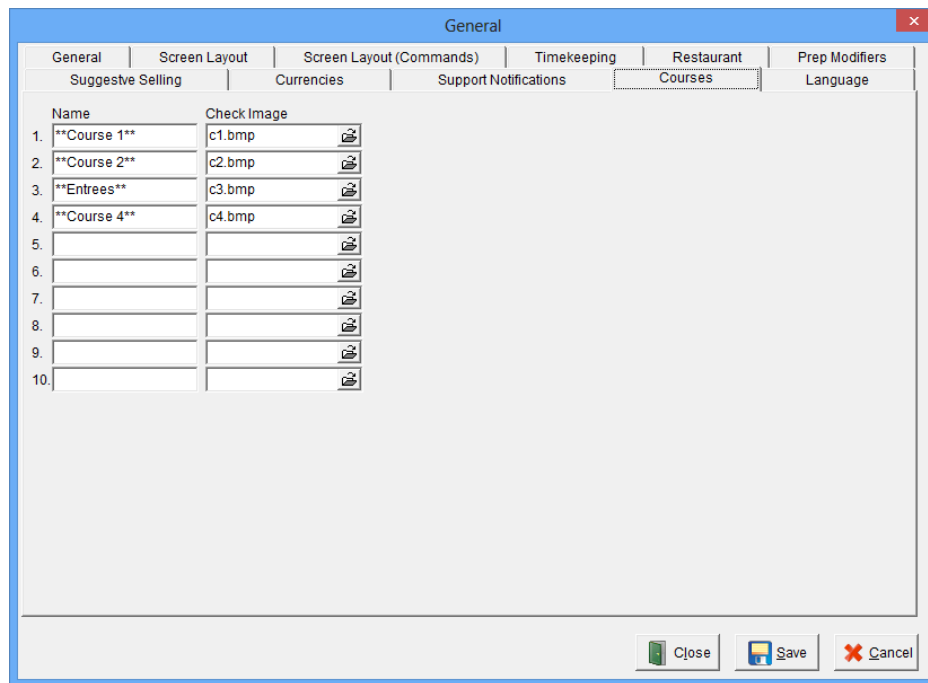


Figure 10.30.1.a Courses Window

Figure 10.30.1.b Courses Window Fields

Field	Description
Name	The description for the Course, up to 15 alphanumeric characters.
Image	An image that represents the Course.

Related Videos

[Courses](#)

Related Topics

Menu > Menu Items

Language Window

The Language Window is used to configure the wording of certain aspects of the guest checks and reports.

Accessing the Language Window

While in Focus Setup, select Miscellaneous > General > General> Language.

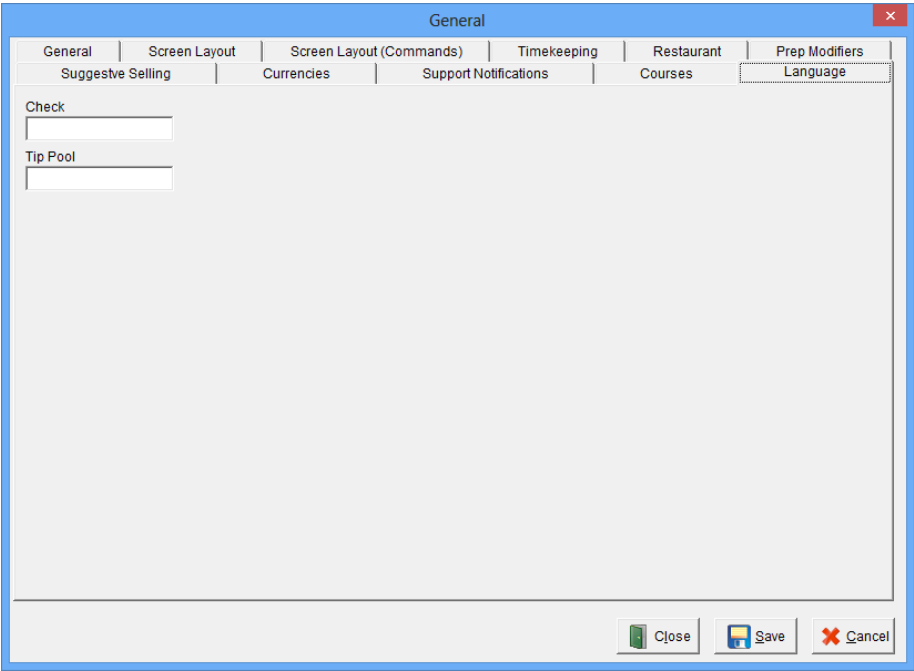


Figure 10.18.16 Language Window

Figure 10.18.17 Language Window Fields

Field	Description
Check	What is typed in will replace the word 'Check' on the invoice. Note: In certain parts of the world, the refer to a Check as an Invoice.
Tip Pool	Allows the user to redefine Tip Pool on reports. Some users change to Tip Share instead of Tip Pool.

nFocus/Online Ordering/Tabbedout Window

The nFocus/Online Ordering/Tabbedout Window is used to configure the nFocus defaults and dashboard, Online Ordering options and Tabbedout.

Accessing the General Window

While in Focus Setup, select Miscellaneous > General.

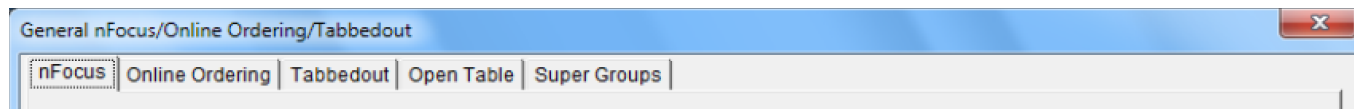


Figure 10.6 General Window Tabs

Figure 10.7 General Window Tabs Description

Tab	Description
nFocus	The nFocus Window is used to establish the fields to display on the nFocus Dashboard.
Online Ordering	The Online Ordering Window is used to configure Online Ordering options.
Tabbedout	The Tabbedout Window is used to configure the Tabbedout options. See Video: Tabbedout Setup .
Open Table	The Open Table Window is used to configure Open Table options.
Super Groups	The Super Groups Window is used to configure Super Groups for reporting purposes. V7.4 Build 14.12.4

Related Topics

None

nFocus Window

The nFocus Window is used to establish the fields to display on the nFocus Dashboard.

[See Video](#)

Accessing the nFocus Window

While in Focus Setup, select Miscellaneous > General > nFocus.

Figure 10.8.3 nFocus Window

Figure 10.8.4 nFocus Window Fields

Field	Description	
Dealer Information	Name	The dealer name, up to 35 alphanumeric characters.
	Address	Two dealer's address with 2 lines up to 35 alphanumeric characters.
	Tech Support Phone #	The dealer's technical support phone number.
	E-mail Address	The dealer's e-mail address, up to 35 alphanumeric characters.
Meal Periods 1-4	Name	The Meal Period Name, up to 15 alphanumeric characters.

		<table><tr><td>Start Time</td><td>The beginning time of the Meal Period.</td></tr><tr><td>End Time</td><td>The ending time of the Meal Period.</td></tr></table>	Start Time	The beginning time of the Meal Period.	End Time	The ending time of the Meal Period.
Start Time	The beginning time of the Meal Period.					
End Time	The ending time of the Meal Period.					
Display Options	Com- mand Ribbon	The Command Ribbon Icons will display on the Focus Setup Window.				
	nFocus Dash- board	Displays the nFocus Window on the Focus Setup Window. Note: The fields below are grouped in sections and are only displayed if this option is turned on.				
		Summary Section - The following fields will be displayed under the Summary section.				
		Net Sales	The net sales amount is displayed.			
		Labor \$	The labor cost is displayed.			
		Labor Per-centage	The labor percentage is displayed.			
		Voids	The number and amount of voids is displayed.			
		Dis-counts	The number and amount of discounts is displayed.			
		Refunds	The number and amount of refunds processed is displayed.			
		Return Items	The number and amount of items returned is displayed.			
		Deposits	The number and amount of deposits is displayed.			
		Gift Cards	The number and amount of gift cards sold is displayed.			
		Paid Outs	The number and amount of paid outs processed is displayed.			
		First Clock In	The time the first employee clocked in is displayed.			
		Averages Section - The following fields will be displayed under the Averages section.				
Checks	The number and average check amount is displayed.					
Guests	The number and average guest amount (PPA) is displayed.					
Time	The average time a check was open is displayed.					
Checks Section - The following fields will be displayed under the Checks section.						
Open	The number of currently open checks is displayed.					
Reopene-	The number of reopened checks is displayed.					

	<table> <tr> <td>d</td><td></td></tr> <tr> <td>Missing Bev-erages</td><td>The number of checks with missing beverages is displayed.</td></tr> </table> <p>Sales by Period Section - The following field will be displayed under the Sales by Period section.</p> <table> <tr> <td>Meal Period</td><td>The Meal Period name and sales amount is displayed. Note: Only Meal Periods with sales are displayed.</td></tr> </table> <p>Items Section - The following field will be displayed under the Items section.</p> <table> <tr> <td>Out of Stock</td><td>The number of out of stock items is displayed.</td></tr> <tr> <td>Count-down</td><td>The number of countdown items is displayed.</td></tr> <tr> <td>Tracking</td><td>The number of tracking items sold is displayed.</td></tr> <tr> <td>Variable Price</td><td>The number and amount of variable price items sold is displayed.</td></tr> </table> <p>Sales by Order Type Section - The following field will be displayed under the Sales by Order Type section.</p> <table> <tr> <td>Order Type</td><td>The number of checks and sales amount for checks associated with the Order Type are displayed. Note: Only Order Types with sales are displayed.</td></tr> <tr> <td>d</td><td></td></tr> <tr> <td>Missing Bev-erages</td><td>The number of checks with missing beverages is displayed.</td></tr> </table>	d		Missing Bev-erages	The number of checks with missing beverages is displayed.	Meal Period	The Meal Period name and sales amount is displayed. Note: Only Meal Periods with sales are displayed.	Out of Stock	The number of out of stock items is displayed.	Count-down	The number of countdown items is displayed.	Tracking	The number of tracking items sold is displayed.	Variable Price	The number and amount of variable price items sold is displayed.	Order Type	The number of checks and sales amount for checks associated with the Order Type are displayed. Note: Only Order Types with sales are displayed.	d		Missing Bev-erages	The number of checks with missing beverages is displayed.
d																					
Missing Bev-erages	The number of checks with missing beverages is displayed.																				
Meal Period	The Meal Period name and sales amount is displayed. Note: Only Meal Periods with sales are displayed.																				
Out of Stock	The number of out of stock items is displayed.																				
Count-down	The number of countdown items is displayed.																				
Tracking	The number of tracking items sold is displayed.																				
Variable Price	The number and amount of variable price items sold is displayed.																				
Order Type	The number of checks and sales amount for checks associated with the Order Type are displayed. Note: Only Order Types with sales are displayed.																				
d																					
Missing Bev-erages	The number of checks with missing beverages is displayed.																				
Tracking Items 1-25	Up to 25 Menu Items can be established for tracking purposes for use in the Tracking field.																				
Labor Tracking	<p>This field determines the start of the labor tracking for the Labor Percentage Detail Window and Hourly Labor Percentage Graph.</p> <table> <tr> <td>Start Hour</td><td>The hour that determines the start of day for labor tracking.</td></tr> </table>	Start Hour	The hour that determines the start of day for labor tracking.																		
Start Hour	The hour that determines the start of day for labor tracking.																				

Figure 10.8.5 nFocus Window Commands

Field	Description
Close	Closes the nFocus Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving

Related Topics

See also (Miscellaneous > General > Screen Layout)

See also (Miscellaneous > General > Screen Layout (Commands))

See also (Miscellaneous > General > Timekeeping)

See also (Miscellaneous > General > Restaurant)

See also (Miscellaneous > General > Credit Card/PMS/Gift Cards)

Job Right 'Office – General'

Online Ordering Window

The Online Ordering Window is used to configure Online Ordering options.

 See Video [Online Ordering Setup](#).

Accessing the Online Ordering Window

While in Focus Setup, select Miscellaneous > General > nFocus/Online Ordering/TabbedOut> Online Ordering.

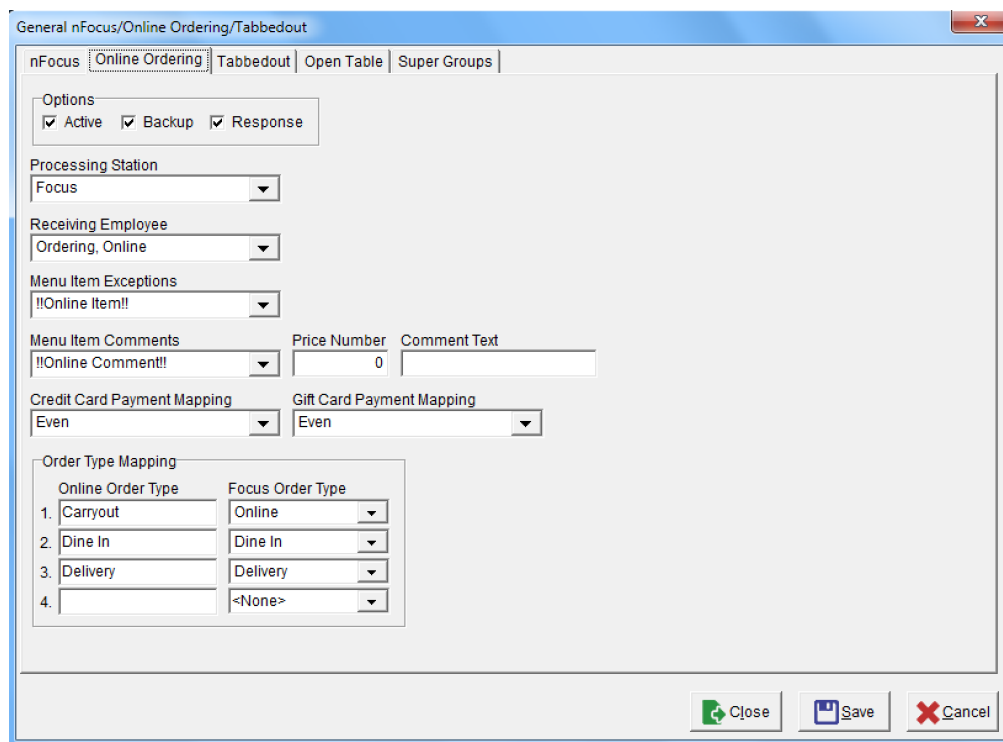


Figure 10.18.11 Online Ordering Window

Figure 10.18.12 Online Ordering Window Fields

Field	Description	
Options	Active	Online orders will be processed.
	Backup	Turn this option on to keep a backup copy of each processed online order. The backup copy is located in the C:\Focus\OnlineOrders\Backup folder.
	Response	A Response to an online order will be written to the online orders folder in C:/Focus. (V 7.4 Build 13.4.17)
Processing Station	The station that will process the Online Orders.	
Receiving Employee	The employee that will receive the Online Order. Note: Only employees with the "Ring Own Checks", "Ring Other's Checks", "Tender Own Checks" or "Tender Other's Checks" Job Rights are displayed in the list.	
Menu Item Exceptions	The Menu Item used for reporting purposes if the Menu ID or price does not match the item ordered online. It is also used to capture any error conditions that may arise while processing the Online Order. Note: This item should have the "Variable Price" and "Kitchen Comment" options on.	

Menu Item Comments	The Menu Item that is used to capture customer entered comments for individual items and the entire check in the Online Order. Note: This item should have the "Variable Price" and "Kitchen Comment" options on. This item should also have no taxes associated with it. It should not be included in the Order Type Menu Items to Charge Filter.	
	Price Number	This field is used for reporting purposes. The price of the Menu Item is determined by the Online Order but if a number other than 0 is specified, this price will appear on the Item Count Daily Report if the "Totals by Price" option is turned on.
	Comment Text	Allows the user to specify the specific language for miscellaneous comments in online ordering. (V 7.4 Build 13.4.17)
Credit Card Payment Mapping	The payment associated with the Online Credit Card payment.	
Gift Card Payment Mapping	The payment associated with the Online Gift Card payment.	
Order Type Mapping 1-4	Online Order Type	The online Order Type defined in the Online Ordering Processor (i.e., The LetsGet.net Online Ordering Processor has the following online Order Types: Take Out, Dine In and Delivery).
	Focus Order Type	The Order Type established in Focus Setup > Order Entry > Order Types that is associated with "Online Order Type".

Figure 10.18.13 Online Ordering Commands

Commands	Description
Close	Closes the Online Ordering Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Related Videos

[Online Ordering Setup](#)

Related Topics

(none)

Tabbedout Window

The Tabbedout Window is used to configure the Tabbedout options. See Video: [Tabbedout Setup](#)

Accessing the Tabbedout Window

While in Focus Setup, select Miscellaneous > General > nFocus/Online Ordering/TabbedOut> Tabbedout.

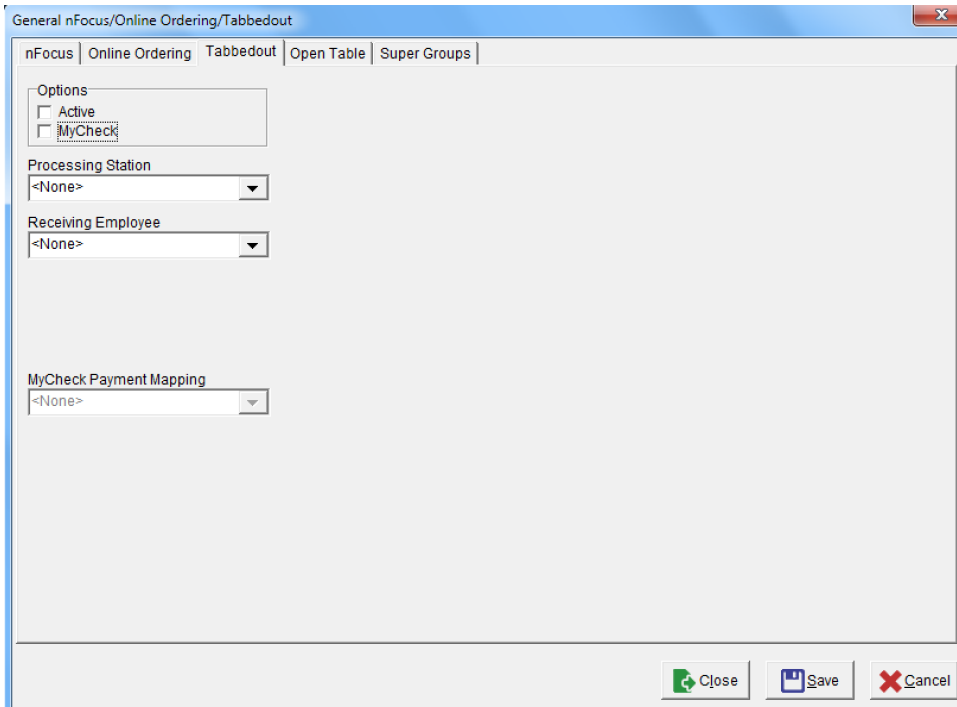
The screenshot shows a software window titled "General nFocus/Online Ordering/Tabbedout". It has a tabbed interface with tabs for "nFocus", "Online Ordering", "Tabbedout" (which is active), "Open Table", and "Super Groups". The "Tabbedout" tab contains several configuration fields: "Options" with checkboxes for "Active" and "MyCheck"; "Processing Station" with a dropdown menu currently showing "<None>"; "Receiving Employee" with a dropdown menu currently showing "<None>"; and "MyCheck Payment Mapping" with a dropdown menu currently showing "<None>". At the bottom right of the window are three buttons: "Close" (with a green arrow icon), "Save" (with a floppy disk icon), and "Cancel" (with a red X icon).

Figure 10.18.14 Mobile Payments Window

Figure 10.18.15 Mobile Payments Window Fields

Field	Description	
Options	Active	Mobile Payments will be Active. See Video: Tabbedout Demo
	MyCheck	MyCheck will be Active (V7.4 Build 14.5.5)
Processing Station	The station that will process Mobile Payments.	
Receiving Employee	The employee that will receive the Mobile Payments Tabs. Note: Only employees with the "Ring Own Checks", "Ring Other's Checks", "Tender Own Checks" or "Tender Other's Checks" Job Rights are displayed in the list.	
MyCheck Payment Mapping	The payment associated with the MyCheck payment. (V7.4 Build 14.5.5)	

Related Videos

[Tabbedout Demo](#)

[Tabbedout Setup](#)

Open Table Window

The Open Table Window is used to configure Open Table options.

Restrictions

The Open Table module is available in Version 7.4 build 13.9.12 and later.

Accessing the Online Ordering Window

While in Focus Setup, select Miscellaneous > General > nFocus/Online Ordering/TabbedOut> Open Table.

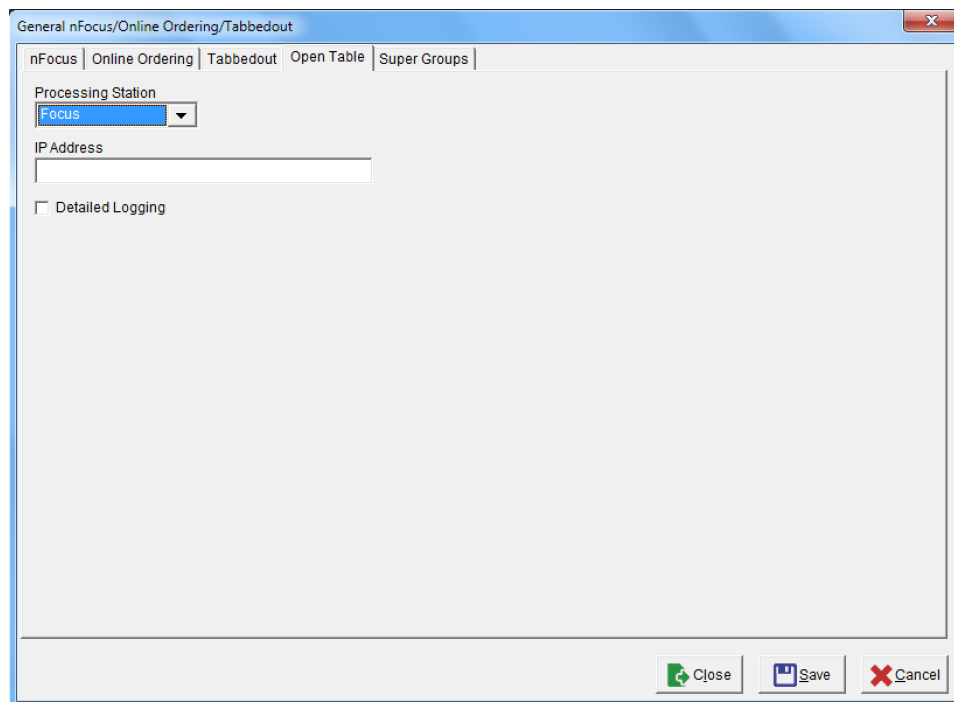


Figure 8.13.1 Open Table Window

Figure 8.13.2 Open Table Window Fields

Processing Station	The station that will process Open Table. Note: Focus is the recommended Station.
IP Address	The IP address of the Open Table server.
Detailed Logging	Extensive messaging will be logged. Note: This is only recommended if troubleshooting is required.

Super Groups

Super Groups consolidate Report Groups into larger categories. The Super Groups Window is where the Super Groups are configured. There are 10 available Super Groups.

Restrictions

Super Groups are available in V7.4 Build 14.12.4 and higher

Accessing the Super Groups Window

While in Focus Setup, select Miscellaneous > General > nFocus/Online Ordering/TabbedOut > Super Groups.

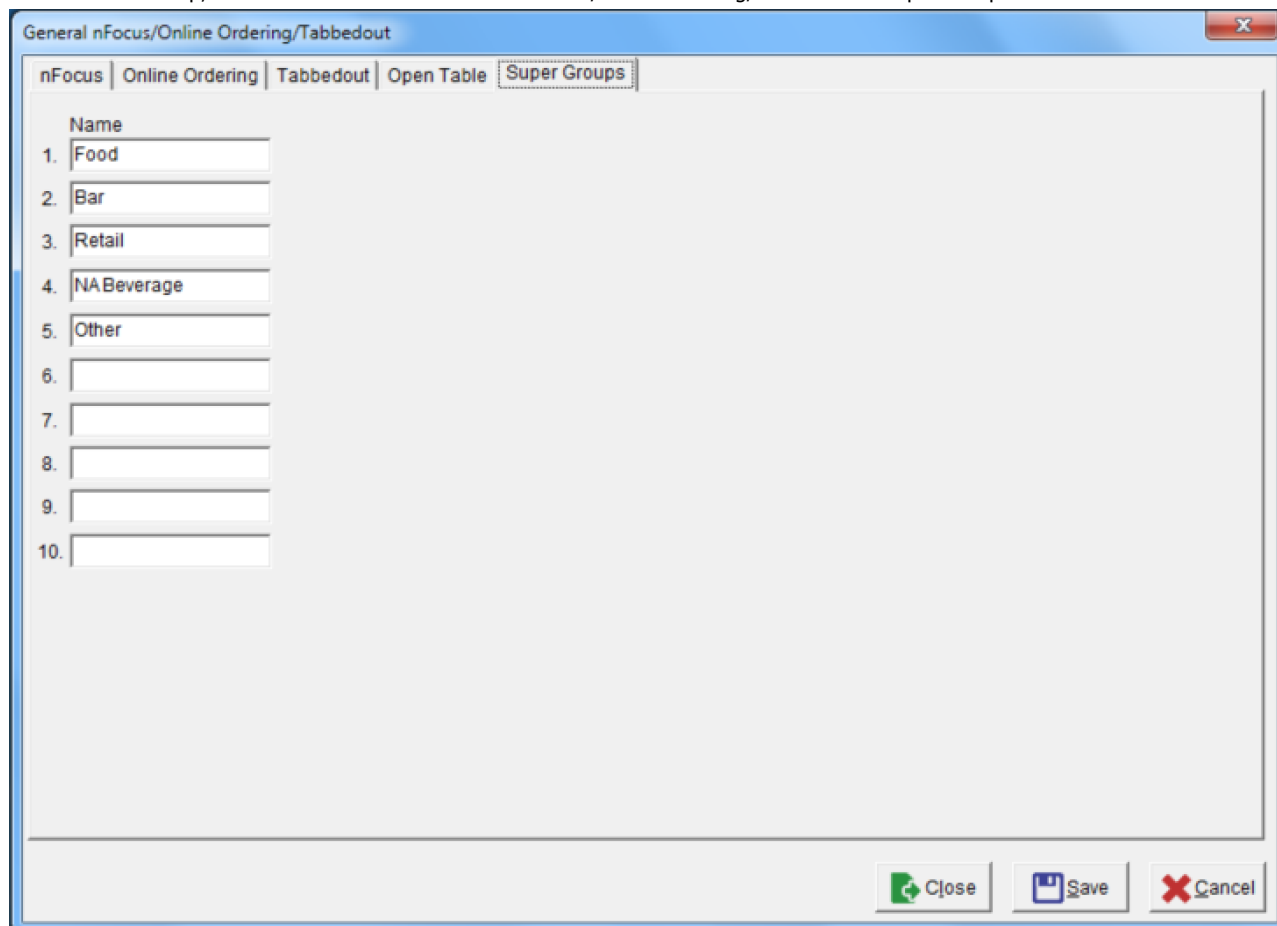


Figure 12.14.1 Super Groups Window

Figure 12.14.2 Super Groups Window

Name	The Name of the Super Groups. There are 10 available Super Groups.
------	--

Related Videos

[Super Groups](#)

Screen Formats Window

The Screen Formats Window is used to establish specific display formats that are used throughout the system. For example, a Screen Format can be created with a specific text style, font, font size, and color may be set up. That Screen Format can then be applied consistently on all of the buttons or labels on Canvases and other areas in Focus. The screen displays, report, and check formats can all be customized and standardized. Up to 100 Screen Formats may be established.

Accessing the Screen Formats Window

While in Focus Setup, select Miscellaneous > Screen Formats.

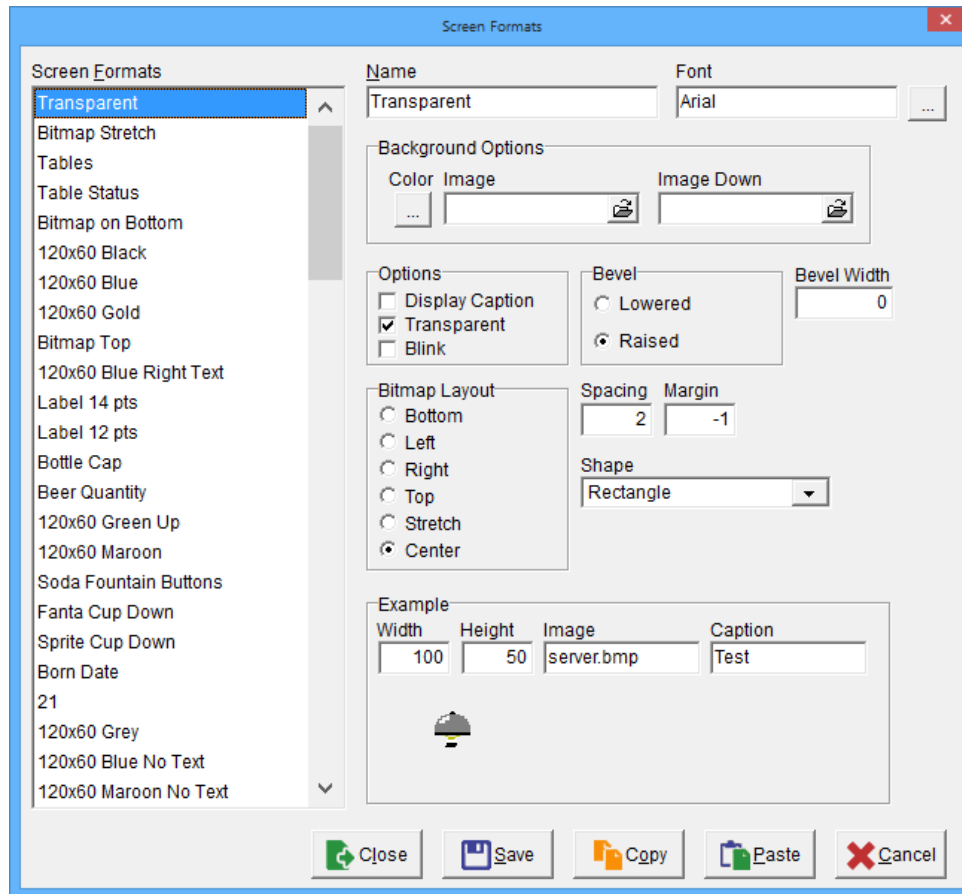


Figure 10.30 Screen Formats Window

Figure 10.31 Screen Formats Window Fields

Field	Description	
Name	A unique name for each Screen Format, up to 25 alphanumeric characters.	
Font	Select the Font and size from the list of available Fonts.	
Background Options	Color	Select the background color for the Screen Format.
	Image	Select an image that will be used for the Screen Format.
	Image Down	Select an image that will be displayed when the button is depressed.

Options	Display Caption	The Caption will be displayed on Focus Order Entry Canvases with or without a graphic.
	Trans-parent	Backgrounds and Bevels will not be displayed.
	Blink	The Caption will Blink if selected.
Bevel	Lowered	The bevel appears lowered when the button is pressed.
	Raised	The bevel appears raised when the button is pressed.
Bevel Width	Enter a number, in pixels, to establish the width of the bevel.	
Bitmap Layout	Bottom	The graphic will display below the caption.
	Left	The graphic will display to the left of the caption.
	Right	The graphic will display to the right of the caption.
	Top	The graphic will display above the caption.
	Stretch	The image used for the Screen Format will be stretched to fit the entire size of the button, regardless of the original size of the image.
	Center	The graphic will be centered with the caption on top.
Spacing	Indicates the number of pixels between the margin and the caption.	
Margin	Enter a number to indicate the number of pixels between the bevel and the caption or graphic. If the margin is set to -1, the caption is centered.	
Shape	Select the shape of the button. Ellipse, Rectangle, and Rounded Rectangle are the available options.	
Example	Width	Enter the number of pixels for the width of the example button.
	Height	Enter the number of pixels for the height of the example button.
	Image	Enter the image name to display in the example button.
	Caption	Enter the caption the display in the example.

Figure 10.31.1 Screen Formats Window Commands

Commands	Description
Close	Closes the Window.
Save	Saves the current changes.
Copy	Copies the selected Format.
Paste	Pastes the copied information into the selected position.
Cancel	Cancels the changes made prior to saving.

Procedure to Establish Screen Formats

- Develop a list of Screen Format names.
- Enter the name of each Screen Format in the separate Name text box.
- Choose the desired font, font style, font size, and color.
- Choose a Background Color.
- Select the image to be displayed.
- Select the image down that will be used if the format is used for a depressed button.
- Select one of the available options: Display Caption, or Transparent.
- Select a bevel option: Lowered, or Raised; then enter the desired bevel width in pixels in the Bevel Width text box.
- Select a layout option for the graphic image: Bottom, Left, Right, Top Stretch, or Center; then enter the desired spacing, in pixels, in the Spacing text box.
- Enter the desired margin size (in pixels) in the Margin text box.
- Select the shape that will be used if the format is to be used for a button.
- Select the Width, Height, Image, and Caption that the sample will use.
- Click Save.

Related Topics

Job Right 'Office – General'

Time Ranges Window

The Time Ranges Window is used to establish pre-defined time periods during the week. Two time intervals may be specified for each day of the week. Time Ranges determine when specific Menu Item Prices, Taxes and Discounts may be applied.

Accessing the Time Ranges Window

While in Focus Setup, select Miscellaneous > Time Ranges.

Figure 10.32 Time Ranges Window

Figure 10.33 Time Ranges Window Fields

Field	Description
Name	Enter a name for each Time Range. The name may be up to 15 alphanumeric characters.
ID	ID associated with Time Range.
Start Date	The Start Date for the Time Range. (V7.4 Build 13.9.12)
End Date	The End Date for the Time Range. (V7.4 Build 13.9.12)
Days of Month	The Days of the Month for the Active Time Range. (V7.4 Build 13.9.12)
	1 Day of the month for Time Range to be active
	2
	3
	4
	5
	6
	7

Start	Enter up to two time ranges for each named range for each day of the week. Each 4-digit time is formatted as hh: mm (hour: minute based on a 24-hour clock). A time is within range if it is greater than or equal to the start time and less than the end time for a day. End times after midnight are allowed. If a valid time range is not found for the current day, then the ranges for the previous day which span midnight are evaluated.
Stop	Enter up to two time ranges for each named range for each day of the week. Each 4-digit time is formatted as hh: mm (hour: minute based on a 24-hour clock). A time is within range if it is greater than or equal to the start time and less than the end time for a day. End times after midnight are allowed. If a valid time range is not found for the current day, then the ranges for the previous day which span midnight are evaluated.

Figure 10.33.1 Time Ranges Window Commands

Command	Description
Close	Closes the Time Ranges Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Time Ranges

- Prepare a list of Time Ranges.
- Enter the name of each Time Range in a separate Name text box.
- Place the cursor in the first Start box for the first day of the week that the time range will be active.
- Enter the 4-digit Start time for that day.
- Place the cursor in the corresponding Stop box and enter the 4-digit Stop time for the selected Time Range.
- Continue to enter the Stop and Start times for the time-selected Time Range until all of the start/stop times for a week are completed.
- Click the Save button to save the Start/Stop time for the selected Time Range.
- Select the second Time Range Name text box to highlight it.
- Repeat steps for each Time Range required.
- Click Save.

Related Topics

Job Right 'Office – Time Ranges'

Close Day Menu List

The Close Day Options Window contains end of day functions.

Accessing the Close Day Menu

While in Focus Setup, select Close Day.

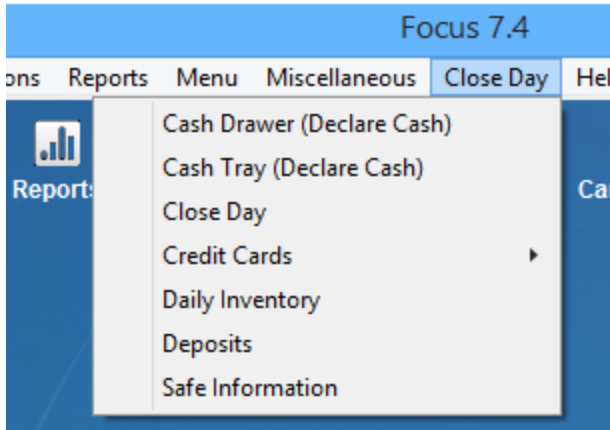


Figure 11.0 Close Day Menu List

Figure 11.1 Close Day Menu List Options

Field	Description	
Cash Drawer (Declare Cash)	Allows the user to declare cash for Cash Drawer.	
Cash Tray (Declare Cash)	Allows the user to declare cash for Cash Trays.	
Close Day	Allows the user to view the Close Day Status or manually Close Day.	
Credit Cards	Batch	Allows the user to settle credit cards.
	IFACE	Allows access to the iFace credit card program.
	Offline	Allows the user to place credit card processing in Offline Mode.
	Refunds	Allows the user to refund a credit card.
Daily Inventory	Allows the user to enter the Daily Beginning Count, Incremental Stock Count and Daily Ending Inventory Count for predefined Inventory Items.	
Deposits	Allows the user to enter Deposits into the system.	
Safe Information	Allows the user to enter Safe Information V7.4 Build 14.9.28	

Related Topics (none)

Cash Drawer (Declare Cash Window)

The Cash Drawer (Declare Cash Window) is used to declare cash for Cash Drawers.

Accessing the Cash Drawer (Declare Cash) Window

While in Focus Setup, select Close Day > Cash Drawer (Declare Cash).

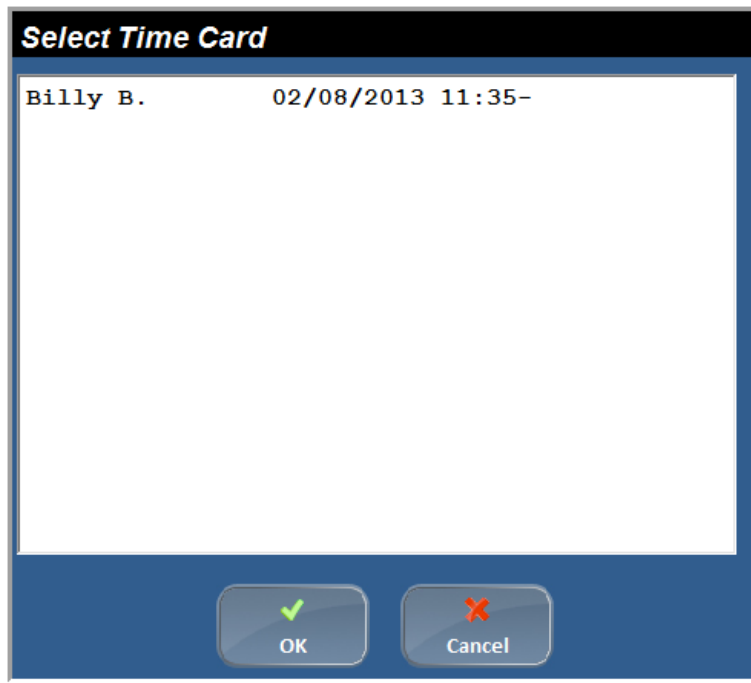


Figure 11.2 Select Time Card Window

Figure 11.3 Select Cash Drawer Window Fields

Field	Description
Employee	The Employee you are declaring Cash for.
Time Card	The Time Card you are declaring Cash for.

Procedure to Declare Cash - See Video [Cash Drawer \(Declare Cash\)](#)



In order for this feature to be active, employees must be required to 'Select Drawer at Clock In'. If no drawers are assigned, there will be no data in the 'Select Time Card' Window.

- Select the proper Employee's Time Card to Declare Cash.
- Enter the amounts proper amounts.
- Verify the amounts are correct.

Declare Drawer Amount

\$100 X	0	=	\$0.00
50 X	0	=	\$0.00
20 X	0	=	\$0.00
10 X	0	=	\$0.00
5 X	0	=	\$0.00
1 X	0	=	\$0.00
.50 X	0	=	\$0.00
.25 X	0	=	\$0.00
.10 X	0	=	\$0.00
.05 X	0	=	\$0.00
.01 X	0	=	\$0.00
Total Cash			\$0.00

7

8

9

OK

4

5

6

Next

1

2

3

Cancel

C

0

<

Figure 11.4 Cash Drawer Count Window

Related Videos

Cash Drawer (Declare Cash)

Related Topics

Job Right "Cashier - (Drawer) Declare Cash"

Cash Tray (Declare Cash Window)

The Cash Tray (Declare Cash Window) is used to declare cash for Cash Trays.

Accessing the Cash Tray (Declare Cash) Window

While in Focus Setup, select Close Day > Cash Tray (Declare Cash).



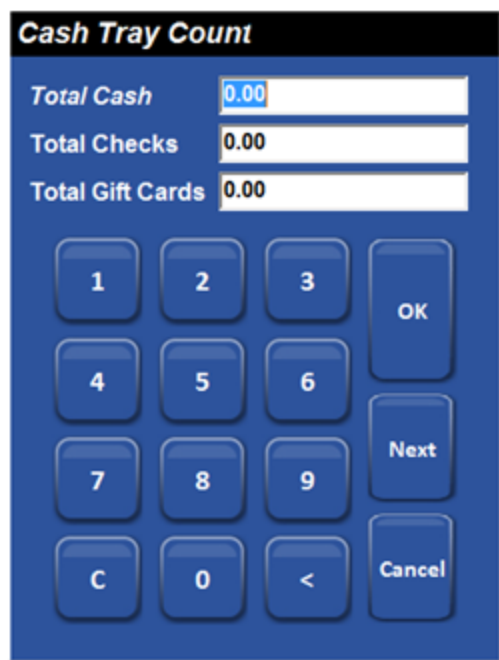
Figure 11.2 Select Cash Tray Window

Figure 11.3 Select Cash Tray Window Fields

Field	Description
Drawer	The Station and Drawer Number of the Cash Tray is displayed.
Time Opened	The time the Cash Tray was opened is displayed.
Count	The current count of the money in the Cash Tray is displayed if it has been previously entered.
Assigned	The employees assigned to the Cash Tray are displayed.

Procedure to Declare Cash

- Select the Cash Tray to Declare Cash.
- Enter the amounts for Total Cash, Total Checks and Total Gift Cards.

The image shows a software window titled "Cash Tray Count" with a black header bar. The window has a blue background. At the top, there are three input fields: "Total Cash" with a value of "0.00", "Total Checks" with a value of "0.00", and "Total Gift Cards" with a value of "0.00". Below these fields is a numeric keypad with buttons for digits 1 through 9, 0, and a decimal point (represented by a less-than sign). There are also buttons for "OK", "Next", "Cancel", and a "C" button for clearing the input. The keypad is arranged in a grid: the first row has 1, 2, 3, and OK; the second row has 4, 5, 6, and Next; the third row has 7, 8, 9, and Next; the fourth row has C, 0, <, and Cancel.

Cash Tray Count

Total Cash 0.00

Total Checks 0.00

Total Gift Cards 0.00

1 2 3 OK

4 5 6 Next

7 8 9 Next

C 0 < Cancel

Figure 11.4 Cash Tray Count Window

Related Topics

Job Right "Cashier - (Tray) Declare Cash"

How To: [Cash Tray Section](#)

Close Day Window

The Close Day Window is used to view the Status or to manually Close Day.

Accessing the Close Day Window

While in Focus Setup, select Close Day > Close Day.



Figure 11.5 Close Day Window

Figure 11.6 Close Day Window Options

Option	Description
Status	Allows the user to view the Close Day Status.
Close Day	Allows the user to Close Day manually.

Related Topics

Job Right 'Office – Close Day'

Close Day Status Window

The Close Day Status Window displays the last time the system Closed Day.

Accessing the Close Day Status Window

While in Focus Setup, select Close Day > Close Day > Status.

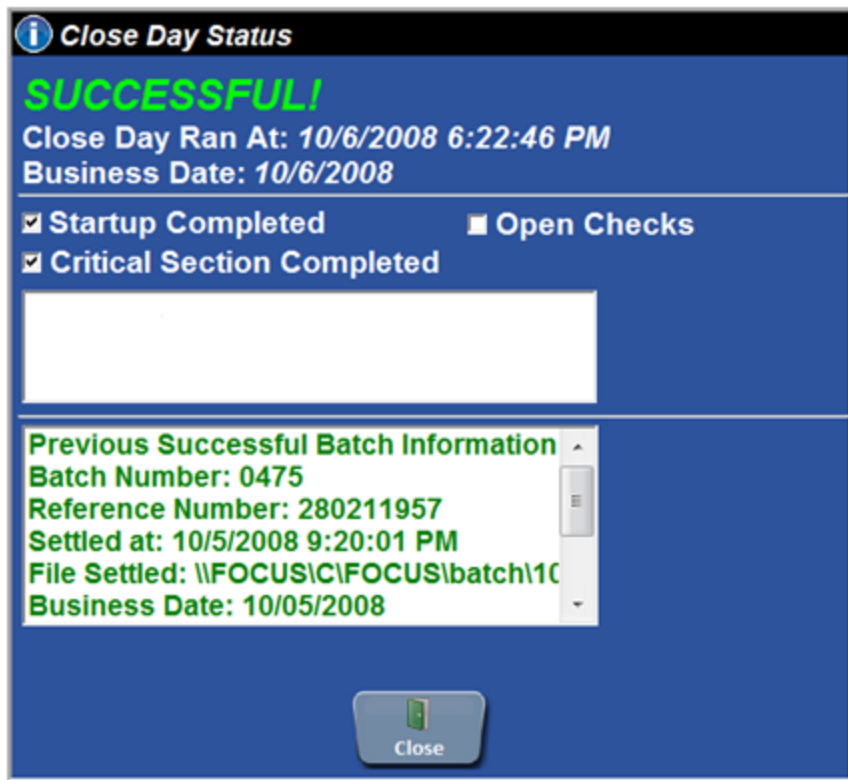


Figure 11.7 Close Day Status Window

Figure 11.8 Close Day Status Window Fields

Field	Description
Successful/Failed	Successful means the day was Closed successfully. If an error occurred in the startup or critical sections then the status is set to Failed.
Close Day Ran At	The time Close Day was ran.
Business Date	The Business Date closed by Close Day.
Startup Completed	A check will appear if the Startup Completed.
Critical Section Completed	A check will appear if the Critical Section Completed.
Open Checks	A check will appear if Open Checks were found.
Error Information	The name of the procedure as well as the actual error that caused the procedure to fail is displayed.
Batch Information Window	Information will appear about the Batch Status if using the Credit Card Interface.

Related Topics

Job Right 'Office – Close Day'

Close Day Window (Manually)

The Close Day Window is used to manually Close Day.

Accessing the Close Day Window

While in Focus Setup, select Close Day > Close Day > Close Day.



Figure 11.9 Close Day Window

Figure 11.10 Close Day Window Fields

Field	Description
Date to Close	The business date to close.
Partial Close (Last Check Number)	This option allows the user to close part of the check file. If Partial Close is on then all checks less than or equal to the Last Check Number are included in the Close Day.

Figure 11.11 Close Day Window Commands

Field	Description
Close Day	
Cancel	Exits the Close Day Window without Closing Day.

Procedure to Manually Close Day

- To close a complete day, click Close Day. The last check number should be set to "0".
- To partially Close Day, enter the last check number and then click Close Day.

Related Topics

Job Right 'Office – Close Day'

Credit Card Options Menu List

The Credit Cards Options Window is used for various credit card transactions.

Accessing the Credit Cards Options Window

While in Focus Setup, select Close Day > Credit Cards.

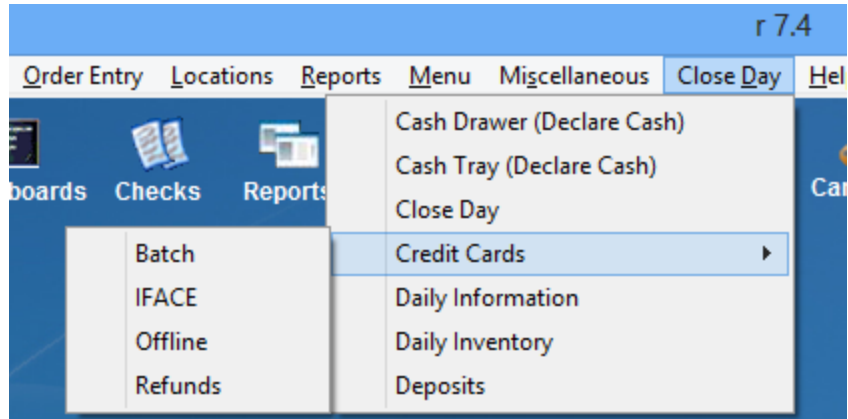


Figure 11.12 Credit Cards Menu List

Figure 11.13 Credit Cards Menu List Options

Option	Description
Batch	Allows you to send the credit card batch to the processor.
IFACE	Allows you to access the credit card interface to add, modify or void credit card payments.
Offline	Allows you to put credit card processing in Offline mode in cases where the credit card process is not responding.
Refunds	Allows you to credit a credit card.

Related Topics (none)

Batch Window

The Batch Window is used to send the credit card batch to the payment processor and reconcile mismatched transactions.

Accessing the Batch Window

While in Focus Setup, select Close Day > Credit Cards > Batch.

Card	Count	Amount	Tip	Total
Amex	0	0.00	0.00	0.00
Visa	0	0.00	0.00	0.00
MC	0	0.00	0.00	0.00
Disc	0	0.00	0.00	0.00
Priv	0	0.00	0.00	0.00
Din/CB	0	0.00	0.00	0.00
JCB	0	0.00	0.00	0.00
Total	0	0.00	0.00	0.00

IN BALANCE

Could not locate batch status file: C:\Focus\status\SETTLE

Settle Reconcile Print Close

Figure 11.14 Batch Window

Figure 11.15 Batch Window Commands

Command	Description
Settle	Settles the current batch.
Reconcile	Reconciles any mismatched transactions. If the batch is not in balance, you must first click Reconcile before you are able to Settle the batch.
Print	Prints the current batch totals.
Close	Closes the Batch Window.

Procedure to Settle the Batch

- Click Settle. If the batch is not in balance, an error will appear and you will have to "Reconcile" before settling the batch.

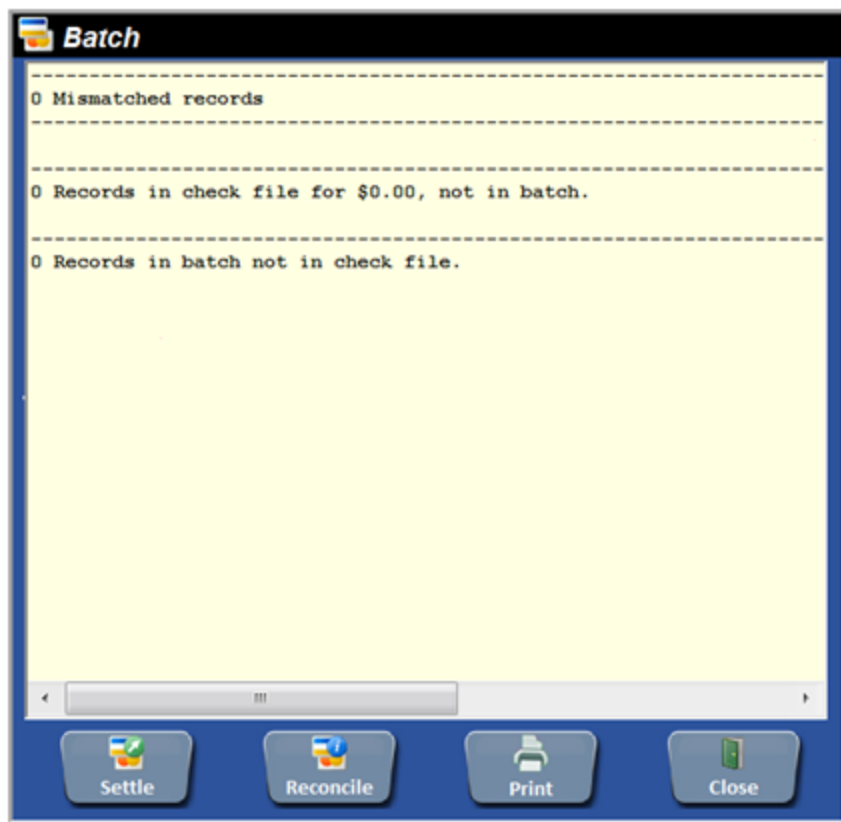


Figure 11.16 Reconcile Window

The Reconcile Window displays the reasons why the batch is not in balance. After determining why the batch is not in balance and adjusting the problems accordingly, click on the "Settle" button to settle the batch.

Related Topics

Job Right 'Payments - Batch Credit Cards'

iFace Window

The iFace Window is used to view the Status, Log, Batch Detail and Reconcile the current credit card batch.

Accessing the iFace Window

While in Focus Setup, select Close Day > Credit Cards > iFace.

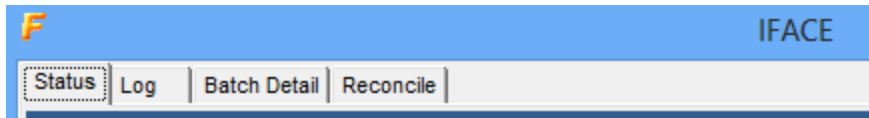


Figure 11.17 iFace Tabs

Figure 11.18 iFace Tabs Descriptions

Tab	Description
Status	Allows you to view the Status of the last batch attempt.
Log	Displays the credit card transaction log. Credit card numbers are NOT displayed in the log.
Batch Detail	Displays the list of transactions and allows you to void, sale and modify existing transactions.
Reconcile	Displays the reasons why the batch is not in balance.

Related Topics

Job Right 'Payments - Batch Credit Cards'

Status Window

The Status Window displays the previous batch attempt message.

Accessing the Status Window

While in Focus Setup, select Close Day > Credit Cards > iFace.

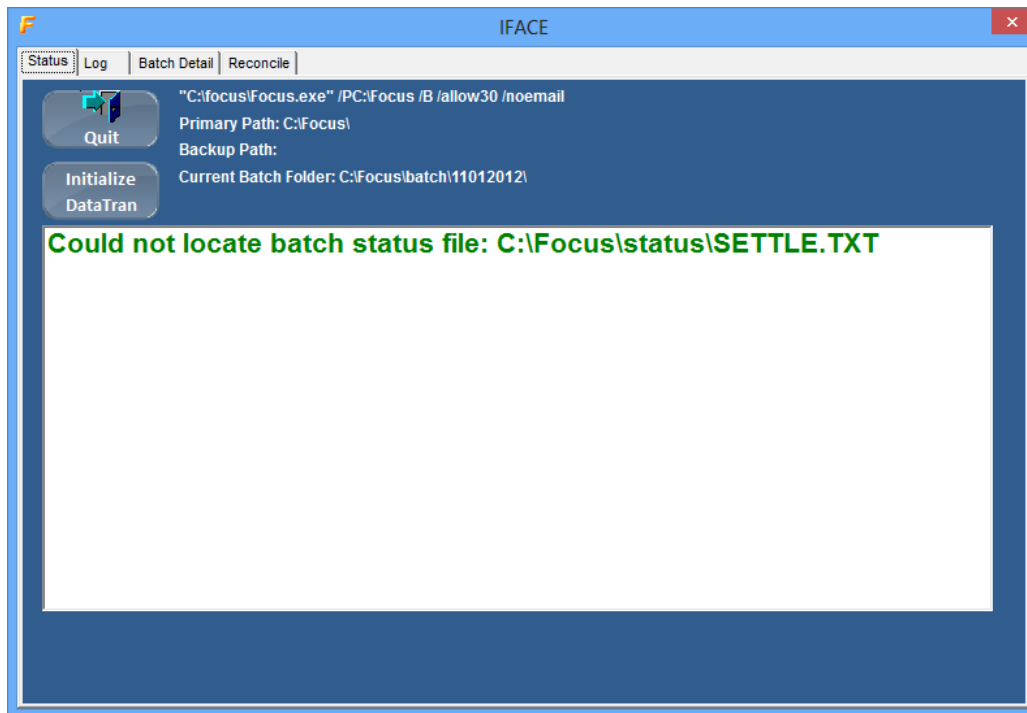


Figure 11.19 Status Window

Figure 11.20 Status Window Commands

Command	Description
Quit	Closes the Status Window.
Init Data Tran	Initializes the DataTran modem (if present).
Information	Displays information on the previous successful batch.

Related Topics

Job Right 'Payments - Batch Credit Cards'

Log Window

The Log Window displays the previous batch attempt message.

Accessing the Status Window

While in Focus Setup, select Close Day > Credit Cards > iFace > Log.

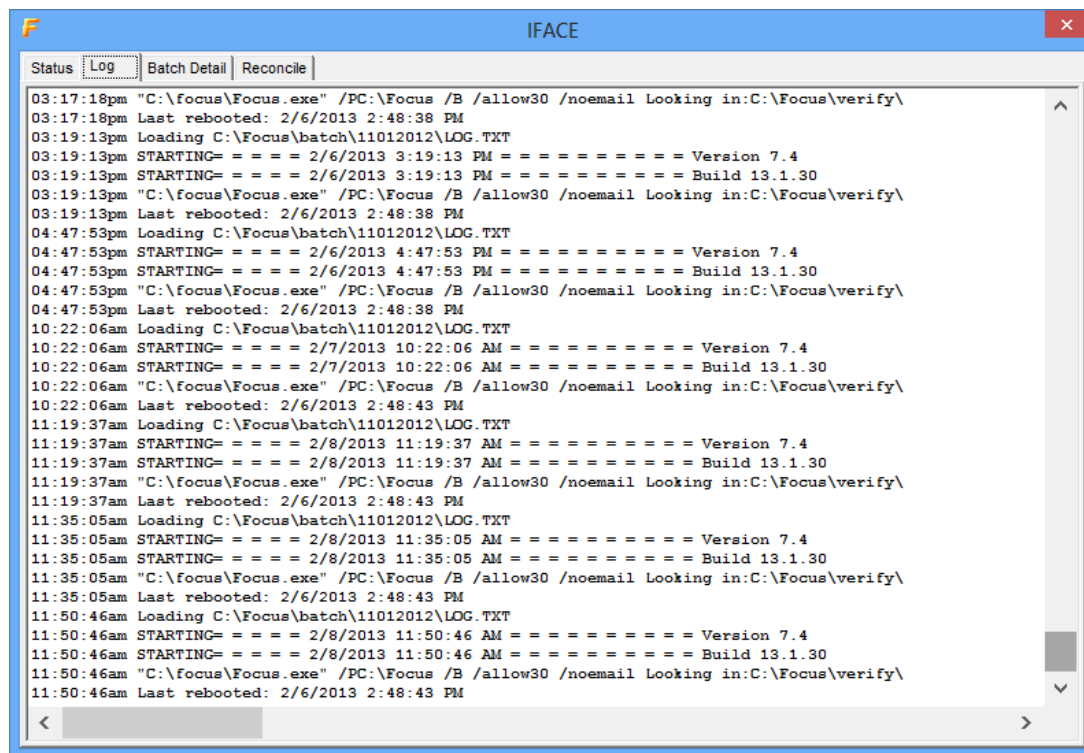


Figure 11.21 Log Window

Figure 11.22 Log Windows Field

Field	Description
Information Box	Displays the information log of the current credit card batch.

Related Topics

Job Right 'Payments - Batch Credit Cards'

Batch Detail Window

The Batch Detail Window displays a list of current credit card transactions. You may Void, Sale, Refund, Edit Tips and Settle the credit card batch from this Window. The transactions may be sorted by touching the column label.

Accessing the Batch Detail Window

While in Focus Setup, select Close Day > Credit Cards > iFace > Batch Detail.

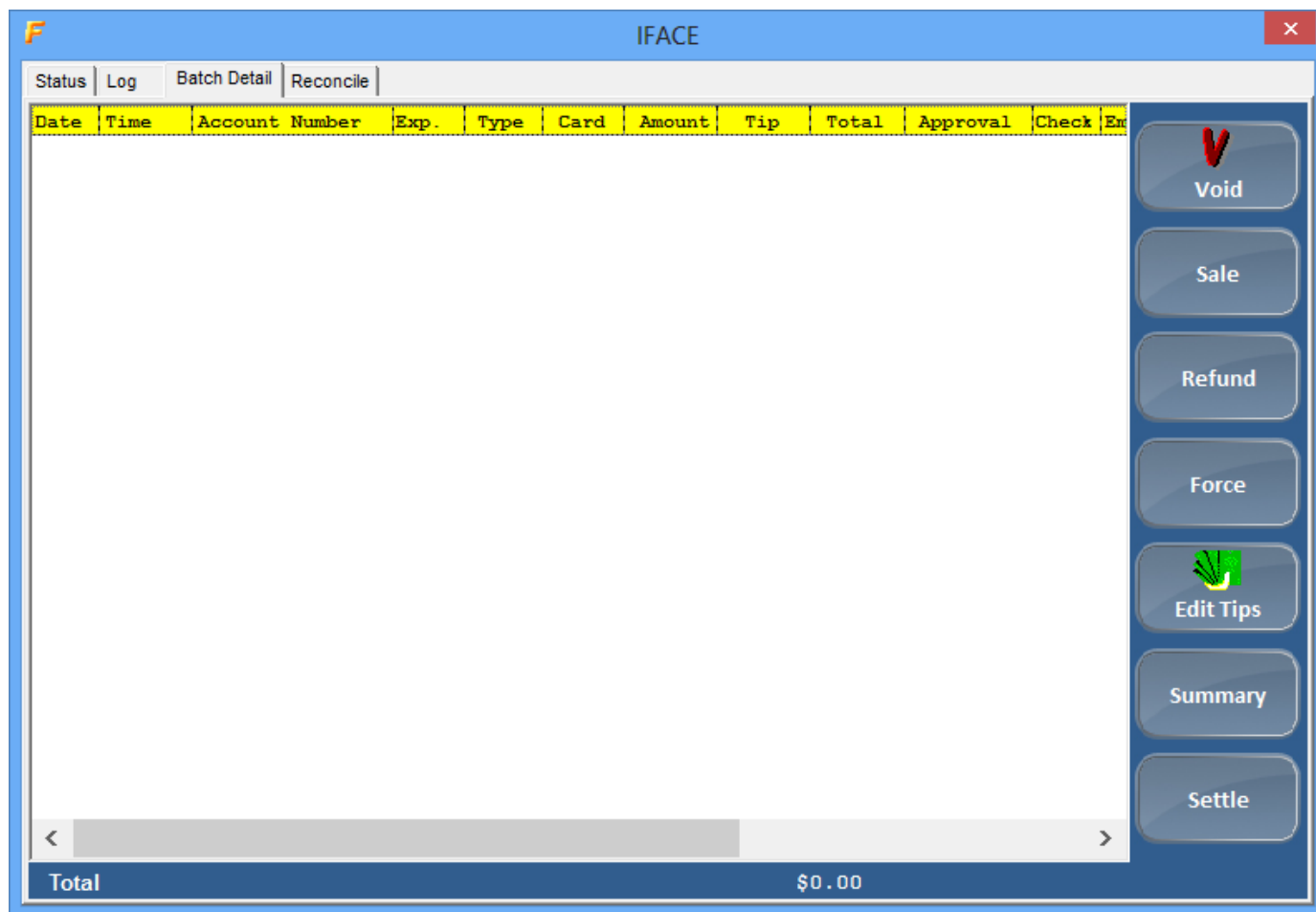


Figure 11.23 Batch Detail Window

Figure 11.24 Batch Detail Window Fields

Field	Description
Date	The Date of the transaction.
Time	The Time of the transaction.
Account Number	The Account Number of the transaction.
Expiration Date	The Expiration Date of the transaction.
Type	The credit card Type of transaction.

Card Number (masked)	The truncated credit card number of the transaction.
Amount	The Amount of the transaction.
Tip	The Tip for the transaction.
Total (Amount + Tip)	The Total Amount plus Tip for the transaction.
Approval Number	The Approval Number of the transaction.
Check Number	The Check Number for the transaction.
Employee	The Employee the entered the transaction.
Track 2	The Track 2 data from the Credit Card.

Figure 11.25 Batch Detail Window Commands

Command	Description
Void	voids a transaction. To void a transaction, highlight the transaction and click Void.
Sale	Enter a new transaction for approval. To enter a new sale, click Sale and enter the credit card information.
Refund	Refund a credit card.
Force	Force a credit card transaction.
Edit Tips	Edit an existing transaction's tip amount. To edit a tip, highlight the transaction and click Edit Tips.
Summary	Display a sales summary by card type.
Settle	Settle the current batch.

Related Topics

Job Right 'Payments - Batch Credit Cards'

Force Command

The Force Command allows you to manually enter a credit card in for approval. Calling the processor to gain an approval number first is necessary.

Accessing the Force Window

While in Focus Setup, select Close Day > Credit Cards > iFace > Batch Detail > Force.

Figure 11.26 Force Window

Figure 11.27 Force Window Fields

Field	Description
Payment	Select the Payment type for the Force.
Account	Enter the Account number of the credit card to Force.
Exp. Date	Enter the Expiration Date of the credit card to Force.
Amount	Enter the Amount to Force.
Approval	Enter the Approval number received from the processor for the Force.

Procedure to Force a Credit Card

- Select the Force Button.
- Enter the payment type.
- Enter the account number of the credit card.
- Enter the expiration date of the credit card.
- Enter the amount of the credit card.
- Enter the approval number you received from the processor. Note: Entering a fictitious approval number may result in a batch that cannot be settled.

Related Topics

Job Right 'Payments - Batch Credit Cards'

Job Right 'Payments - Force'

Reconcile Window

The Reconcile screen displays the reasons why the batch is not in balance.

Accessing the Reconcile Window

While in Focus Setup, select Close Day > Credit Cards > iFace > Reconcile.

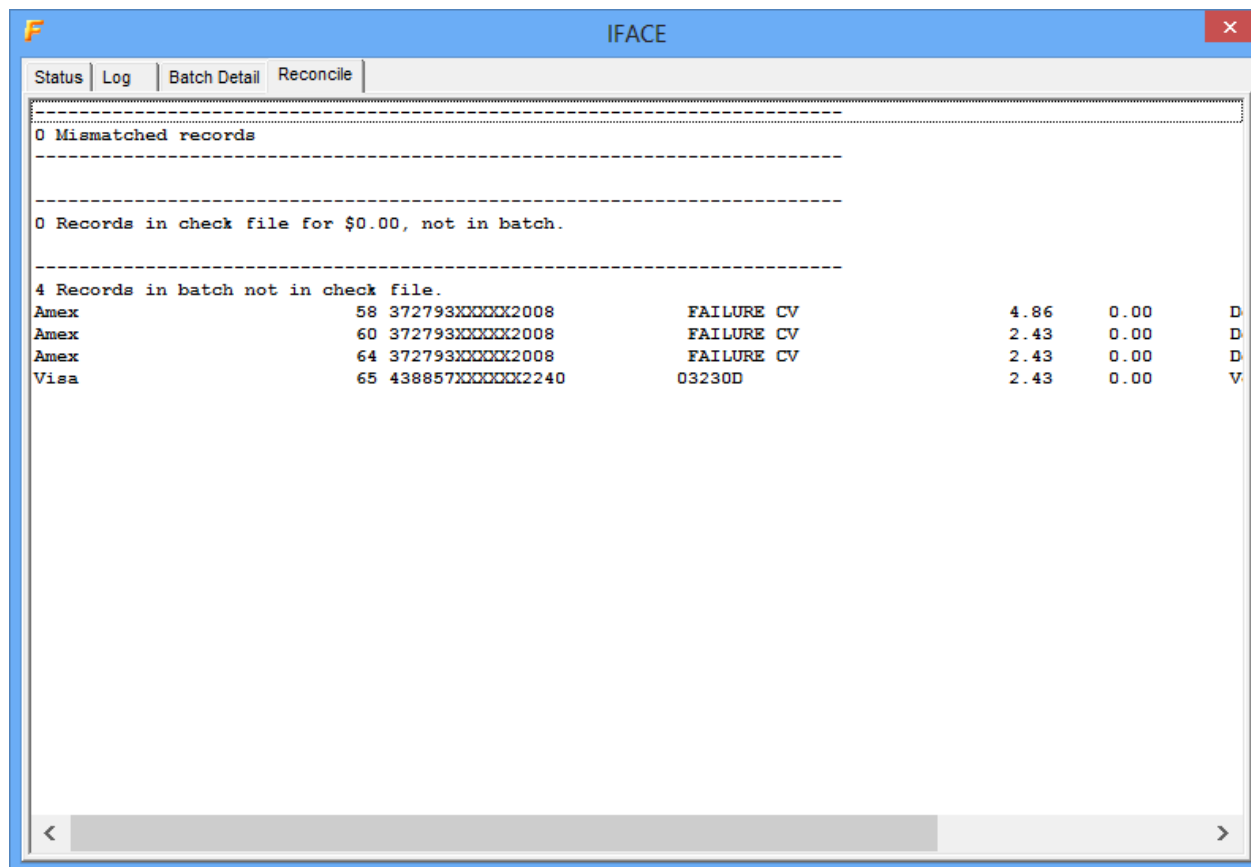


Figure 11.28 Reconcile Window

Figure 11.29 Reconcile Window Fields

Field	Description
Mismatched Records	The number of records not in balance.
Records in Check File, Not in Batch.	The number of records in the check file but not in the batch file. This occurs when the batch was settled before Close Day occurs.
Records in Batch not in Check File	The number of records in the batch but not in the batch file. This occurs when the Close Day occurs before the batch was settled.

Related Topics

Job Right 'Payments - Batch Credit Cards'

Offline Window

The Offline Window is used when the credit card process is not responding due to a phone line or Internet connection being down. When in Offline Mode, credit cards are stored as a swiped transaction but not actually sent to the processor. Therefore, a credit card may be approved "Offline" but be declined when turned back "Online".

Accessing the Offline Window

While in Focus Setup, select Close Day > Credit Cards > Offline.

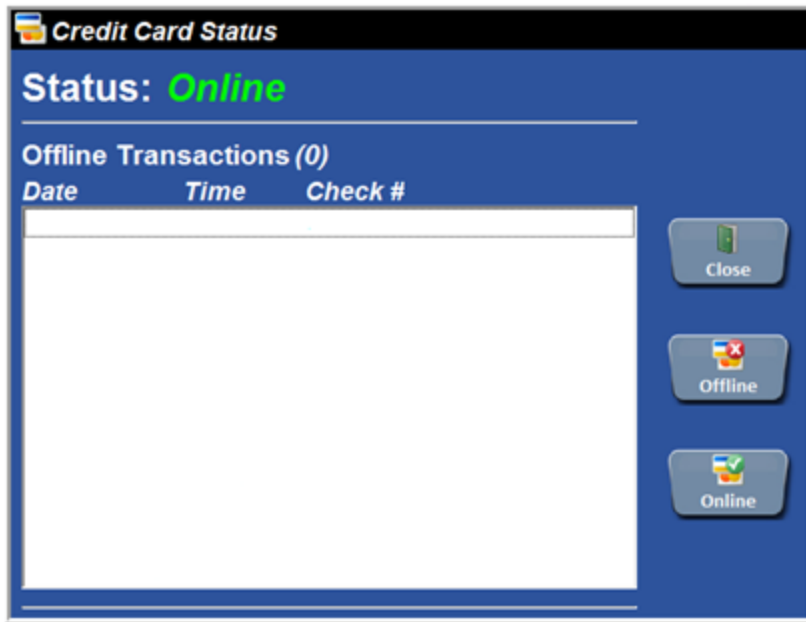


Figure 11.30 Credit Card Status Window

Figure 11.31 Credit Card Status Window Fields

Field	Description
Status	The Status of the credit card processing will be displayed (Online or Offline).
Offline Transactions (X)	The number of transactions currently captured in Offline Mode.
Date	The date the transaction was captured in Offline Mode.
Time	The time the transaction was captured in Offline Mode.
Check #	The Check Number of the transaction captured in Offline Mode.

Figure 11.32 Credit Card Status Window Commands

Command	Description
Close	Exits the Offline Window.
Offline	Click Offline to turn credit card processing to Offline Mode.
Online	Click Online to turns credit card processing back to Online Mode.

Related Topics

Job Right 'Payments - Batch Credit Cards'

Refund Window

The Refund Window is used to credit a credit card.

Accessing the Refund Window

While in Focus Setup, select Close Day > Credit Cards > Refunds.

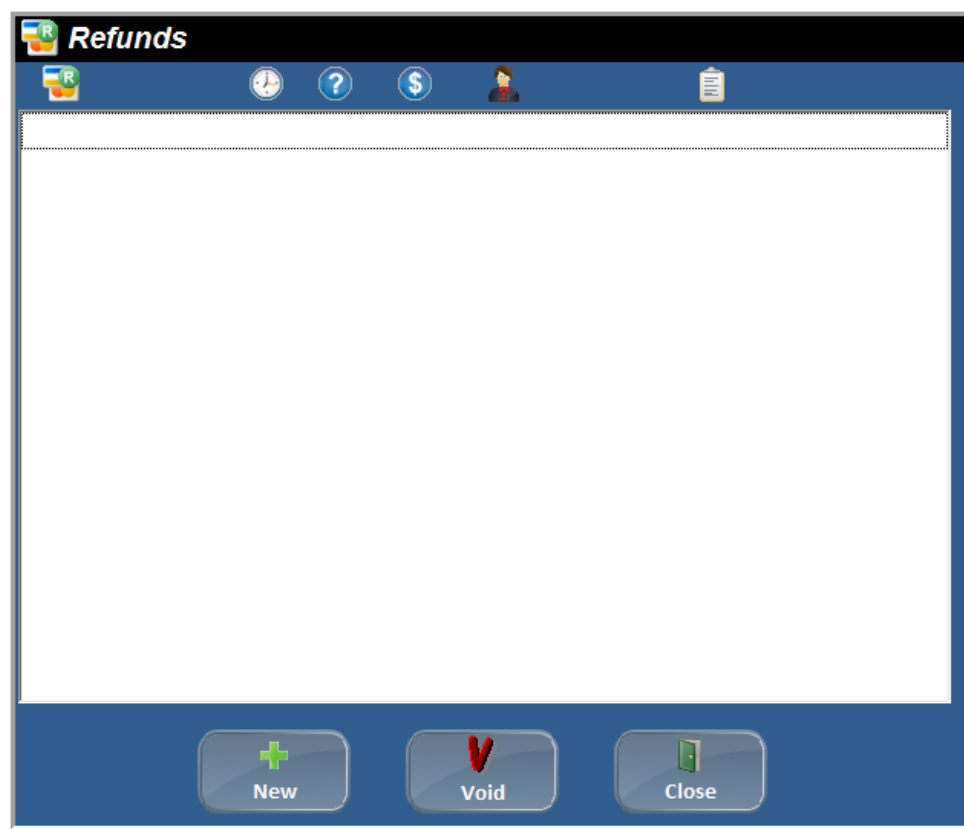


Figure 11.33 Refunds/Returns Window

Figure 11.34 Refunds/Returns Window Commands

Field	Description
New	Creates a new Refund.
Void	voids an existing Refund.
Close	Exits the Refunds Window.

Related Topics

Job Right 'Payments - Batch Credit Cards'

New Refund Window

The procedure to Refund a credit card is described below.

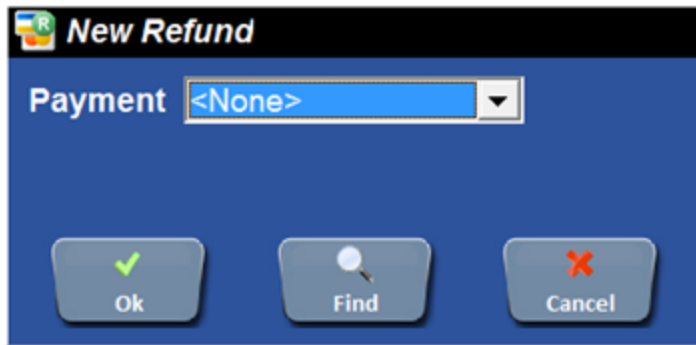


Figure 11.35 New Refund Window


Procedure to Refund or "Return" a Credit Card Using New.

- While in the Refund Window, Click New.
- Select the Payment type.
- Enter the account number of the credit card.
- Enter the expiration date of the credit card.
- Enter the amount of the refund.
- Click OK.








Procedure to Refund or "Return" a Credit Card Using Find.

- While in the Refund Window, Click New.
- Select the Find Button.
- Select the Date the credit card was entered



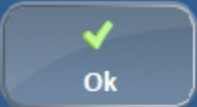

- Select the Credit Card to refund.


Select Payment to Reapply/Refund

Date
Type

3-1		3:54pm	\$37.00	\$10.00	517805XXXXXX3427	
7-1		3:53pm	\$27.50	\$5.00	517805XXXXXX3427	

- Select Ok.
- Verify you have selected the proper card.
- Enter the amount of the refund.
- Click OK.

Related Topics

Job Right 'Payments - Batch Credit Cards'

Job Right 'Payments - Refunds'

Daily Inventory Window

This Daily Inventory Window allows the user to enter the daily beginning count, incremental stock count, and ending inventory count for predefined Inventory Items. These counts along with recorded sales are used to compute the variance between the actual and theoretical usage of these Inventory Items. Note: A valid Inventory Worksheet must be configured for Cash Tray. This is done in [Locations > Locations > Cash Trays](#).

Item	Beg. Qty	Add Qty	End Qty
Bud Light	0	0	0
Bud Select	0	0	0
Budweiser	0	0	0
Busch	0	0	0

Figure 11.36 Daily Inventory Window

Figure 11.37 Daily Inventory Window Fields

Field	Description
Item	The name of the Inventory Item.
Beg Qty.	Enter the beginning number of units for the Inventory Item.
Add Qty	Enter the number of units added during the shift for the Inventory Item.
End Qty.	Enter the ending number of units for the Inventory Item.

Related Topics

[Locations > Locations > Cash Trays](#).

Deposits Window

The Deposits Window is used to enter Deposits in order to determine the over and short amount on the Daily Report.

Accessing the Deposits Window

While in Focus Setup, select Close Day > Deposits.

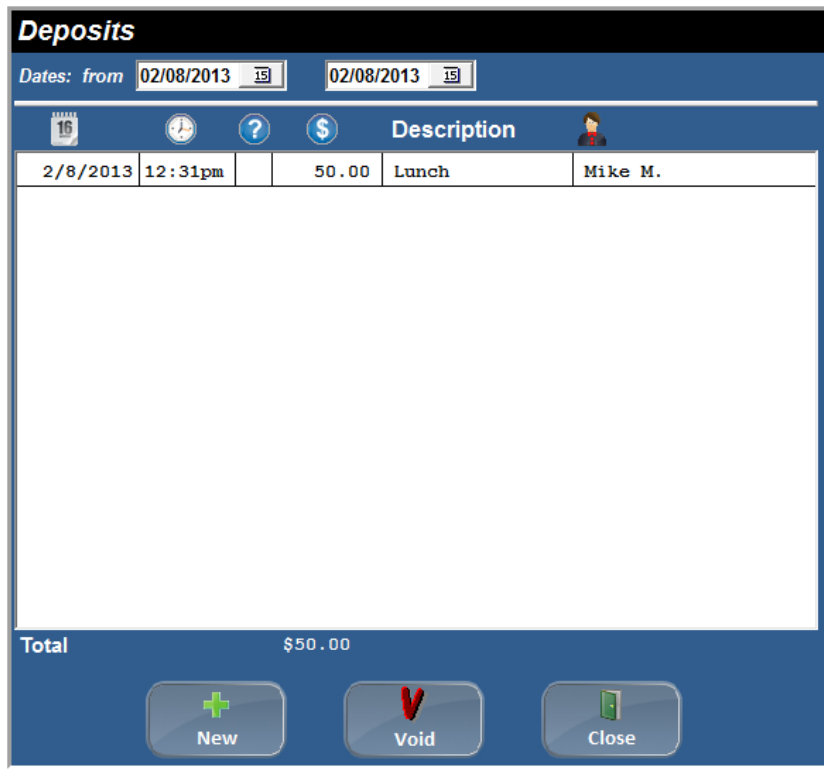






Figure 11.38 Deposits Window

Figure 11.39 Deposits Window Fields

Field	Description	
Dates	From	Select the starting date to view Deposits.
	To	Select the ending date to view Deposits.
	The date the Deposit was made (not the date it was entered).	
	The time the Deposit was entered.	
	The status of the Deposit. If the Deposit was Voided then a "V" is displayed.	
	The amount of the Deposit.	


Description	The Deposit Description usually refers to the Deposit slip identifier.
	The employee that entered the Deposit.

Figure 11.40 Deposits Window Commands

Command	Description
New	Allows you to enter a new Deposit.
Void	Allows you to Void an existing Deposit.
Close	Exits the Deposits Window.

Related Topics

Job Right - 'Deposits'

Job Right - 'Approve Cashier Functions'

Adding a New Deposit

The procedures to enter a new Deposit are listed below.

The image shows a software window titled "New Deposit". At the top, there's a title bar. Below it, on the left, are four input fields: "Date" with a date picker icon, "Cash" with the value "0.00" and a small calculator icon to its right, "Checks" with the value "0.00" and a similar calculator icon, and "Description" which is empty. To the right of these fields is a large keypad. The keypad is divided into two sections. The left section is a numeric keypad with buttons for digits 1-9, 0, a "C" (clear) button, and a "<" (previous) button. It also includes "OK", "Next", and "Cancel" buttons. The right section is an alphanumeric keypad with buttons for letters A-Z and a "Space" button.

Figure 11.41 New Deposit Window

Figure 11.42 New Deposit Fields

Field	Description
Date	The date the Deposit should be accounted for.
Cash	Enter the amount of cash included in the Deposit. A deposit calculator is available by pressing the '...' button beside the amount.
Checks	Enter the amount of checks included in the Deposit. A deposit calculator is available by pressing the '...' button beside the amount.
Description	Enter the Deposit Description (typically the number on the deposit slip).

Procedure to Enter a Deposit

- Click New.
- Select the date of the Deposit.
- Enter the amount of cash for the Deposit.
- Enter the amount of checks for the Deposit.
- Enter a description for the Deposit.
- Click OK.

Related Topics

Job Right – 'Deposits'

Safe Information Window

The Safe Information Window is used to enter Safe Information in order to determine the over and short amount on the Weekly Safe Report.

Accessing the Safe Information Window

While in Focus Setup, select Close Day > Safe Information.

Date	Safe Count	Deposits	Change	Petty Cash	Drawers
9/28/2014					
9/27/2014					
9/26/2014					
9/25/2014					
9/24/2014					
9/23/2014					
9/22/2014					
9/21/2014					
9/20/2014					
9/19/2014					



 Edit  Close

Figure 11.38.914 Safe Information Window

Figure 11.39.914 Safe Information Window Fields

Field	Description
Date	The Date the information is being entered for.
Safe Count	The total amount of money in the Safe.
Deposits	The amount of Deposits taken to the Bank that day.
Change	The amount of Change Orders.
Petty Cash	The amount of Petty Cash.

Figure 11.40.914 Deposits Window Commands

Command	Description
Edit	Allows you to enter Safe Information
Close	Exits the Deposits Window.

Related Topics

Job Right - 'Deposits'

Job Right - 'Approve Cashier Functions'

Editing Safe Information Window

The procedure to enter Safe Information is detailed below.

Safe Information

Bank Deposits (-) 2750.00

Change Orders (+) 0.00

Safe Total 0.00

Petty Cash/Change (+) 150.00

Drawers (+) 300.00

1 2 3 OK

4 5 6

7 8 9 Next

C 0 < Cancel

Figure 11.38.914a Edit Safe Information Window

Figure 11.39.914a Edit Safe Information Window Fields

Field	Description
Bank Deposits (-)	The amount of bank deposits sent to the bank.
Change Orders (+)	The amount of change orders reviewed.
Safe Total	The total amount of money in the safe.
Petty Cash/Change Orders (+)	The amount of Change Orders.
Drawers (+)	The amount of money in the Cash Drawers.

Procedure to enter Safe Information

- From the Safe Information Window, select Edit.
- Enter the Deposits taken to the bank.

- Enter the Change Orders
- Enter the Safe Total
- Enter the Petty Cash
- Enter the Total amount in all Cash Drawers
- Select OK.

Related Topics

Job Right - 'Deposits'

Job Right - 'Approve Cashier Functions'

Help Menu

The Help Menu List is used to view information about the Focus software and gain access to an online help section.

Accessing the Help Menu

While in Focus Setup, select Help.

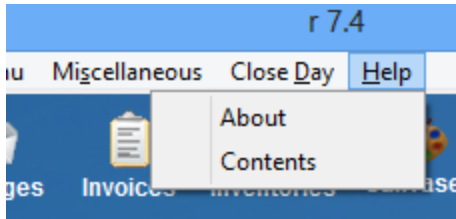


Figure 12.0 Help Menu List

Figure 12.1 Help Menu List Options

Field	Description
About	Displays information about the Focus software
Contents	Displays the Focus Setup Manual via the Internet.

Related Topics (none)

About Window

The About Box displays information about the Focus software.

Accessing the About Box

While in Focus Setup, select About.

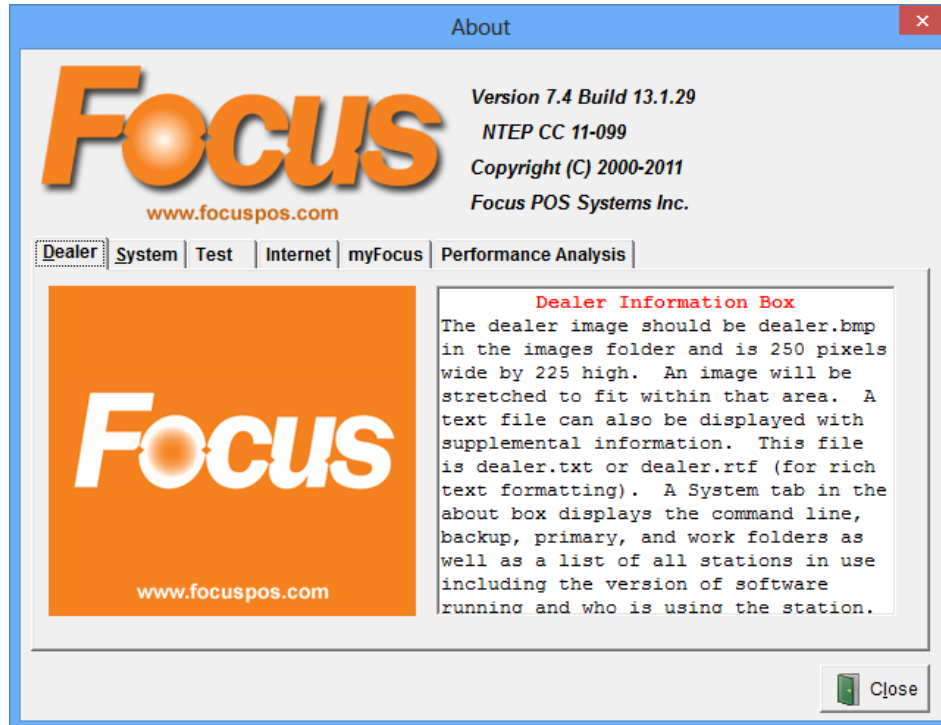


Figure 12.2 Dealer Window

Figure 12.3 Dealer Window Fields

Field	Description
Image	The image displayed in the box is named "dealer.bmp". This image should be 250 pixels wide by 225 pixels high
Information Box	The text in this box is obtained from a file named "dealer.txt or dealer.rtf".

Figure 12.3.1 Dealer Window Command

Command	Description
Close	Closes the Dealer Window Window.

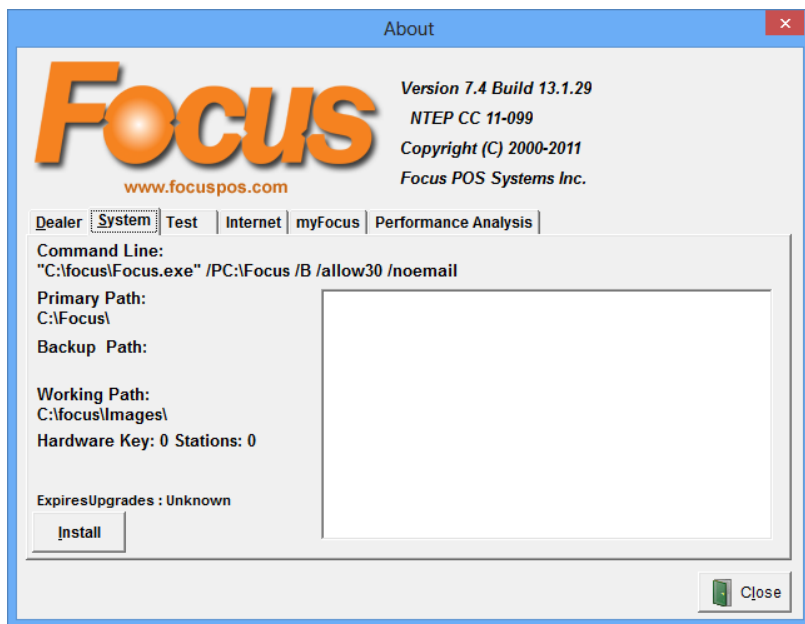


Figure 12.4 System Window

Figure 12.5 System Window Fields

Field	Description
Command Line	The path to the Focus executable file.
Primary Path	The path to the Focus server, usually \\Focus\C\Focus
Backup Path	The path to the Focus backup server, usually \\Backup\C\Focus\
Hardware Key	Displays the Hardware key number for the software.
Stations	Displays the number of stations the Hardware key is authorized for.
Options	The following options determine which modules are active for the Hardware Key.
EDC	Credit Card Module
PMS	Property Management Module
BOF	Back Office Module
SCH	Scheduling Module
INV	Inventory Module
CUS	Customer Module
GFT	Gift Card Module
IPL	IP Log - used on Talon DVR and Remote Eyes
XML	XML Data for exporting data to above store software programs
TAB	Tabbedout

ALRT	Alert Module	
ONL	Online Ordering	
Upgrades	No Upgrade	The last date to update Focus without having to re-license.
	Unlimited	Focus can be updated without re-licensing.
	No Key Found	The Focus hardware key cannot be found.
Install	This option creates shortcuts on the desktop to Focus. It also removes the automatic prompting to run scan disk.	
EMR	A key that can be programmed with any .Focus file in the event a key stops working properly. Used as a short term solution.	
MOB	Mobile Station License. The number following MOB designates the number of Mobile licenses.	
Current Users	The list box displays the version of software running on each station. It also displays the user that is currently using the station.	
Credit Card	Dialup	Using Dialup Credit Card Processing.
	Mercury	Mercury Credit Card Processing is active.
	Sterling	Sterling Credit Card Processing is active. (In version 12.4.18 or older).
	NEP	Net EPay Credit Card Processing is active. (In version 12.4.18 or older).
	Net EPay	Net EPay Credit Card Processing is active.
	Vital	Vital Credit Card Processing is active.
	SecureNet	SecureNet Credit Card Processing is active.
	Pay-mentech	Paymentech Credit Card Processing is active.
	First Data	First Data Credit Card Processing is active.
	WorldPay	WorldPay Credit Card Processing is active.
	Heartland	Heartland Credit Card Processing is active.
	Sterling-Pay-mentech	Sterling-Paymentech Credit Card Processing is active.

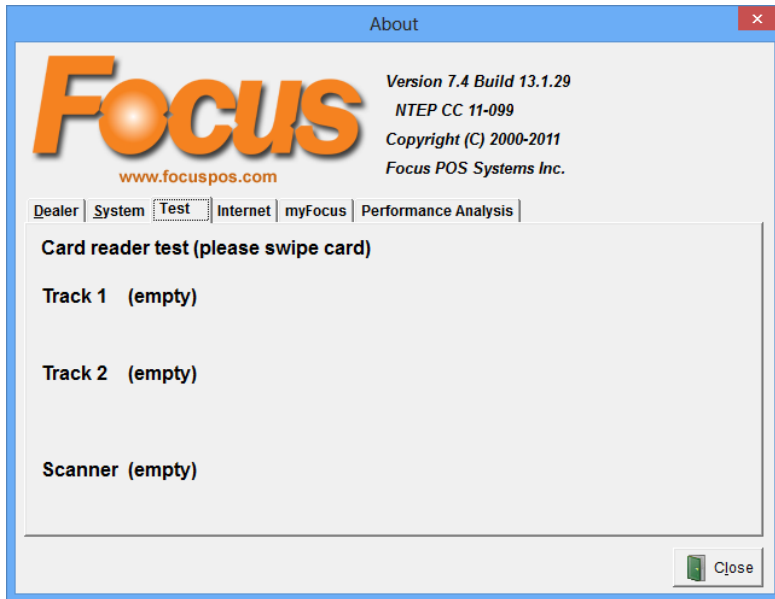


Figure 12.6 Test Window

Figure 12.7 Test Window Fields

Field	Description
Track 1	Displays the information contained on Track 1 of the magnetic card that was swiped.
Track 2	Displays the information contained on Track 2 of the magnetic card that was swiped.

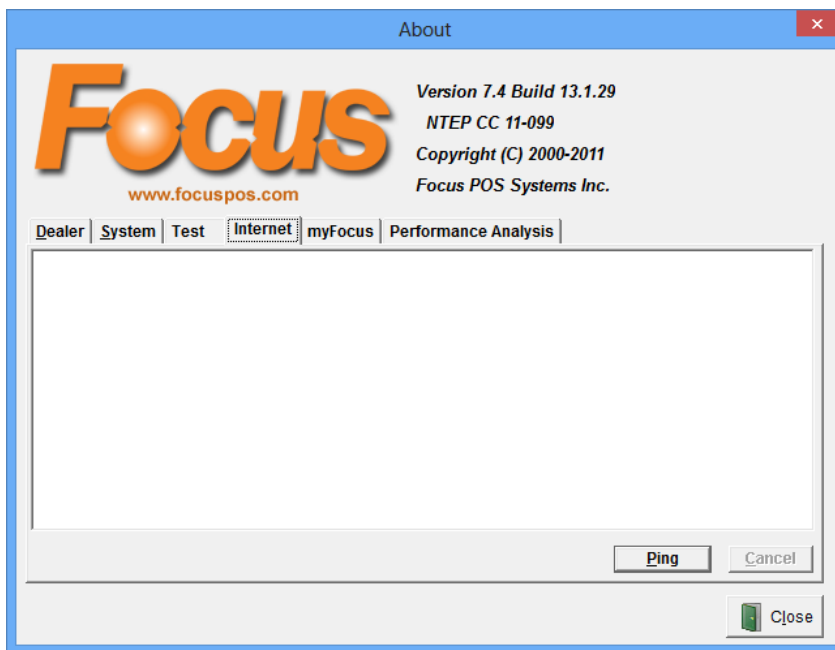


Figure 12.8 Internet Window

Figure 12.9 Internet Window Fields

Field	Description
Ping	Determines if an Internet connection is currently active.

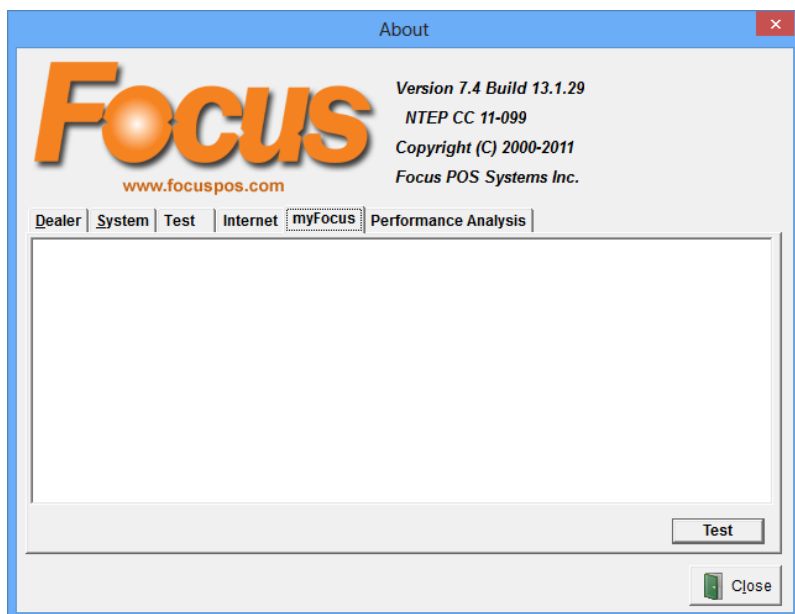


Figure 12.13 myFocus Window

Figure 12.14 myFocus Window Fields

Field	Description
Test	Allows you to Test myFocus

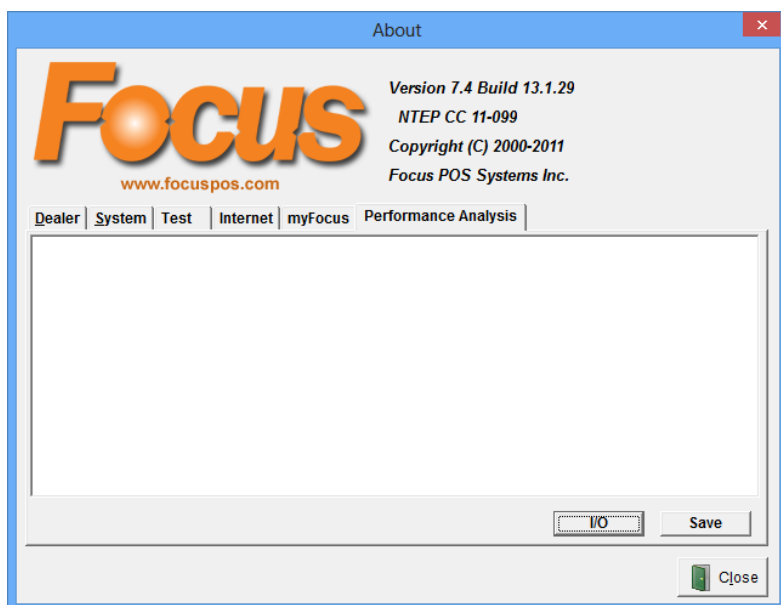


Figure 12.15 Performance Analysis Window

Figure 12.16 Performance Analysis Window Fields

Field	Description
I/O	Runs a series of analysis on the station to test performance if a station is running slow.
Save	If selected, will Save the I/O file for reference.

Related Topics (none)

Contents Menu

The Contents Menu is a link to the Focus Setup Manual.

Accessing the Contents Menu

While in Focus Setup, select Help > Contents.

Restrictions

A working Internet connection needs to be established on the computer before the Focus Setup Manual will be displayed.

Purpose

The Front of House section describes various features of the Focus front of house software.

Figure 13.1 File Menu Options

Option	Description
Time Clock	Describes the Time Clock features.
Age Verification	Describes the Age Verification feature.

Related Topics (none)

Purpose

The Time Clock is used by employees primarily to clock in and out. Employees may clock in with an Access Code, Magnetic Card or with a Fingerprint Scanner. Time Clock also allows employees to view and print Time Cards and Schedules, define availability schedules, and to communicate with other employees through the Focus Message Center.

The Job Right 'Approve Clocks' is necessary to approve Time Clock functions.

Accessing the Time Clock Window

While in Focus Order Entry, select the Time Clock icon  and use one of the Clock In Options listed below.

Clock In Options for Employees

Option	Description
Require Card	The employee must use a magnetic card or keyboard to enter the Access Code and gain access to the system.
Fingerprint at Clock In	The employee is required to use a fingerprint to clock in/out.
Fingerprint Required	The employee is required to use a fingerprint to log in at all times.

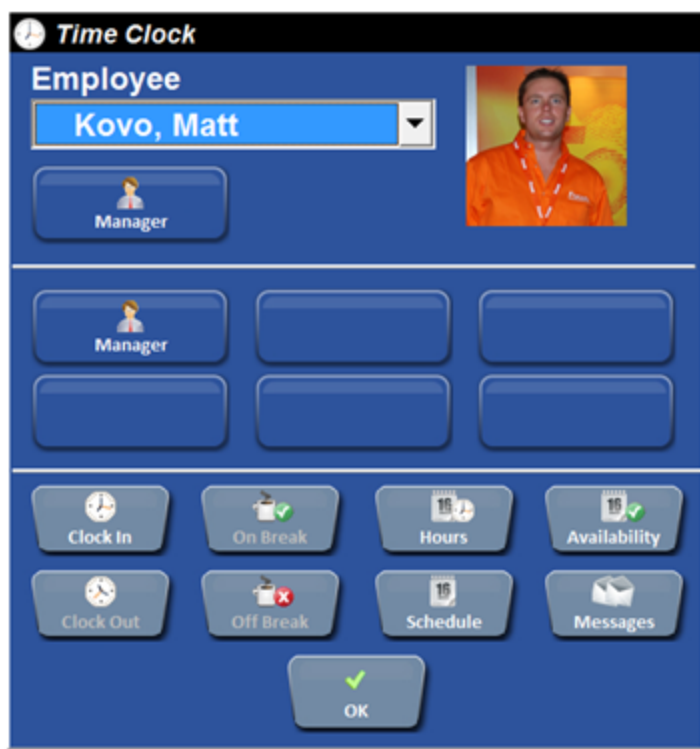



Figure tc.1.1 Time Clock Window

Figure tc.1.2 Time Clock Window Fields

Field	Description
-------	-------------

Employee	The employee name. Employees currently clocked in will have a clock icon  next to their name.	
Job	The Job is dependent on the employee's clock in status.	
	Clocked In	Displays the Job that the employee clocked in as.
	Clocked Out	Displays the employee's default Job (Job 1).
List of Jobs	The employee's Jobs.	
Clock In	Clocks the employee in. The Clock In button will be disabled if the employee is currently clocked in.	
	Clock In Options for Employees	
	Require Card	The employee must use a magnetic card, keyboard or fingerprint to enter the Access Code and to gain access to the system.
	Enforce Scheduling	The employee is only allowed on the clock if there is a valid schedule time, otherwise a manager's approval is required.
	Clock In/Out Only	The Time Clock Module is the only Module available to this employee.
	Fingerprint at Clock In	The employee is required to use a fingerprint to clock in/out.
	Fingerprint Required	The employee is required to use a fingerprint to log in at all times.
	Restrictions	
	Time-keeping	The employee must read any unread Messages before clocking in if the Job Right 'Must Read Messages Before Clock In/Out' is on.
		If the employee has the Job Right 'Clock In/Out Must be Approved' then the clock in must be approved. The clock in must be approved if the employee has the 'Overtime Must be Approved' Job Right and the number of hours they have worked during the current pay period is greater than the Weekly Overtime Limit.
The following restrictions apply if the employee has the 'Enforce Scheduling' option.		
Scheduling (Requires the Scheduling Module)	If the employee is not on the schedule they cannot clock in without approval. The employee must clock in within the 'Early Clock In Grace Period' or 'Late Clock In Grace Period' otherwise approval is required.	
Clock Out	Clocks the employee out. The Clock Out button will be disabled if the employee is currently clocked out.	

	Restrictions		
	<table><tr><td>Time-keeping</td><td><p>The employee must read any unread Messages before clocking out if the Job Right 'Must Read Messages Before Clock In/Out' is on.</p><p>The employee cannot clock out with open checks if the Job Right 'Clock Out with Open Checks' is off.</p><p>The employee cannot clock out with missing tips if the Job Right 'Clock Out with Missing Tips' is off.</p><p>The employee cannot clock out without approval if the Job Right 'Clock In/Out Must be Approved' is on.</p></td></tr></table>	Time-keeping	<p>The employee must read any unread Messages before clocking out if the Job Right 'Must Read Messages Before Clock In/Out' is on.</p> <p>The employee cannot clock out with open checks if the Job Right 'Clock Out with Open Checks' is off.</p> <p>The employee cannot clock out with missing tips if the Job Right 'Clock Out with Missing Tips' is off.</p> <p>The employee cannot clock out without approval if the Job Right 'Clock In/Out Must be Approved' is on.</p>
	Time-keeping	<p>The employee must read any unread Messages before clocking out if the Job Right 'Must Read Messages Before Clock In/Out' is on.</p> <p>The employee cannot clock out with open checks if the Job Right 'Clock Out with Open Checks' is off.</p> <p>The employee cannot clock out with missing tips if the Job Right 'Clock Out with Missing Tips' is off.</p> <p>The employee cannot clock out without approval if the Job Right 'Clock In/Out Must be Approved' is on.</p>	
<p>The following restrictions apply if the employee has the 'Enforce Scheduling' option.</p> <table><tr><td>Sched- uling (Requires the Sched- uling Mod- ule)</td><td><p>The employee must clock out within the 'Early Clock Out Grace Period' or 'Late Clock Out Grace Period' otherwise approval is required. Note: If the employee was not scheduled to clock in then clock out does not require approval.</p></td></tr></table>	Sched- uling (Requires the Sched- uling Mod- ule)	<p>The employee must clock out within the 'Early Clock Out Grace Period' or 'Late Clock Out Grace Period' otherwise approval is required. Note: If the employee was not scheduled to clock in then clock out does not require approval.</p>	
Sched- uling (Requires the Sched- uling Mod- ule)	<p>The employee must clock out within the 'Early Clock Out Grace Period' or 'Late Clock Out Grace Period' otherwise approval is required. Note: If the employee was not scheduled to clock in then clock out does not require approval.</p>		
On Break	<p>Starts the employee's Break. The On Break button will be disabled if the employee is not clocked in, currently on break or if they have already taken 2 breaks. Note: The employee must have the 'Take Breaks' Job Right. A break chit will print if the employee has the 'Print On Break Chit' Job Right.</p>		
Off Break	<p>Returns the user from break. The Off Break button is disabled if the employee is not clocked in or currently off break. Note: The employee cannot return from break until the "Required Break Minimum" minutes option is met.</p>		
Hours	<p>Displays a list of the employee's current hours for the pay period. Note: The user must have the 'View Time Card' Job Right to view their Hours.</p>		
Schedule	<p>Displays the current employee's schedule. Note: The employee must have the 'View Schedule' Job Right to view their Schedule.</p>		
Availability	<p>Allows the employee to enter their availability. Note: The employee must have the 'Enter Availability' Job Right.</p>		
Messages	<p>Displays the Messages Window (see Messages). Note: The employee must read any unread Messages before clocking in/out if the Job Right 'Must Read Messages Before Clock In/Out' is on.</p>		
OK	<p>Closes the Time Clock Window.</p>		

Related Topics

[Time Clock](#)
[How to Clock In](#)
[How to Clock Out](#)
[How to Start a Break](#)
[How to End a Break](#)
[How to View Hours Worked](#)
[How to View a Schedule](#)
[How to Enter Availability](#)
[How to Access Messages](#)

Purpose

The procedure to clock in an employee is listed below.

Hint

Employees with the 'Approve Clocks' Job Right can clock in any employee defined in Employees > Jobs > Commands > Accessible Jobs.

Procedure to Clock In

- Touch the Time Clock icon while on the Focus Order Entry Screen.
- Enter the Access Code via the Number Pad, Magnetic Card or Fingerprint Scanner.
- Select a Job (only necessary if scheduling is not used).
- Touch Clock In.
- If the employee has the 'Clock In/Out Must be Approved' Job Right then the clock in must be approved.

If the Scheduling Module is used the table below illustrates the employee's clock in ability.

Clock In Time	Grace Period	Clock In Allowed	Bump up Early Clock In	Bump Back Late Clock In
10 minutes before scheduled time	5 minutes	No	N/A	N/A
5 minutes before scheduled time	5 minutes	Yes	Yes	N/A
5 minutes after scheduled time	5 minutes	Yes	N/A	Yes

- If the 'Select Cash Drawer at Clock In' Job Right is on then the employee is prompted for the cash drawer (see How to Assign a Cash Drawer).
- If the '(Tray) Select at Clock In' Job Right is on then the employee is prompted for the cash tray drawer (see How to Assign a Cash Tray).
- If the user has the 'Declare Starting Bank' Job Right then they are prompted to enter the starting bank. The starting bank has to be greater than zero but less than \$9999.99.

The starting bank will print on the clock in chit.

- The employee will be clocked in.

A Clock In Chit will print if the Job Right 'Print Clock in Chit' is on.

Related Topics

Time Clock

How to Clock Out

How to Start a Break

How to End a Break

How to View Hours Worked

How to View a Schedule

How to Enter Availability

How to Access Messages

Purpose

The procedure to assign a cash drawer is listed below. Note: The employee clocking in has the Job Right 'Select Drawer at Clock In'.

The Job Right 'Approve Cashier Functions' is necessary to approve Cashier functions.

Procedure to Assign a Cash Drawer at Clock In

- Select up to two drawers to assign (see Figure tc.1.3).

Restrictions

- The user may only select only one cash drawer if they have the Job Right 'Cashier – Select One Drawer Only'.
- Only one employee may be assigned to a cash drawer if the Job Right 'Cashier – One User per Drawer' is on.
- Approval will be required if a drawer is not selected.



Figure tc.1.3 Cash Drawer Assignments Window

- Click Save to save the drawer assignment.
- Enter the Starting Bank. Note: The Job Right 'Cashier – Declare Starting Bank' must be on to prompt for the Starting Bank.



Related Topics(none)

Purpose

The procedure to assign a Cash Tray is listed below. Note: The employee clocking in has the Job Right 'Cashier – (Tray) Select at Clock In'.

The Job Right 'Approve Cashier Functions' is necessary to approve Cashier functions.

Procedure to Assign a Cash Tray at Clock In

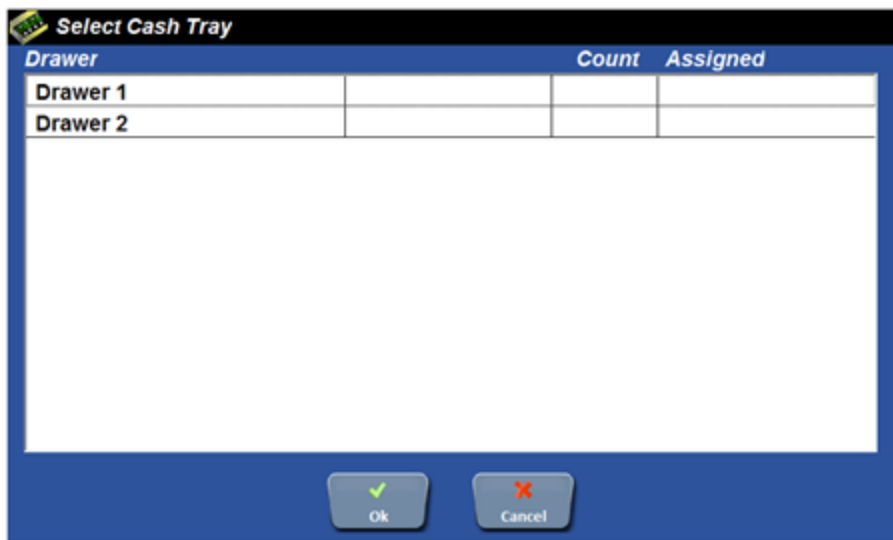
- Select the drawer to assign (see Figure tc.1.4).

Notes

- All drawers configured for the current Station appear in the list.
- If the employee selects a drawer that is already open then they are assigned to the drawer.
- If the employee selects a drawer that is not open then the drawer is automatically opened and the employee is assigned to it.

Restrictions

- Only one employee may be assigned to a cash drawer if the option "Locations > Locations > Cash Trays > One User Per Tray" is on.



Drawer	Count	Assigned
Drawer 1		
Drawer 2		

Figure tc.1.4 Cash Drawer Assignments Window

- Press the OK Button.
- Confirm that the Cash Tray assignment and Starting Bank amount are correct. Note: The option "Locations > Locations > Cash Trays > Prompt for Starting Bank" must be on to prompt for the starting Bank. The starting bank defaults to the amount set in "Locations > Locations > Cash Trays > Bank Amount".



Related Topics(none)

Purpose

An example Clock In Chit is shown below.

```
-----  
Clock Chit (7/29/200X 3:41:42 PM)  
-----  
Clocked IN:  
Server, Lori  
Server  
7/29/200X 3:41:00 PM  
Starting Bank: $300.00  
-----
```

Figure tc.1.5 Example Clock In Chit

Figure tc.1.6 Time Clock Window Fields

Field	Description
Employee Name	The employee that clocked in.
Job	The Job the employee clocked in as.
Date/Time	The date and time the employee clocked in.
Starting Bank	The starting bank amount.

Related Topics (none)

Purpose

The procedure to clock out is listed below.

Hint

Employees with the 'Approve Clocks' Job Right can clock out any employee defined in Employees > Jobs > Commands > Accessible Jobs.

Procedure to Clock In

- Touch the Time Clock icon while on the Focus Order Entry Screen.
- Enter the Access Code via the Number Pad, Magnetic Card or Fingerprint Scanner.
- Touch Clock Out.

If the Scheduling Module is used the table below illustrates the employee's clock out ability.

Clock Out Time	Grace Period	Clock In Allowed	Bump up Early Clock In	Bump Back Late Clock In
10 minutes before scheduled time	5 minutes	No	N/A	N/A
5 minutes before scheduled time	5 minutes	Yes	Yes	N/A
5 minutes after scheduled time	5 minutes	Yes	N/A	Yes

- If the 'Declare Tips' Job Right is on then the user is prompted to declare tips (see Declare Tips Window).
- If the 'Declare Cash at Clock Out' Job Right is on then the user is prompted to declare cash (see Declare Cash Window).
- The Checkout Report defined in the employee's Job will print after clock out. The "# of Copies" option defined in the employee's Job determines how many copies of the report are printed.
- A clock out chit will print if the Job Right 'Print Clock Out Chit' is on (see Example Clock Out Chit).
- The next time the Employee is scheduled to work is displayed.

Related Topics

[Time Clock](#)

[How to Clock In](#)

[How to Start a Break](#)

[How to End a Break](#)

[How to View Hours Worked](#)

[How to View a Schedule](#)

[How to Enter Availability](#)

[How to Access Messages](#)

Purpose

The Declare Cash Tips Window is used to declare cash tips during the clock out procedure if the Job Right 'Declare Tips' is on. Note: CC Payment information is included on the Declare Cash Tips Window if the "Miscellaneous>General>Timekeeping>CC tip % Example on Declare Tips" option is on (see Figure tc.1.8).

Procedure to Declare Cash Tips



The screenshot shows a window titled "Declare Cash Tips". At the top, there is a display field showing "0.00". Below the display is a numeric keypad with buttons for digits 1 through 9, 0, and a decimal point (<). To the right of the keypad are two buttons: "OK" and "Cancel".

Figure tc.1.7 Declare Tips Window



The screenshot shows the "Declare Cash Tips" window with the "CC Payments" section expanded. The display field now shows "\$5.00". The numeric keypad and "OK/Cancel" buttons are still visible. The "CC Payments" section contains the following data:

CC Payments	
Tips	\$11.00
Sales	\$54.87
CC Tip %	20.05%

Below the "CC Payments" section is the "Cash Payments" section, which contains the following data:

Cash Payments	
Sales	\$54.32
x (20.05%)	\$ 10.89

Figure tc.1.8 Declare Cash Tips with CC Payments Window

Figure tc.1.9 Declare Tips with Tip Example Fields – CC Payments Section

Field	Description
Tips	The amount of credit card tips.
Sales	The total of credit card payments.
CC Tip %	Credit card tips divided by credit card payments.

Figure tc.1.9.1 Declare Tips with Tip Example Fields – Cash Payments Section

Field	Description
-------	-------------

Sales	The total of cash payments.
X (CC Tip %)	The CC Tip % multiplied by Other Sales.

- Enter cash tips. Note: If the user presses the Cancel button then the clock out process is aborted.
- Touch the Ok button.
- Confirm that the tips entered are correct. If the tips are not correct press the No button and reenter the tips.

Related Topics

[Time Clock](#)

[How to Clock In](#)

[How to Start a Break](#)

[How to End a Break](#)

[How to View Hours Worked](#)

[How to View a Schedule](#)

[How to Enter Availability](#)

[How to Access Messages](#)

Purpose

The Declare Drawer Amount Window prompts the user to enter the amount of cash they counted in the drawer. Declared Cash cannot be zero. If the 'Declare Cash at Clock Out' Job Right is on then the user is prompted to declare cash.

Procedure to Declare Cash at Clock Out

Figure tc.1.10 Declare Drawer Amount Window

- Enter the number of bills and coins into the appropriate fields.
- Touch the Ok button. Note: If the user presses the Cancel button then the clock out process is aborted.
- Confirm the amount of the deposit. Touch the No button to reenter the deposit.

Figure tc.1.11 Declare Drawer Amount Window

Field	Description
\$100	The number of \$100 bills in the drawer.
50	The number of \$50 bills in the drawer.
20	The number of \$20 bills in the drawer.
10	The number of \$10 bills in the drawer.
5	The number of \$5 bills in the drawer.
1	The number of \$1 bills in the drawer.
.50	The number of half dollars in the drawer.
.25	The number of quarters in the drawer.
.10	The number of dimes in the drawer.
.05	The number of nickels in the drawer.

.01	The number of pennies in the drawer.
OK	Finalizes the Cash Declaration.
Next	Moves the cursor to the next field.
Cancel	Cancels the clock out procedure.

Related Topics

[Time Clock](#)

[How to Clock In](#)

[How to Start a Break](#)

[How to End a Break](#)

[How to View Hours Worked](#)

[How to View a Schedule](#)

[How to Enter Availability](#)

[How to Access Messages](#)

Purpose

An example Clock Out Chit is shown below.

```
-----
Clock Out Chit (7/31/200X 9:14:44 AM)
-----
Clocked OUT:
Server, Lori
Server
IN : 7/29/200X 3:41:00 PM
OUT : 7/31/200X 9:14:00 AM
Hours Worked: 41.55
Declared Tips      $10.00
Credit Card Tips   $11.00
Credit Card Sales  $65.87
CC Tip %           20.05%
Cash Sales          $54.32
x (20.05%)          $10.89
Cash Declared      $54.32
Lost Card           0.00
-----
Next Scheduled Time
Server
Mon 09/20/200x 11:00am - 04:00pm
```

Figure tc.1.12 Example Clock Out Chit

Figure tc.1.13 Example Clock Out Chit Fields

Field	Description	
Employee Name	The employee name.	
Job	The Job the employee worked.	
IN	The date and time the employee worked.	
OUT	The date and time the employee worked.	
Hours Worked	The number of hours worked for the shift, in hundredths.	
Declared Tips	The amount of cash tips. Note: The Job Right 'Declare Tips' must be on.	
CC Tip % Example on Declare Tips	The following fields are only displayed if the 'CC Tip % Example on Declared Tips' option is on.	
	Credit Card Tips	The dollar amount of Credit Card Tips.
	Credit Card Sales	The dollar amount of Credit Card Sales that have tips.
	CC Tip %	Credit card tips divided by credit card payments.
	Cash Sales	The total of cash payments.
	x (%)	The CC Tip % multiplied by Cash Sales.
Cash Declared	The amount of money in the cash drawer. Note: The Job Right 'Cashier – Declare Cash at Clock Out' must be on.	


Adjustment Fields	The adjustment fields only print if the name of the adjustment field is not blank.	
Next Scheduled Time	Job	The Job the employee is scheduled to work next.
	Date/Time	The day of the week, date and time the employee is scheduled to work next.

Related Topics (none)

Purpose

The procedure to start a break is listed below.

Procedure to Start a Break

- Touch the Time Clock icon  while on the Focus Order Entry Screen.
- Enter the Access Code via the Number Pad, Magnetic Card or Fingerprint Scanner.
- Touch On Break.
- A chit will print if the Job Right 'Print on Break Chit' is on.

Break Chit (12/13/2009 11:12:28 AM)

Bartender, Billy

Bartender

ON Break: 11:12 AM

Example Break Chit

Related Topics

[Time Clock](#)

[How to Clock In](#)

[How to Clock Out](#)

[How to End a Break](#)

[How to View Hours Worked](#)

[How to View a Schedule](#)


[How to Enter Availability](#)

[How to Access Messages](#)

Purpose

The procedure to go off break is listed below.

Procedure to End a Break

- Touch the Time Clock icon  while on the Focus Order Entry Screen.
- Enter the Access Code via the Number Pad, Magnetic Card or Fingerprint Scanner.
- Touch Off Break.
- A chit will print if the Job Right 'Print on Break Chit' is on.

Break Chit (12/13/2009 11:12:28 AM)

Bartender, Billy
Bartender
OFF Break: 11:12 AM

Example Off Break Chit

Related Topics

[Time Clock](#)

[How to Clock In](#)

[How to Clock Out](#)

[How to Start a Break](#)

[How to View Hours Worked](#)

[How to View a Schedule](#)


[How to Enter Availability](#)

[How to Access Messages](#)

Purpose

The procedure to view hours is listed below.

Procedure to View Hours

- Touch the Time Clock icon  while on the Focus Order Entry Screen.
- Enter the Access Code via the Number Pad, Magnetic Card or Fingerprint Scanner.
- Touch Hours.
- The Hours will be displayed (see Figure tc.1.14)

Note

- The employee must have the 'View Time Card' Job Right to view their Time Card.
- The employee may print the Hours if they have the 'View Time Card' and 'Print Time Card' Job Rights.

Time Card (7/29/200X 11:47:18 AM)				
Server, Lori				
7/23/200X - 7/29/200X				
Date	In	Out	Hours	Job

07/23/0X	08:00	15:00	7.00	Server
07/24/0X	12:00	20:00	8.00	Server
07/25/0X	08:00	15:00	6.75	Server
Break	10:00	10:15		

Total Hours			21.75	

Figure tc.1.14 Hours

Figure tc.1.15 Hours Fields

Field	Description
Date	The Date the employee clocked in. Note: Breaks are noted beneath the Date.
In	The clock in time.
Out	The clock out time.
Hours	The number of hours worked, in hundredths of hours (i.e., 30 minutes equals .5 hours).
Job	The Job the employee worked.
Total Hours	The total hours the employee worked during the pay period, in hundredths of hours (i.e., 30 minutes equals .5 hours).

Related Topics

[Time Clock](#)

[How to Clock In](#)

[How to Clock Out](#)

[How to Start a Break](#)

[How to End a Break](#)

[How to View a Schedule](#)

[How to Enter Availability](#)

[How to Access Messages](#)

Purpose

The procedure to view a schedule is listed below.

Procedure to View a Schedule

- Touch the Time Clock icon while on the Focus Order Entry Screen.
- Enter the Access Code via the Number Pad, Magnetic Card or Fingerprint Scanner.
- Touch Schedule.

- **The employee must have the 'View Schedule' Job Right to view their Schedule.**
- **If only one Schedule exists then it is displayed.**
- **If there is a schedule for the current week and the following week the message "View the schedule for the current week?" is displayed. Selecting Yes will display the current schedule and selecting No will display the following week's schedule.**

- The Schedule will be displayed (see Figure tc.1.16)

Schedule (7/29/200X 2:45:56 PM)				
Server, Lori				
7/29/200X - 8/4/200X				
Day	In	Out	Job	Skill

Sun	10:30	14:30	Server	
Mon	16:00	21:00	Server	
Tue	16:00	22:00	Server	
Wed	11:00	16:00	Server	

Total	20.00 hours			

Figure tc.1.16 Schedule

Figure tc.1.17 Schedule Fields

Field	Description
Day	The day of the shift.
In	The clock in time for the shift.
Out	The clock out time for the shift.
Job	The Job name for the shift.
Skill	The Skill for the shift.
Total	The total numbers of hours scheduled.

Related Topics

Time Clock

[How to Clock In](#)

[How to Clock Out](#)

[How to Start a Break](#)

[How to End a Break](#)

[How to View Hours Worked](#)

[How to Enter Availability](#)

[How to Access Messages](#)

Purpose

The procedure to enter availability is listed below.

Note: The employee must have the 'Enter Availability' Job Right to enter their availability.

Procedure to View Hours

- Touch the Time Clock icon while on the Focus Order Entry Screen.
- Enter the Access Code via the Number Pad, Magnetic Card or Fingerprint Scanner.
- Touch Availability.

Figure tc.1.18 Availability Window

Figure tc.1.19 Scheduling Availability Window Fields

Field	Description
Start Date	The date that the employee's availability schedule begins.
End Date	The date that the employee's availability schedule ends.
In	The time the employee is available to start work. Note: The Employee will be considered available for all shifts unless at least one In or Out time is entered.
Out	The latest time the employee is available to work. The Out time may be left blank if the employee is available from the start time forward.

- Enter the Start and Stop Dates to define the availability period.
- Enter up to two shifts per day.
- Touch Save.
- Touch Close.

Related Topics

[Time Clock](#)

[How to Clock In](#)

[How to Clock Out](#)

[How to Start a Break](#)

[How to End a Break](#)

[How to View Hours Worked](#)


[How to View a Schedule](#)

[How to Access Messages](#)

Purpose

The procedure to access Messages is listed below.

Procedure to Access Messages

- Touch the Time Clock icon  while on the Focus Order Entry Screen.
- Enter the Access Code via the Number Pad, Magnetic Card or Fingerprint Scanner.
- Touch Messages.

Related Topics

[Messages](#)

[Time Clock](#)

[How to Clock In](#)

[How to Clock Out](#)

[How to Start a Break](#)

[How to End a Break](#)

[How to View Hours Worked](#)

[How to View a Schedule](#)

[How to Enter Availability](#)

Purpose

The Age Verification process is used to determine if a customer is old enough to order pre-defined Menu Items. Age Verification approval is required when the user orders a Menu Item defined in the Age Verification Menu Item Setup. A customer's government issued ID card can be scanned to determine if the customer meets the minimum age requirement to purchase items that require Age Verification. The user may also manually input the birth date of the customer if the ID card does not scan.

The following procedures are listed below:

Procedure to Enable Age Verification, Procedure to Use Age Verification in Focus Order Entry, Procedure to Bypass Age Verification and Procedure to Manually Enter an Age to Verify.

Procedure to Enable Age Verification

- Enable the "Verify Age" option located in Locations > Locations > Age Verification > Verify Age for each of the desired Locations.
- Select the Menu Item Filter to use with Age Verification. Create a new Menu Item Filter if necessary.
- Enter the Age requirement.
- Enable the Job Right 'Checks – Age Verification (Approve)' for the appropriate Jobs to bypass the age verification process when necessary (i.e., customer's ID Card will not scan correctly).
- Create a Menu Item named 'Age Verify'. Note: The Guest Check Name must be 'Age Verify'.
- Create a Package that has the following commands: Menu Item > Age Verify and Command > Verify Age (see Figure av.1.1 Package Setup).

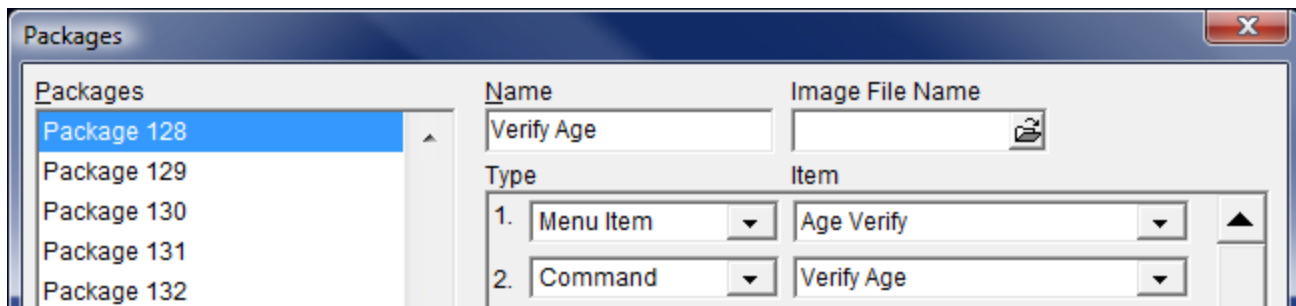


Figure av.1.1 Package Setup

- Add the 'Verify Age' Package to the appropriate Command Ribbon or Canvas.
- Install the Age Verification Software (idScan from www.card-reader.com).
- Install the idScan card reader on the appropriate Stations.
- Create a folder named "localageverify" under the C:\Focus folder for each Station that has an idScan card reader (i.e., C:\Focus-localageverify).

Procedure to Use Age Verification in Focus Order Entry

- While in Focus Order Entry, select the 'Verify Age' Package and the Verifying Age Window will be displayed (see Figure av.1.2 Verifying Age Window). Note: The Verify Age Package only needs to be used on checks the customer orders Menu Items included in the Age Verification Menu Item Setup.

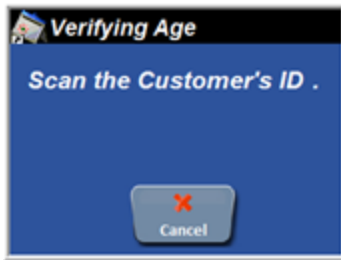


Figure av.1.2 Verifying Age Window

- Scan the customer's ID Card using the idScan card reader while the Verifying Age Window is displayed.
- The Age Verification Status will display in the Verifying Age Window. The On Screen Check is updated with the status after the user touches "OK".

Status	Verifying Age Window	On Screen Check - The On Screen Check will display the Age Verification Status.
Approved		
Declined		

Procedure to Bypass Age Verification

- The Confirm Window will display if the user tries to order a Menu Item included in the Age Verify Menu Item Filter before using the 'Verify Age' Package (see Figure av.1.3 Confirm Window).

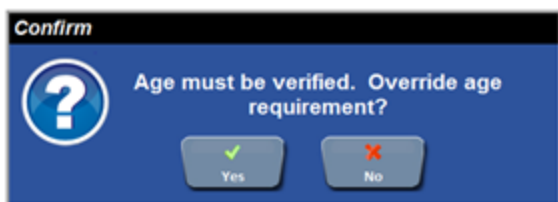


Figure av.1.3 Confirm Window

- Touch "Yes" (see Figure av.1.4 Access Window).



Figure av.1.4 Access Window

- A user that has the Job Right 'Checks – Age Verification (Approve)' must enter their Access Code to bypass Age Verification.

Procedure to Manually Enter an Age to Verify

- Create a Package named "Manual Verify Age" that has the following commands: Menu Item > Age Verify and Command > Verify Age Manual (see Figure av.1.5 Package Setup).

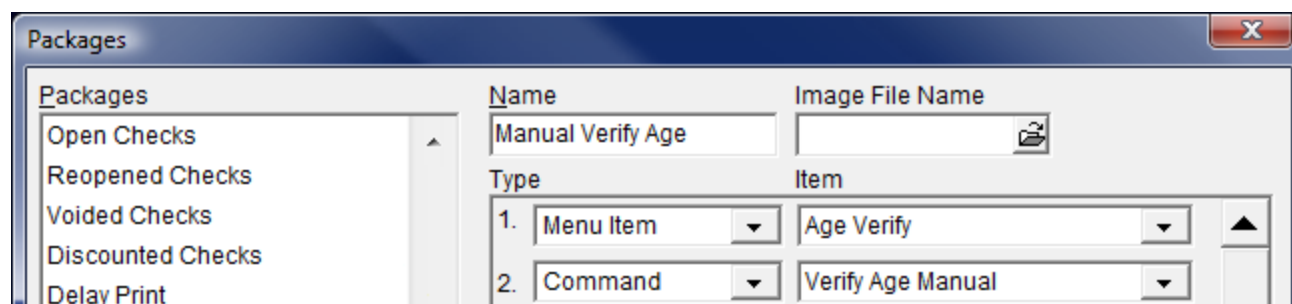


Figure av.1.5 Package Setup

- Place the Manual Verify Package on the appropriate Canvases.
- Before ordering a Menu Item that requires the age to be verified, the user must use the 'Manual Verify Age' Package.
- While in Focus Order Entry, select the 'Manual Verify Age' Package and the Enter Birth Date Window will be displayed (see Figure av.1.6 Enter Birth Date Window). Note: The Manual Verify Age Package only needs to be used on checks the customer orders Menu Items included in the Age Verification Menu Item Setup.

Enter Birth Date

/ /

1 2 3 OK

4 5 6

7 8 9

C 0 < Cancel

Figure av.1.6 Enter Birth Date Window

- The Information Window will display a message stating if the customer's birth date meets the minimum age requirements.

Status	Information Window	On Screen Check - The On Screen Check will display the Age Verification Status. An "M" means the age was verified manually.
Approved		
Declined		

Purpose

The How To Section contains various setup/functionality features of the Focus software.

Figure ht.1 How To Section Menu Options

Option	Description
Cash Trays	Describes how to setup Cash Trays and how to use them.

Related Topics (none)

Purpose

Cash Trays are used to restrict cash drawer access to assigned employees. They also provide payment accountability by combining the drawer activity of all assigned employees on a Drawer Report.

An employee must first be assigned to a Cash Tray before they are allowed to tender payments to the cash drawer. All payments received by assigned employees along with the declared Starting Bank and Ending Cash Declaration are reported on a Drawer Report at the end of the shift. Shift Inventories may also be recorded for Cash Trays. Shift Inventories report the variance between stock and usage levels for selected Inventory Items rang by employees assigned to the Cash Tray.

Restrictions

An employee must have the 'Cashier - (Tray) Open Close' Job Right to open the Cash Tray for use. The 'Cashier - Approve Functions' Job Right is required to assign employees to a Cash Tray or enter the Starting Bank once the Cash Tray has been opened.

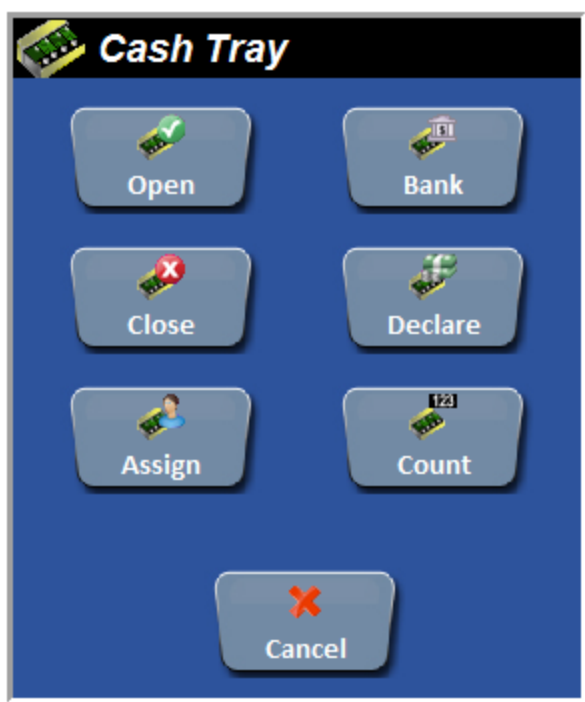


Figure ct.1 Cash Tray Window

Figure ct.2 Cash Tray Window Options

Option	Description
Open	Allows the employee to open a Cash Tray for use.
Close	Allows the employee to close the Cash Tray.
Assign	Allows the employee to assign employees to a previously opened Cash Tray.
Bank	Allows the employee to declare a starting bank.
Declare	Allows the employee to enter the ending amount of cash counted in the Cash Tray.
Count	Allows the employee to enter the Inventory Counts for the Cash Tray. Inventory Counts are used on the Drawer Report to determine the variance between stock and usage levels for selected Inventory Items ordered by employees assigned to the Cash Tray.

Related Topics (none)

Purpose

Cash Tray options must be configured for correct initialization and operation. Cash Tray Options are located in Locations, Jobs and Packages. The necessary steps to configure Cash Trays are listed below.

Restrictions

The user must have the 'Locations', 'Jobs' and 'Packages' Job Rights to modify the Cash Tray information in Locations, Jobs and Packages respectively.

Steps to Configure Cash Trays

1. Configure Cash Tray Options for the Location.
2. Configure Cash Tray Options for the Job.
3. Configure a Cash Tray Command in Packages.

Step 1: Configure Cash Tray Options for the Location

- Access Setup > Locations > Cash Trays.
- Select the Location that contains the Station with the cash drawer. Note: A drawer should already be configured in Locations > Station > Devices.
- Select the 'Require Open Before Use' option.
- Select the 'Prompt for Starting Bank' option if the user is expected to enter the beginning bank for the drawer.
- Enter the default beginning Bank Amount. Note: The beginning Bank Amount may be modified during the 'How to Open a Cash Tray with the Cash Tray Command' procedure if the 'Prompt for Starting Bank' option is selected.
- Select the 'One User Per Tray' option if only one employee is allowed access to the cash drawer.
- Enter the number of Drawer Reports to print when the Cash Tray is closed.
- Select the Drawer Report that will print when the Cash Tray is closed.
- Select the Shift Inventory Worksheet that contains the Inventory Items displayed on the Inventory Counts Section of the Drawer Report for the Cash Tray. The Inventory Counts Section shows the variance between stock and usage levels for the Inventory Items contained in the Shift Inventory Worksheet.

Step 2: Configure Cash Tray Options for the Job

- Access Setup > Employees > Jobs > Rights.
- Select the Job that will access the Cash Tray.
- Select the 'Cashier - (Tray) Required' Job Right.
- Select the 'Cashier - (Tray) Select at Clock In' Job Right to allow employees to open/assign themselves to a Cash Tray at Clock In. Note: The employee will be automatically prompted to enter the Starting Bank if the 'Locations > Cash Trays > Prompt for Starting Bank' option has been selected.
- Select the 'Cashier - (Tray) Open/Close' Job Right if the employee is allowed to assign other employees to a Cash Tray after clocking in. This Job Right also allows the employee to Close the Cash Tray for the shift.
- Select the 'Cashier - (Tray) Declare Cash' Job Right if the employee is allowed to enter the ending amount of cash in the drawer.
- Select the 'Drawer Report – View' Job Right if the employee is allowed to view the Drawer Report before the Cash Tray has been closed.
- Select the 'Drawer Report – Print' Job Right if the employee is allowed to print the Drawer Report before the Cash Tray has been closed.

- Select the 'Drawer Report - Access Other's Reports' Job Right if the employee is allowed to view/print the Drawer Report for Cash Trays they are not assigned.

Step 3: Create a Package with a Cash Tray Command

- Access Setup > Packages
- Select the Package that will contain the 'Cash Tray' Command
- Select 'Command' for the Type and 'Cash Tray' for the Item.
- Click Save
- Click Close

Related Topics

Configuring Cash Trays

Opening a Cash Tray for Use

Assigning Employees to a Cash Tray

Entering the Starting Bank for a Cash Tray

Cash Tray Inventory Counts

Declare the Amount of Cash in a Cash Tray

Closing a Cash Tray

Purpose

A Cash Tray must be “opened” before payments may be tendered to it. The Cash Tray can be opened by selecting a Cash Tray at clock In or with the ‘Cash Tray Open Command’.

Restrictions

If the ‘Locations > Cash Trays > Require Open Before Use’ option is selected then the cash drawer is treated as a Cash Tray and must be opened before use. An employee with the ‘Cashier - (Tray) Required’ Job Right that has not been assigned to an open Cash Tray is not allowed to perform the following tender related operations and commands: accept payment, refund, paid out, paid in, drop or open drawer.

Notes

Employees that have the ‘Cashier - Open Any Drawer’ Job Right and are not assigned to a Cash Tray are still allowed to perform tender related operations to open Cash Trays on the Station. If there is not an open Cash Tray on the Station then tender related operations are prohibited.

Related Topics

Configuring Cash Trays

Opening a Cash Tray for Use

Assigning Employees to a Cash Tray

Entering the Starting Bank for a Cash Tray

Cash Tray Inventory Counts

Declare the Amount of Cash in a Cash Tray

Closing a Cash Tray

How to Open/Assign a Cash Tray for Use At Clock In

See Also: Front of House > Time Clock > How To Clock In > How to Assign a Cash Tray

Related Topics

Configuring Cash Trays

Opening a Cash Tray for Use

Assigning Employees to a Cash Tray

Entering the Starting Bank for a Cash Tray

Cash Tray Inventory Counts

Declare the Amount of Cash in a Cash Tray

Closing a Cash Tray

Purpose

A Cash Tray must be “opened” before payments can be tendered to it. The Cash Tray Open Command is used to open, assign employees, and define the Starting Bank for the Cash Tray.

Restrictions

The employee must have the ‘Cashier - (Tray) Open/Close’ Job Right.

Only one employee may be assigned to a cash drawer if the option ‘Locations > Locations > Cash Trays > Drawer Cash Tray Options > One User Per Tray’ is selected.

Only drawers configured for the current Station are available for assignment.

Procedure to Open a Cash Tray using the Cash Tray Command

- Select the Cash Tray Command.
- Select the Open Command. Note: If the user does not have the ‘Cashier - (Tray) Open/Close’ Job Right then approval is required.

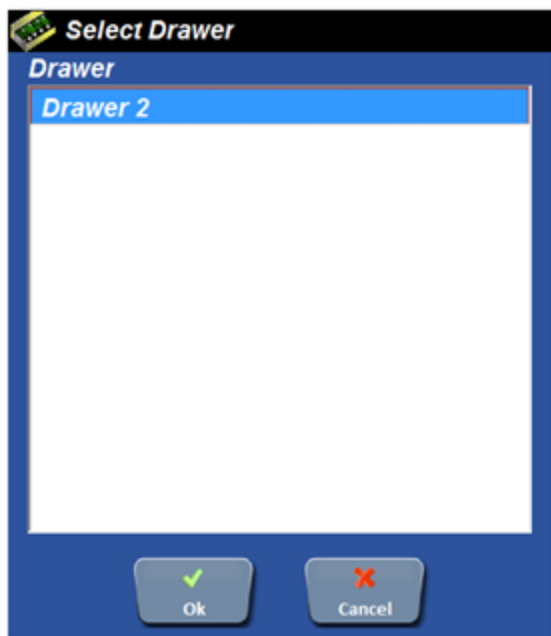


Figure ct.3 Select Drawer Window

- Select the Drawer.
- Press the Ok Button.
- If the current user has the ‘Cashier - Approve Functions’ Job Right then the Cash Tray Assignments Screen is displayed.

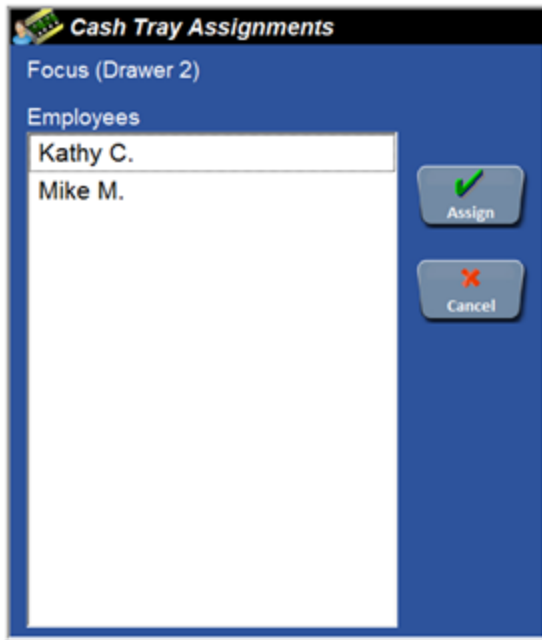


Figure ct.4 Cash Tray Assignments Window

- Select the employees to assign to the Cash Tray.
- Press the Assign Button.
- If the option 'Locations > Locations > Cash Trays > Drawer Cash Tray Options > Prompt for Starting Bank' option is selected the Enter Starting Bank Window is displayed.



Figure ct.5 Enter Starting Bank Window

- Enter the Starting Bank.
- Press the Ok Button.

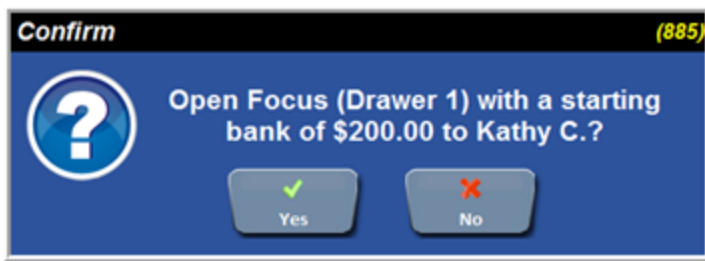


Figure ct.6 Confirm Window

- Confirm that the Cash Tray assignment and Starting Bank amount are correct.
- Press the Yes Button. Note: The cash drawer will open after pressing the Yes Button.

Related Topics

Configuring Cash Trays

Opening a Cash Tray for Use

Assigning Employees to a Cash Tray

Entering the Starting Bank for a Cash Tray

Cash Tray Inventory Counts

Declare the Amount of Cash in a Cash Tray

Closing a Cash Tray

Purpose

The Cash Tray Assign Command is used to assign an employee to an open Cash Tray. Employees with the 'Cashier - (Tray) Required' Job Right must be assigned to an open Cash Tray before they are allowed to perform tender related operations.

Restrictions

Only one employee may be assigned to a cash drawer if the option 'Locations > Locations > Cash Trays > Drawer Cash Tray Options > One User Per Tray' has been selected.

The user must have the 'Cashier - Approve Functions' Job Right to assign an employee to a Cash Tray.

Only open Cash Trays on the current Station are available for assignment.

Procedure to Assign an Employee to a Cash Tray

- Select the Cash Tray Command.
- Select the Assign Command.

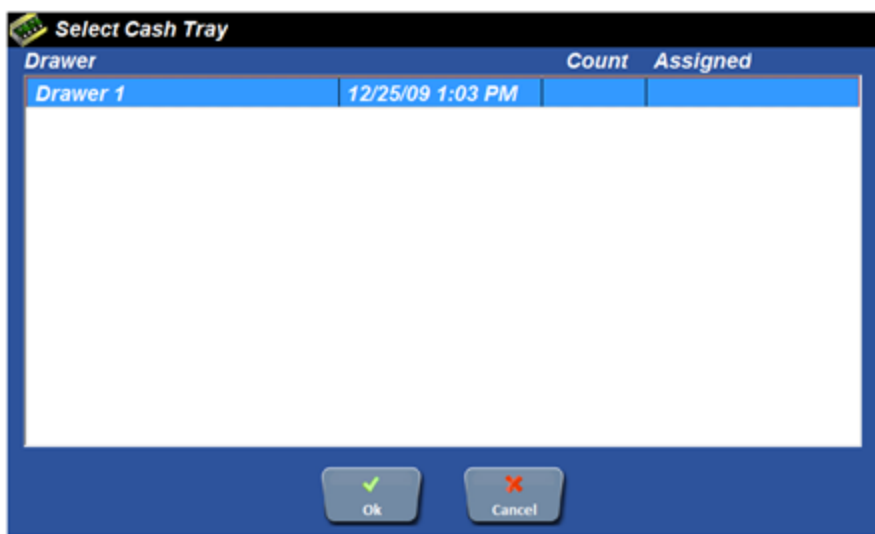


Figure ct.7 Select Cash Tray Window

Figure ct.8 Select Cash Tray Window Fields

Field	Description
Drawer	The Station and Drawer Number of the Cash Tray.
Time Opened	The time the Cash Tray was opened.
Count	The current count of the money in the Cash Tray is displayed if it has been previously entered.
Assigned	The employees assigned to the Cash Tray.

- Select the Cash Tray.
- Press the Ok button.
- If the current user has the 'Cashier - Approve Functions' Job Right then the Cash Tray Assignments Screen appears, otherwise a message is displayed to confirm the assignment (see Figure ct.10 Cash Tray Assignments Window below).

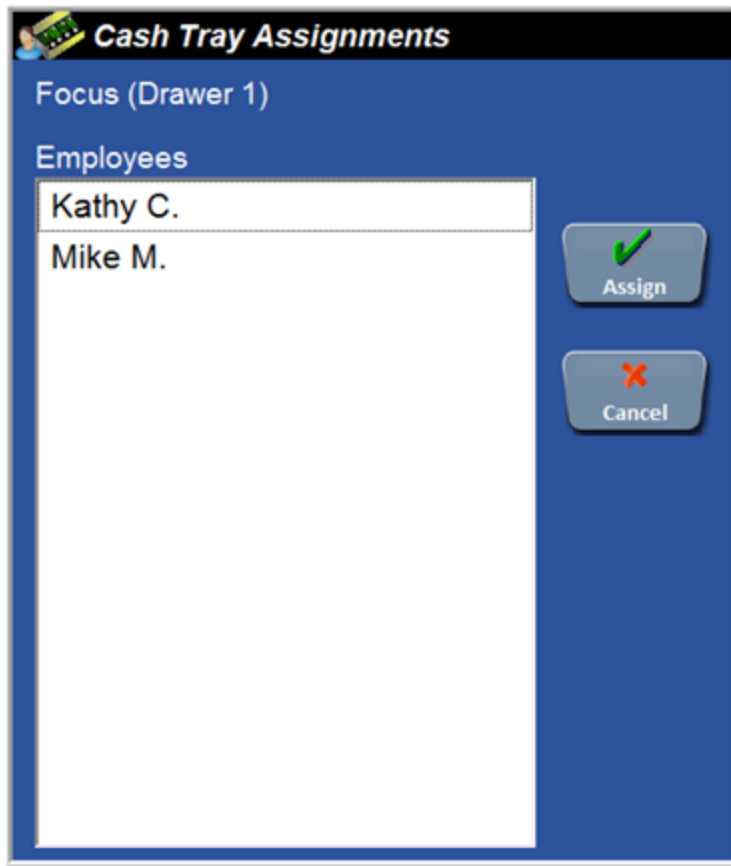


Figure ct.9 Cash Tray Assignments Window

- Select the employees to assign to the Cash Tray. Note: Only employees that are clocked in and do not have the 'Clock In/Out Only' employee option may be assigned to a Cash Tray.
- Press the Assign Button.

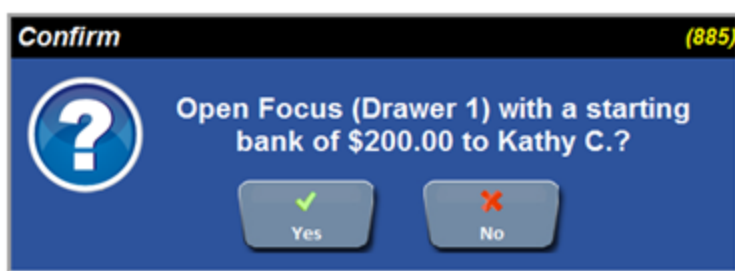


Figure ct.10 Confirm Window

- Confirm that the Cash Tray assignment is correct.
- Press the Yes Button.

Related Topics

Configuring Cash Trays

Opening a Cash Tray for Use

Assigning Employees to a Cash Tray

Entering the Starting Bank for a Cash Tray

Cash Tray Inventory Counts

Declare the Amount of Cash in a Cash Tray

Closing a Cash Tray

Purpose

The 'Cash Tray Declare Bank' Command is used to enter the amount of the starting bank for a Cash Tray.

Restrictions

- A starting bank amount of zero is not allowed.
- The Starting Bank may only be entered for open Cash Trays on the current Station.
- The current user may only enter the Starting Bank for the Cash Trays that they are assigned unless they have the 'Cashier - Approve Functions' Job Right.

Procedure to Enter the Starting Bank for a Cash Tray

- Select the Cash Tray Command.
- Select the Bank Command.

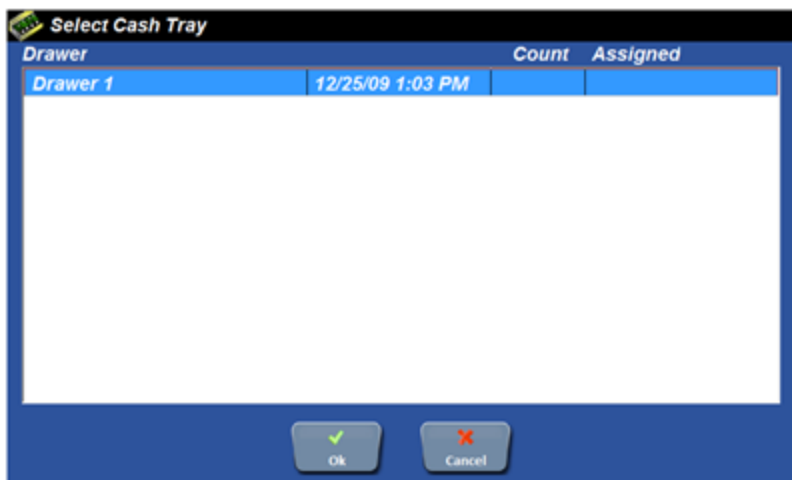


Figure ct.11 Select Cash Tray Window

- Select the Cash Tray.
- Press the Ok Button.



Figure ct.12 Enter Starting Bank Window

- Enter the Starting Bank. Note: The default Starting Bank is set with the option located at 'Locations > Locations > Cash Trays > Bank Amount'.

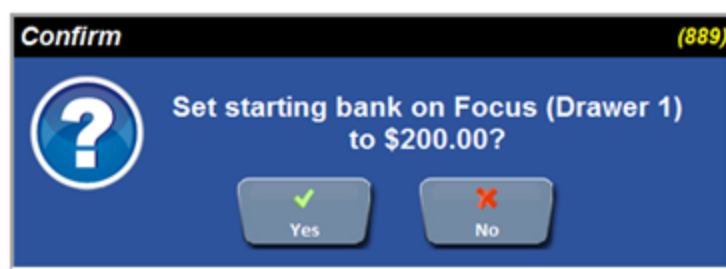


Figure ct.13 Confirm Window

- Confirm that the Starting Bank amount is correct.
- Press the Yes Button.

Related Topics

Configuring Cash Trays

Opening a Cash Tray for Use

Assigning Employees to a Cash Tray

Entering the Starting Bank for a Cash Tray

Cash Tray Inventory Counts

Declare the Amount of Cash in a Cash Tray

Closing a Cash Tray

Purpose

The 'Cash Tray Declare Cash' Command is used to enter the amount of cash counted in the Cash Tray drawer. Note: The 'Cash Tray (Declare Cash)' Menu Option (located at Close Day > Cash Tray (Declare Cash) in Focus Setup) may also be used to declare cash in the Cash Tray.

Restrictions

- The user must have the 'Cashier - (Tray) Declare Cash' Job Right to enter the declared cash.
- A declared amount of zero is not allowed.
- The current user may only declare cash for the Cash Trays that they are assigned unless they have the 'Cashier - Approve Functions' Job Right.

Procedure to Declare Cash

- Select the Cash Tray Command
- Select the Declare Command

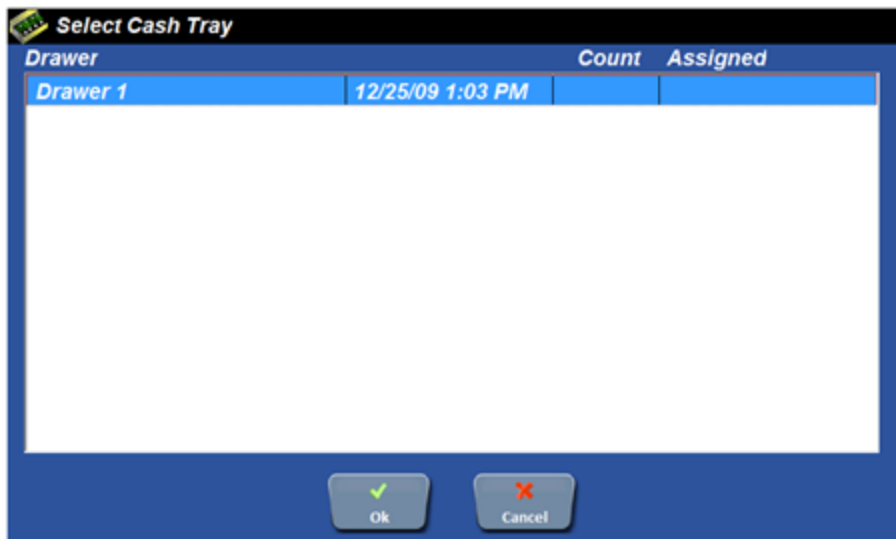
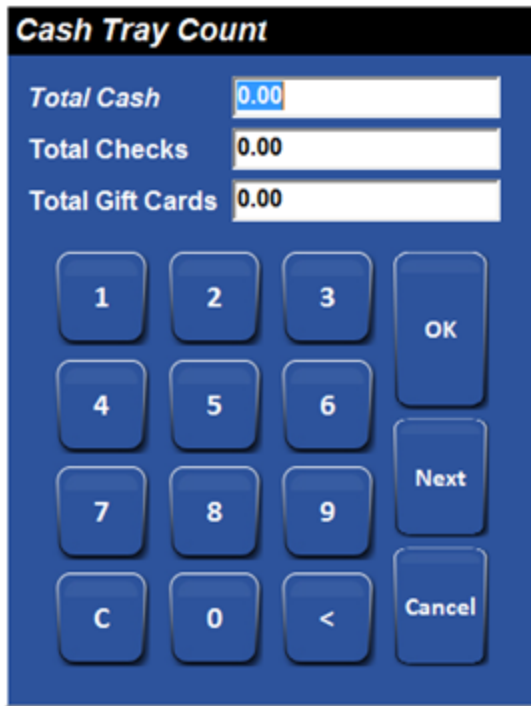


Figure ct.17 Select Cash Tray Window

Figure ct.18 Select Cash Tray Window Fields

Field	Description
Drawer	The Station and Drawer Number of the Cash Tray.
Time Opened	The time the Cash Tray was opened.
Count	The current count of the money in the Cash Tray is displayed if it has been previously entered.
Assigned	The employees assigned to the Cash Tray.

- Select the Cash Tray to declare cash.
- Press the Ok Button.



Cash Tray Count

Total Cash

Total Checks

Total Gift Cards

1 2 3 OK

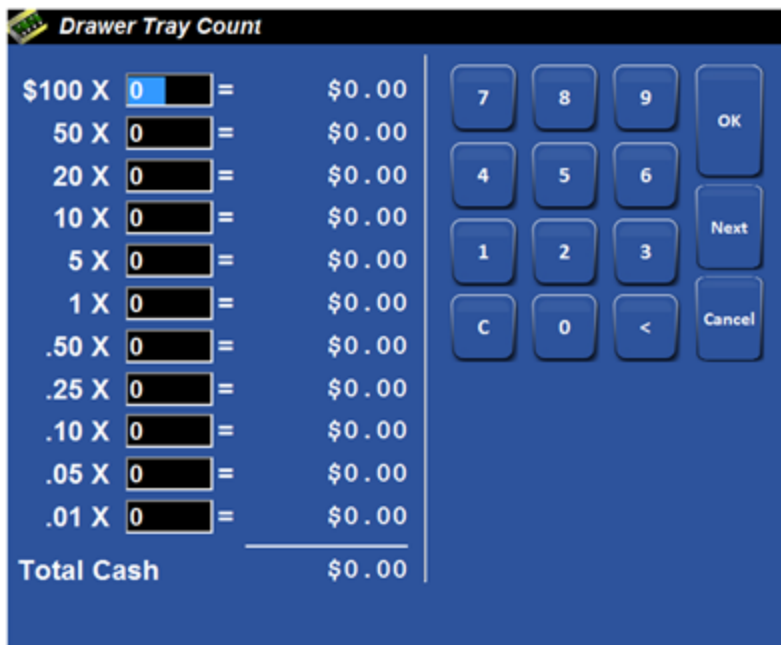
4 5 6

7 8 9 Next

C 0 < Cancel

Figure ct.19 Cash Tray Count Window

- Enter the amounts for Total Cash, Total Checks, and Total Gift Cards. Note: Pressing the 'Total Cash' label allows entry of the number of bills and coins directly into the Drawer Tray Count Window (see Figure ct.20 Drawer Tray Count Window).



Drawer Tray Count

\$100 X	<input type="text" value="0"/>	=	\$0.00
50 X	<input type="text" value="0"/>	=	\$0.00
20 X	<input type="text" value="0"/>	=	\$0.00
10 X	<input type="text" value="0"/>	=	\$0.00
5 X	<input type="text" value="0"/>	=	\$0.00
1 X	<input type="text" value="0"/>	=	\$0.00
.50 X	<input type="text" value="0"/>	=	\$0.00
.25 X	<input type="text" value="0"/>	=	\$0.00
.10 X	<input type="text" value="0"/>	=	\$0.00
.05 X	<input type="text" value="0"/>	=	\$0.00
.01 X	<input type="text" value="0"/>	=	\$0.00
Total Cash			\$0.00

7 8 9 OK

4 5 6

1 2 3 Next

C 0 < Cancel

Figure ct.20 Drawer Tray Count Window

- Press the Ok Button.



Figure ct.21 Confirm Window

- Confirm that the amount entered is correct.
- Press the Yes Button
- Once the Cash Tray is closed the user is no longer allowed to declare cash for the Cash Tray unless they have the 'Cashier Approve Functions' Job Right. The 'Drawer' label on the Select Cash Tray Window must be pressed to display closed Cash Trays.

Related Topics (none)

Purpose

The Cash Tray Close Command prevents all further tender related operations to the Cash Tray and automatically prints the number of Close Tray Reports configured in Locations > Locations > Cash Trays > Drawer Cash Tray Options > # of Reports and Locations > Locations > Cash Trays > Drawer Cash Tray Options > Close Tray Report.

Restrictions

- An employee must have the 'Cashier - (Tray) Open Close' Job Right to close the Cash Tray.
- Only open Cash Trays on the current Station may be closed.
- The current user may only close Cash Trays that they are assigned unless they have the 'Cashier - Approve Functions' Job Right.
- A Cash Tray may not be closed if there are missing tips on a payment tendered to the Cash Tray.

Procedure to Close a Cash Tray

- Select the Cash Tray Command.
- Select the Close Command.

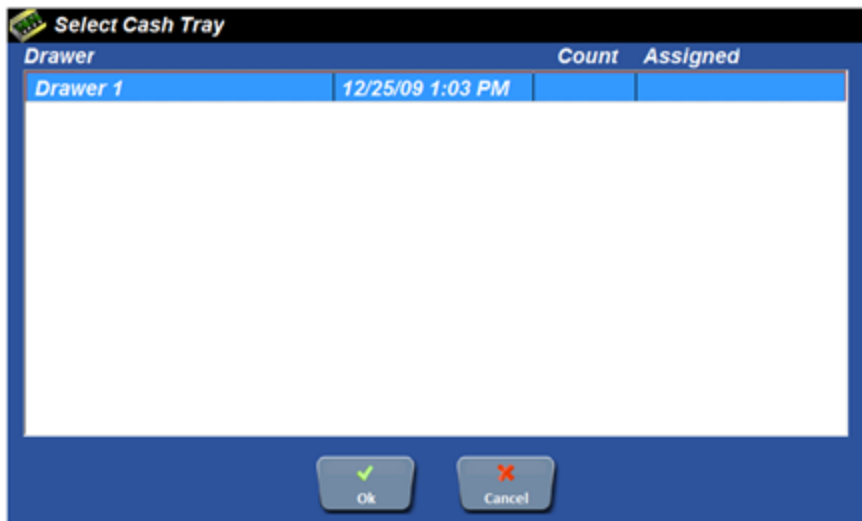


Figure ct.22 Select Cash Tray Window

- Select the Cash Tray to close.
- Press the Ok Button.

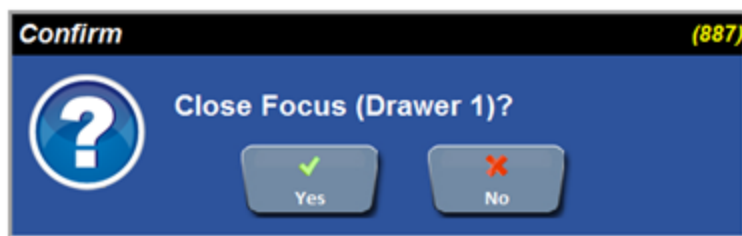


Figure ct.23 Confirm Window

- Press the Yes Button to close the Cash Tray. The Cash Tray Reports will print and the cash drawer will open.

Related Topics

Drawer Report

How to Setup Courses

Purpose

The procedure to setup Courses is displayed below.

Steps to Configure Courses

1. Configure Courses to display for the Location.
2. Configure Course Names and Guest Check Images.
3. Configure Menu Items with the proper Course.
4. Configure the Course Review Command in Packages (optional).
5. Configure individual Courses in Packages (optional).
6. Configure the Course Selection option in Packages (optional).

Step 1: Configure Courses to display for the Location.

- Access Setup > Locations > Locations.
- Select the Location Courses should display.
- Select the '[Course Display](#)' option.
- Click Save.
- Click Close.

Step 2: Configure Course Names and Images.

- Access Setup > Miscellaneous > General > [Courses](#).
- Enter the Name for the Course that will be printed on the Remote Printer.
- Select the Check Image that will display on the On-Screen Check for each Course.
- Click Save.
- Click Close.

Step 3: Configure Menu Items with the proper Course.

- Access Setup > Menu > Menu Items.
- Select the appropriate Menu Item.
- Select the appropriate Course under the '[Course](#)' option.
- Click Save.
- Click Close.


Step 4: Configure the Course Review Command in Packages (optional).



This option allows the user to assign the proper Course through the visual Course Review Window before the items are ordered.


- Access Setup > Order Entry > Packages.
- Select an unused Package and name it appropriately.
- Set the Type to 'Command'.
- Set the Item to '[Course Review](#)'.
- Click Save.
- Click Close.

Step 5: Configure individual Courses in Packages (optional).

 This option allows the user to manually assign a Course to the selected Menu Items in Order Entry with one touch of a button.

- Access Setup > Order Entry > Packages.
- Select an unused Package and name it appropriately.
- Set the Type to 'Command'.
- Set the Item to ['Course'](#)
- Select the appropriate Course from the Course Options > Course option.
- Click Save
- Click Close

Step 6: Configure the Course Selection option in Packages (optional).

 This option allows the user to manually assign a Course to the selected Menu Items in Order Entry by displaying a list of previously defined Courses.

- Access Setup > Order Entry > Packages.
- Select an unused Package and name it appropriately.
- Set the Type to 'Command'.
- Set the Item to 'Course'
- Set Course Options > Course option to <None> by selecting an existing Course and pressing the Delete button on the keyboard.
- Click Save
- Click Close

Sample Kitchen Chit

```
Table S.    10:58 AM
Expo
Check 16
Table 13
Dine In
-----
**Course 1**
  Zingers
  Zingers
  Onion Ring Towe
**Course 2**
  Grilled Chicken
  House Salad
  1000 Island
  House Salad
  Ranch
**Entrees**
  Chicken Fettucci
  Roast Chicken
  Sweet Potato Fr
  Potatoes Au Gra
  Roast Duck
  Green Beans
  Sauteed Veggies
```

Related Videos

[Courses](#)

Related Topics

None


Knowledge Based Articles: [-12 Conversion Upgrade Procedure](#)

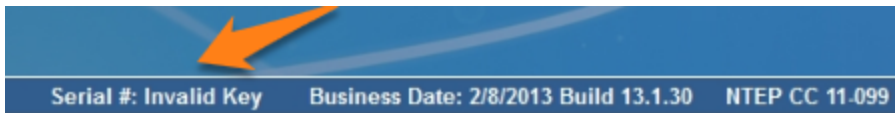
Shows user how to convert a system from the previous format to the new -12 file format.

Install Hardware Key and Drivers

Procedure to Install Hardware Key and Drivers.

- Download the Key Drivers from the Dealer Portal
[Get Link](#)
[Dealer Portal > Downloads > Focus Software, Drivers and Themes > Drivers and Miscellaneous > Software Key Drivers.](#)

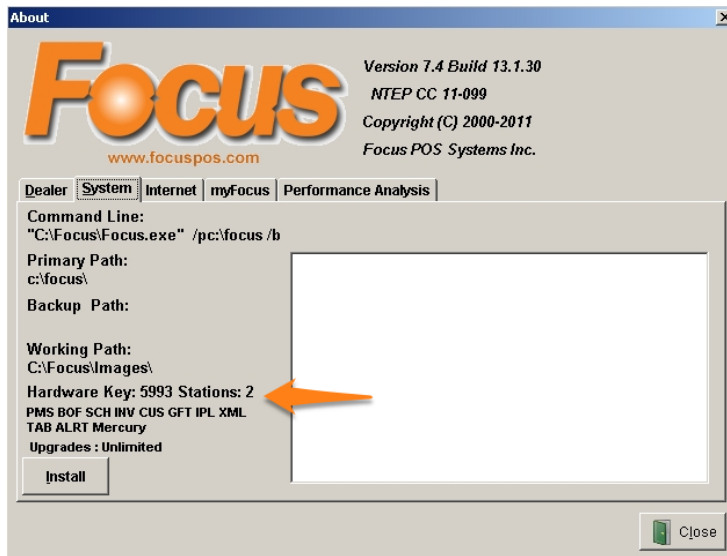
- Save the Drivers to your computer or Removable Storage Device.
 The Drivers will save as "Sentinel Protection Installer 7.4" compressed folder.
- Focus will display "Serial #: Invalid Key" at the bottom of the station if the Key is not installed properly.



- Save the "Sentinel Protection Installer" on the Station that will host the Hardware Key.
- Double Click 'Sentinel Protection Installer 7.4' compressed folder.
- Double Click on the 'Sentinel Protection Installer 7.4' Application.
- Select Next when the InstallShield Wizard prompts to install.
- Accept the license agreement.
- Select 'Complete' for the install type.
- Click 'Install' to begin the installation.
- If a 'Firewall' is detected, a warning will populate to modify the settings. Select YES.
- The drivers will install.
- When complete, select Finish.
- Attach the Hardware Key to the Station and launch Focus.
- If successful, the Serial # at the bottom of the screen



- To verify what software modules are encoded on the Key go to [Setup> Help > About > System](#).



- Below are descriptions for the possible modules installed on a Hardware Key.

Field	Description
Hardware Key	Displays the Hardware key number for the software.
Stations	Displays the number of stations the Hardware key is authorized for.
Options	The following options determine which modules are active for the Hardware Key.
EDC	Credit Card Module
PMS	Property Management Module
BOF	Back Office Module
SCH	Scheduling Module
INV	Inventory Module
CUS	Customer Module
GFT	Gift Card Module
IPL	IP Log - used on Talon DVR and Remote Eyes
XML	XML Data for exporting data to above store software programs
TAB	Tabbedout
ALRT	Alert Module
Mercury	Mercury Credit Card Processing is active.

Related Videos

[Alerts](#)

Related Topics (none)

How To Setup Smart Tax

'Smart Tax' allows users to apply 'Inclusive Tax' on items such as alcohol until an item with an 'Exclusive Tax' is added to the check. Once an item with 'Exclusive Tax' is added to the check, all items begin charging 'Exclusive Tax'.

For example, a bar charges \$3.00 for a beer. When a customer orders a beer, the total amount owed is \$3.00. If a customer orders a beer and a hamburger, the beer changes taxes and applies the 'Exclusive Tax'. The beer now charges \$3.00 plus \$.25 tax for a total of \$3.25. See Video: [Smart Tax](#).

Purpose

Demonstrate how to setup Smart Tax.

Restrictions

Refer to State and City tax laws to ensure legality of Smart Tax in your area.

Process To Setup Smart Tax

While in Setup, navigate to Order Entry > Taxes.

Create the Dining Liquor Exclusive Tax

- Enter a 'Name' for the tax.
 - In this example, Dining Liquor.
- Type = Exclusive Percentage.
- Set appropriate sales tax rate.
- Select appropriate 'Order Types'.
- Set 'Active Time' if desired.
- Set 'Rounding' if desired.
- Under Smart Tax, set to <None>.
- Select Save and Close.

Create an Inclusive Tax with Smart Tax

- Enter a 'Name' for the tax.
 - In this example, Bar Liquor.
- Type = Inclusive Percentage.
- Set appropriate sales tax rate.
- Select appropriate 'Order Types'.
- Set 'Active Time' if desired.
- Set 'Rounding' if desired.
- Under Smart Tax, select the 'Exclusive Tax' that the 'Bar Liquor' tax will switch to once an item with an "Exclusive Tax" is ordered.
 - In this example, Dining Liquor.

Taxes

Taxes | Tables

Taxes

Name: Bar Liquor

Type: ☒ Exclusive Percentage ☐ Inclusive Percentage ☐ Tax Table ☐ Flat

Rate: 8.7500

Minimum Options: Method: ☒ None ☐ By Total ☐ By Guest Limit: 0.00

Order Types: ☒ Dine In ☒ To Go ☒ Delivery ☒ Bar ☒ Drive Through ☒ Quote ☒ Online ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Active Time: <None>

Rounding: Nearest Quarter

Smart Tax: Dining Liquor

Close Save Cancel

Assign Items Smart Tax

- Identify items to use smart tax. In this example, all alcohol.
- In Menu > Menu Items find the items to use the Smart Tax.

Menu Items

Menu Items (79)

Menu Name: Amaretto Stinger Check Name: Amaretto Stinger Remote Name: Amaretto Stinger ID: Amaretto Stinger Inventory ID: Amaretto Stinger

Prices:

1.	\$3.50
2.	\$2.50
3.	\$4.50
4.	\$0.00
5.	\$0.00
6.	\$0.00
Sub	\$0.00
Extra	\$0.00
No	\$0.00
Mod	\$0.00
Dbf%	0.00

Taxes: ☐ Sales Tax ☒ Dining Liquor ☐ Bar Liquor ☐ 4 ☐ POS Tax ☐ 6 ☐ 7 ☐ 8 ☐ 9

Options:

☒ Variable Price ☐ Repeat Round ☐ Kitchen Comment ☐ Follow Item ☐ Requires Beverage ☒ Satisfies Beverage ☐ Kitchen Price ☐ Out of Stock ☐ Scale ☐ Request Tare Weight ☐ Increment Guests ☐ Include in Item Price ☐ Countdown ☒ Guest Check ☐ Fraction Quantitv ☐ Inventoried ☐ Food Stamp Eligible ☐ Timed Rate ☐ Steerino Modifier ☐ Require Approval ☐ Reclassify Tax ☐ Quantitv Promot ☐ Position Prompt

Printer Group: Bar Items Printer Format: <None> Price Level: <None>

Sort: Mod Units Priority Effective From Effective To

Count Cost Tare Weight Audio File Cook Time

0 \$0.00 <None> stinger.jpg

Recipe File Training File Nutrition File

Modifier Canvas Min Max Free Price Times

1.	Wine Modifier	0	2	0	1.	<None>
2.	<None>	0	0	0	2.	<None>
3.	<None>	0	0	0	3.	<None>
4.	<None>	0	0	0	4.	<None>
5.	<None>	0	0	0	5.	<None>
6.	<None>	0	0	0	6.	<None>
7.	<None>	0	0	0		
8.	<None>	0	0	0		

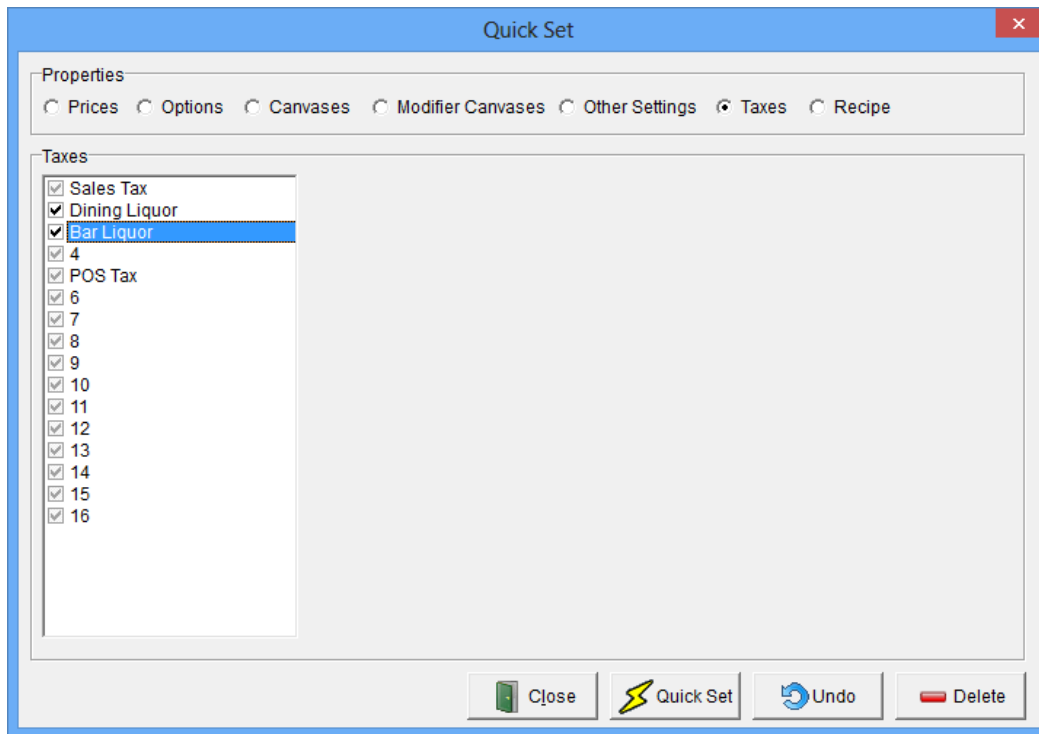
Effective Time

Course

Dependent Item

Close Save Add Delete Assign Find Tools Recipe Cancel

- Quickset the Items to use 'Bar Liquor' as the tax.



- Select Save and Close.

Assign Smart Tax to Locations



It is possible to use Smart Tax on an item in one location, and not in others. Make sure items have both taxes selected if establishment wants to use Smart Tax in one area and Exclusive Tax in another. Taxes are assigned by 'Locations', thus allowing the Bar location to use 'Smart Tax' (Bar Liquor Tax) and the Restaurant location to use 'Exclusive Tax' (Dining Liquor Tax).

- Navigate to Locations > Locations.
- Select Location to use Smart Tax.
- Under Taxes, select 'Bar Liquor'.

Locations

Locations | Menus | CC Voucher | Guest Check | Guest Check Footer | Guest Check (Formats) | Printer Assignments | Cash Trays

Locations: Restaurant, Bar, Cashier, To Go, Driver, Quote, Counter Service, Bar No Food, Bar Floor, Access Tables, Drive Through, Focus Dealer, Bar ID req, Smoothie, Coffee, HH Server, HH QS, HH Bar, Online, Position Rest, iTouch Server, Kiosk

Name: Bar, Revenue Center: Restaurant, Order Type: Bar, ID:

Order Access Options: Access Method: Tab List, Floor Plan Canvas: 1, Floor Plan Options: None, Time, Owner

Tab List Options: None, Time, Owner

Guest Options: Default # of: 1, Verify If More Than: 10, Automatic Gratuity: <None>, If More Than: 6

Menu Items to Charge Gratuity: <None>

Hold Menu Item Filter (Exclude): <None>

Position Options: Display Position, Increment Position by Meal Stage

Kitchen Video Options: None, On The Fly, One Behind, At Payment

Auto Combo Options: None, At Subtotal

Delete Last Item Only, Highlight One Item Only, Print Loyalty Receipt, Course Display, Manual Close Check Required, Display Table Label, Disable Check Label, Store/Recall

Taxes: Sales Tax, Dining Liquor, Bar Liquor, 4, POS Tax, 6

Age Verification: Age: 0, Verify Age

Menu Item Filter: <None>

Smart Coupon Options: At Subtotal/Payment, Print, None

Close, Save, Copy, Paste, Cancel

- Select Save and Close.

Guest Checks with Exclusive, Inclusive and Smart Tax applied

- Example of guest check with one beer. Notice there is no tax applied.

Focus Cafe
3372 Rio Cordillera 78006
Phone (877) 703-1664

Check 33
Mike M.
Guests 1

4/3/2013
4:43 PM

Bud Select 3.00

Subtotal 3.00

TOTAL 3.00

BALANCE DUE 3.00

Thank you for dining
at the Focus Cafe
Try our all you can eat
beer battered fish on Friday's !!!

- Example of guest check with one hamburger. Notice the tax of \$.25.

Focus Cafe 3372 Rio Cordillera 78006 Phone (877) 703-1664	
Check 31 Mike M. Guests 4	Table 33 4/3/2013 4:42 PM
Hamburger	2.99
Subtotal	2.99
Sales Tax	0.25
TOTAL	3.24
BALANCE DUE	3.24
Thank you for dining at the Focus Cafe Try our all you can eat beer battered fish on Friday's !!!	

- Example of guest check with one beer and one hamburger. Notice total tax of \$.50.

Focus Cafe 3372 Rio Cordillera 78006 Phone (877) 703-1664	
Check 34 Mike M. Guests 1	4/3/2013 4:44 PM
Bud Select	3.00
Hamburger	2.99
Subtotal	5.99
Sales Tax	0.50
TOTAL	6.49
BALANCE DUE	6.49
Thank you for dining at the Focus Cafe Try our all you can eat beer battered fish on Friday's !!!	

Related Videos

[Smart Tax](#)

Related Topics

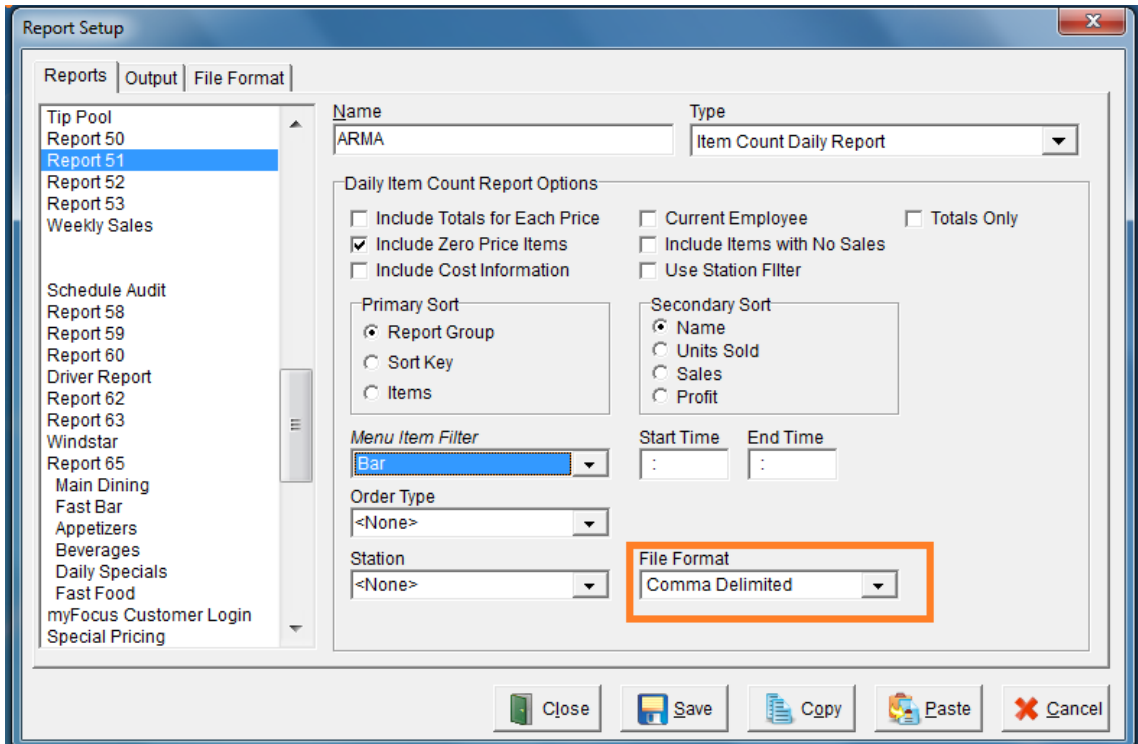
[Taxes](#)

Create A Daily Item Report CSV Export

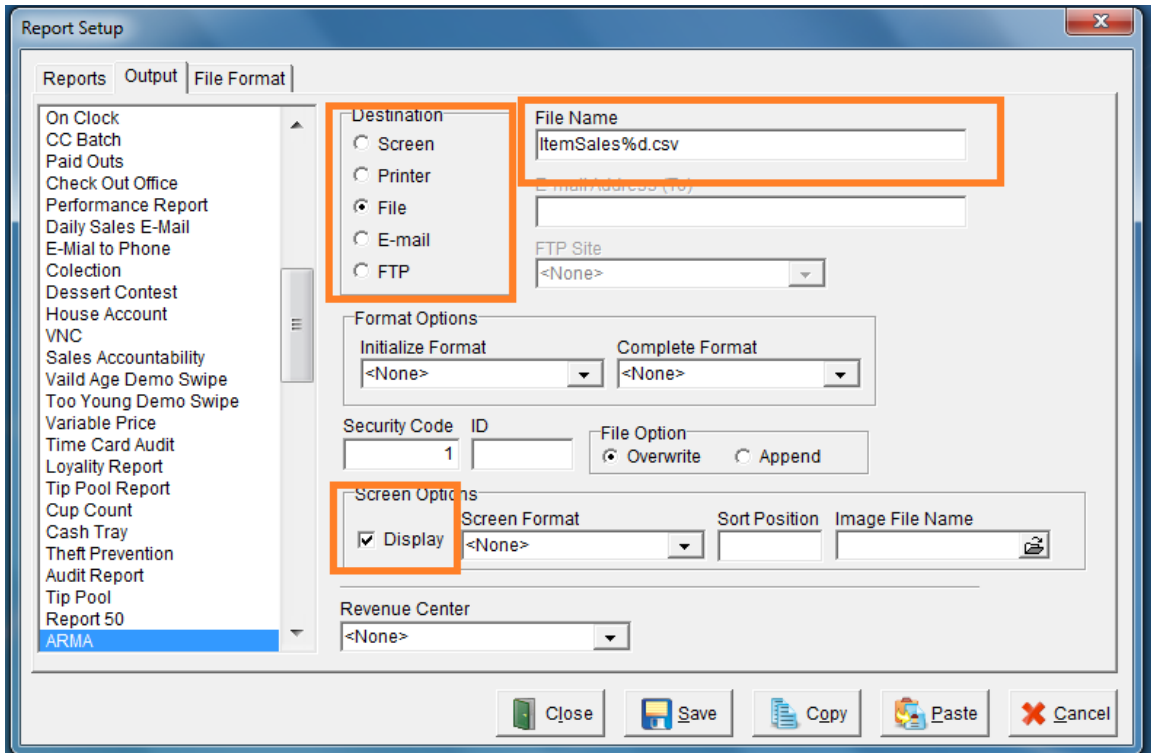
Creating a Daily Item Report CSV export can be utilized to import data into spreadsheets for inventory or to generate customized reports in Excel.

Process to create 'Daily Item Report CSV Export'

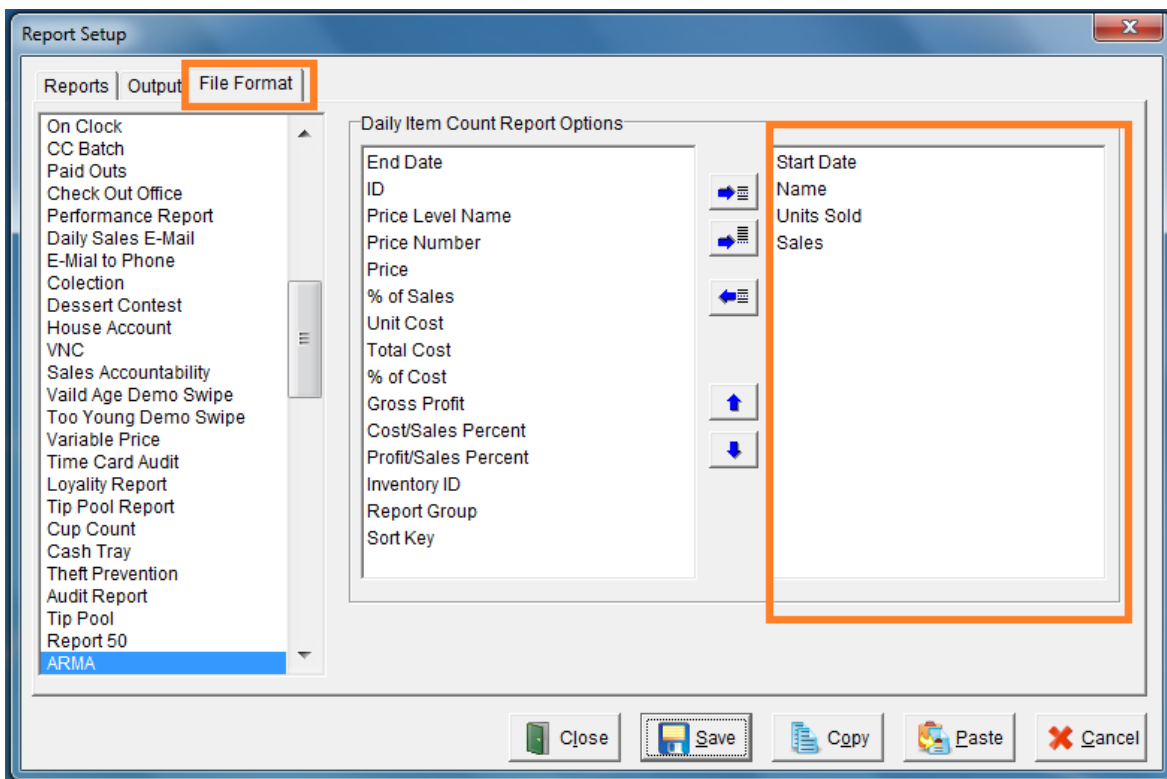
1. While in Setup select Reports > Setup
2. Create a new report with the 'Type' set to 'Item Count Daily Report'
3. Set the File Format to Comma Delimited



4. Select the appropriate options
 - Do not select 'Include Totals for Each Price'
 - Do not select 'Include Cost Information'
 - Do not select 'Totals Only'
5. Select the 'Output' Tab
6. Set the 'Destination' to File or E-mail
7. Select 'Display' in the Screen Options
8. Insert the File Name as 'ItemSales%d.csv'
 - This will name the file ItemSales03062013.csv (or the date the report was run)
 - The report will export to the C:/Focus folder. You can change the destination by changing the path



9. Select File Format
10. Move the desired fields into the right column



11. Select Save and Close

How to Setup iPad Solution with Focus RDP

Restrictions

If running more than one iPad on a PC, Thinstuff or a like product is required

Required O/S includes: Windows 7 Pro, POSReady7

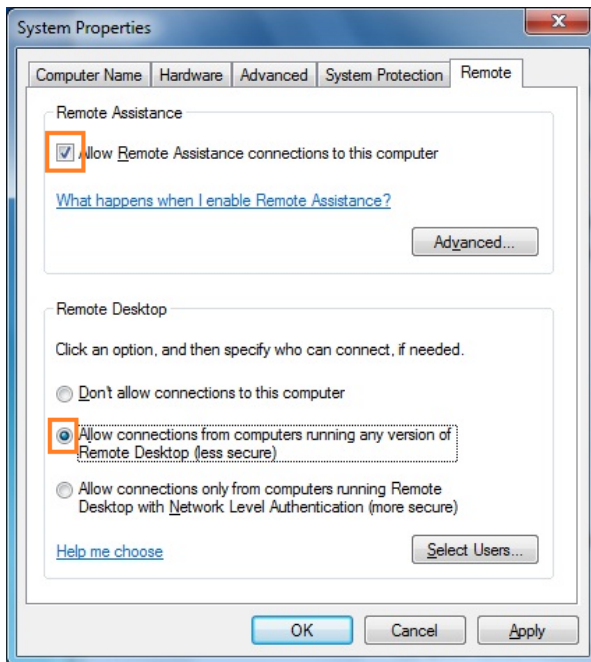
Required iOS is Version 7.X and higher

Card Reader will not scan when being charged

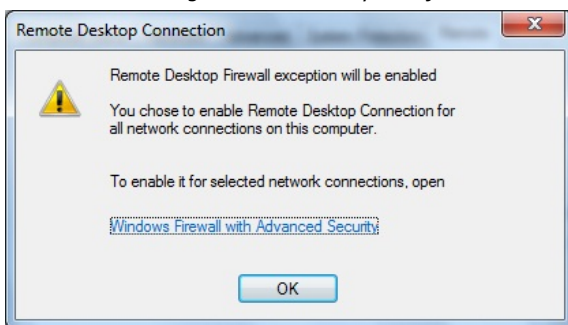
Process to Setup Focus RDP

Step 1: Setup Windows and Users

- Setup PC following standard procedures as implemented by dealership
- Create the Windows user that can connect to the Remote Desktop session
 - Create Users ipad1, ipad2, etc
 - Set passwords
- 📁 **Note:** Setup these users on both Focus and Backup
- Navigate to Control Panel > System > Advanced System Settings > Remote
 - Select 'Allow Remote Assistance connections to this computer'
 - Select 'Allow connections from computers running any version of Remote Desktop'



- Your Firewall settings will automatically be adjusted



Step 2: Setup Focus

- Navigate to Location > Stations
- Create a 'Station' for each iPad
- Name = Device description such as Bar iPad, iPad Server, iPad Cocktail
- Computer Name = ipad1 or Windows user created in step 1
- Working Directory = C:\Focus\Images
- Location = Desired Location
- Messages = Local
- Printers = Setup default printers
- Station Type = Station Mobile
- Restart Options = None

The screenshot shows the 'Stations' configuration window. The 'Stations' tab is selected, displaying a list of stations on the left and configuration fields on the right. The 'Bar iPad' station is selected. The configuration fields include:

- Name:** Bar iPad
- Computer Name:** ipad1
- Working Directory:** C:\Focus\Images\
- Location:** Bar
- Messages:** Local
- Printers:** Check, Report, Credit (Printer: Local, Port: LPT1, Driver: Epson T88, Station: Backup)
- Display Blackboards:** Level 1, Level 2, Level 3, Level 4, Level 5, Level 6, Level 7, Level 8, Level 9, Level 10
- Options:** Display Event Blackboards, Do Not Display nFocus, Digital Signage, Restrict Time Clock, Print Checks to Report Printer, Allow Mobile Printing
- Station Type:** Full, Station Mobile (selected), Focus Mobile
- Restart Options:** Action: None, Time: 12:00 AM, Day: <None>

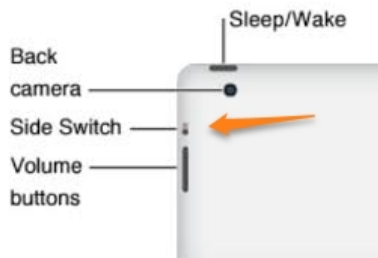
Buttons for Close, Save, and Cancel are at the bottom right.

Step 3: Ensure the network is setup using the PCI PA-DSS Implementation Guide (Available at: <https://focuspos.box.com/s/gv9zitcoppmcdrrva2aq1>)

Step 4: Setup iPads

- Join Network
- Remove unnecessary applications and icons

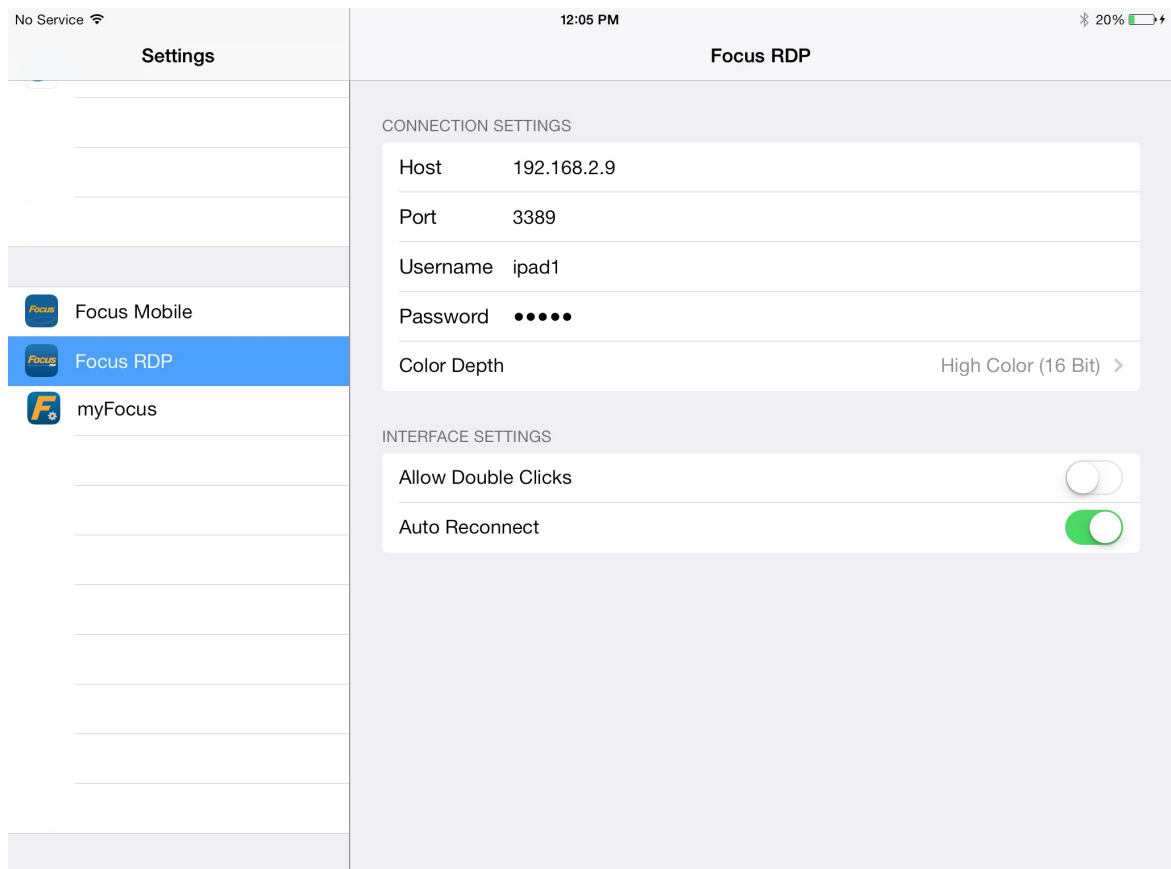
- Lock Rotation by using the 'Side Switch'



Note: If the side switch mutes the iPad, change the settings by navigating to Settings > General > Use Side Switch to: 'Lock Rotation'

Step 5: Install Focus RDP on each iPad

- Download Focus RDP through the App Store
- Navigate to Settings > General > Focus RDP and enter in the following settings
 - Host = IP address of PC hosting the RDP connection
 - Port = TCP port used for the RDP connection (default = 3389)
 - Username = Windows Username setup in Step 1
 - Password = Windows User password setup in Step 1
 - Color Depth = The number of colors to display for the connection (Recommended = 16)
 - Allow Double Clicks = Off
 - Auto Reconnect = On



Step 6: Launch Focus RDP

Purpose

The myFocus Web Suite consists of myFocus Central, Mobile, Gift, Loyalty and Gadget. These modules are subscription based and are used with the base Focus POS software. An active Internet connection is required at each location in order to use these products.

Figure m1 myFocus Components

Field	Description
Central	Website that allows the user to pull store level reports, multi-store reports, view manager logs and other miscellaneous reporting features.
Gift	Web-based single or multi store gift card solution.
Loyalty	Web-based single or multi store customer loyalty solution.
Mobile	Sales reporting to be used with the iPhone or Android Apps or a scaled down version for smart phones.
Gadget	Windows side-bar gadget that can be docked on your desktop to view current day sales.

Purpose

The Gift/Loyalty page is used to add and edit Points, Dollar and Around the World loyalty plans.

myFocus Loyalty Overview

myFocus Loyalty is a web-based loyalty program that centralizes loyalty members and plans into a single database. Members can accumulate points at one store and redeem them at another. The three different plan types currently offered are a Points Plan, Dollar Plan and Around the World Plan.

The Points Plan allows the member to accumulate points towards a reward by ordering selected Menu Items. A Loyalty Points Filter is established within myFocus that dictates the Menu Items and the number of points each Menu Item counts towards the plan when ordered. Awards are defined for each plan. Each Award is associated with a Discount at the store level by assigning it a unique ID. Each Award has a point value associated with it to determine if the loyalty member qualifies.

The Dollar Plan is similar to the Points Plan but instead of assigning points to each Menu Item, the dollar amount of the Menu Item is multiplied by a user-defined factor to determine the number of points the member earns. A Loyalty Points Filter may be created to restrict the Menu Items that earn points. If a Loyalty Points Filter is not specified then all Menu Items earn points. Awards are redeemed the same way as the Points Plan.

The Around the World Plan (ATW) is designed to give the member points after a pre-determined number of Menu Items are ordered from the Loyalty Points Filter. After the items have been ordered, the plan is considered complete and the member completes a "Trip". The loyalty member earns points after each trip is completed. Items ordered more multiple times only count once towards a trip. Awards are setup the same way as the Points and Dollar Plans. An example of an ATW Plan would be a bar enticing members to drink each of the 100 beers they have on tap. After the customer drinks the 100 unique beers, points will be awarded and the next trip will begin.

Accessing the Gift/Loyalty Window

While logged into myFocus, navigate to Gift/Loyalty > Gift/Loyalty

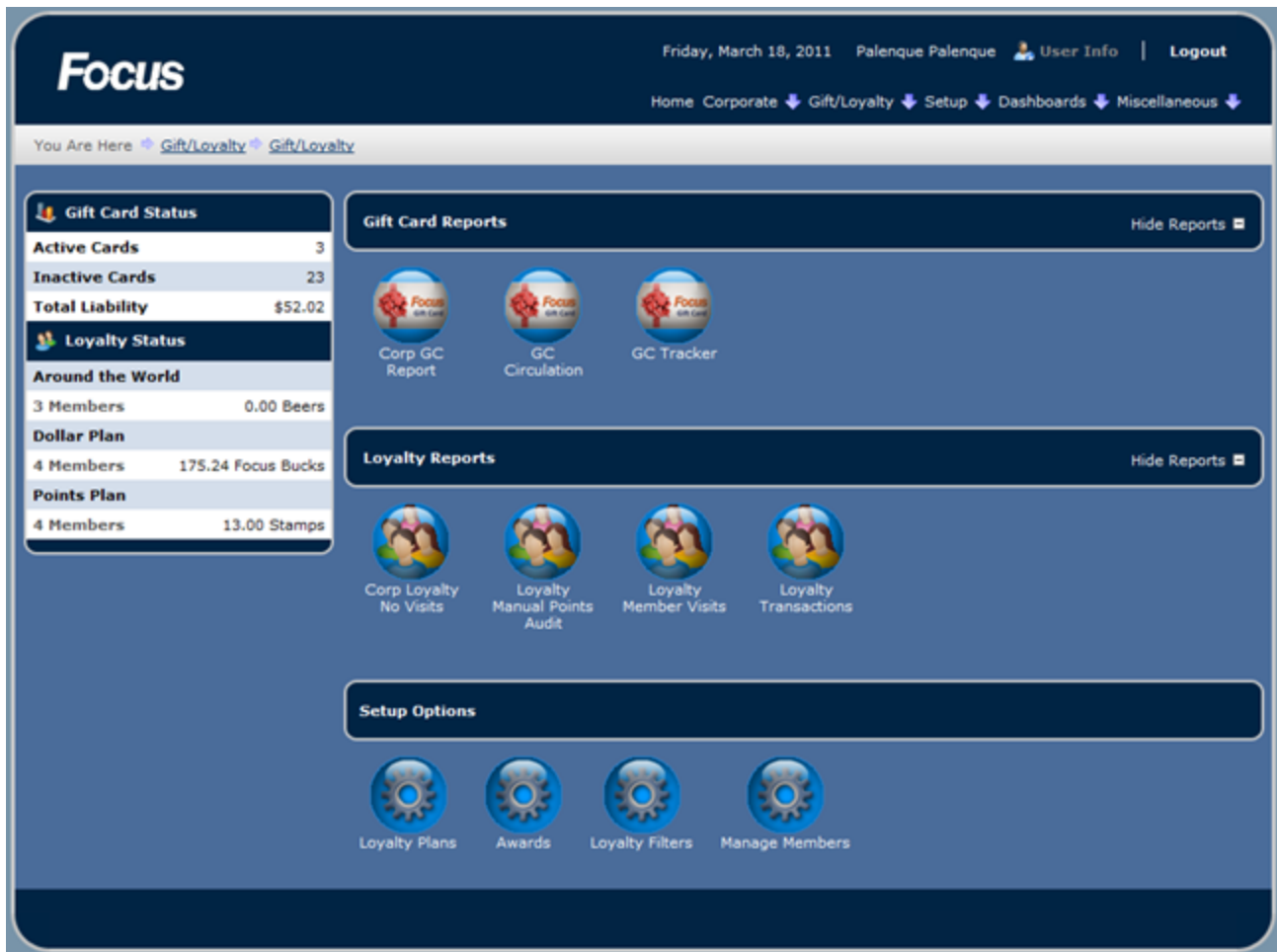


Figure m3 Gift/Loyalty Page

Figure m3.1 Gift/Loyalty Page Fields

Field	Description	
Gift Card Status	This section is only displayed if the user has an active myFocus Gift subscription.	
	Active Cards	The number of currently activated gift cards. Hint: Clicking on the Active Cards label displays a popup window with a list of active gift cards.
	Inactive Cards	The number of available gift cards that have not been activated. Hint: Clicking on the Inactive Cards label displays a popup window with a list of inactive gift cards.
	Total Liability	The total current outstanding balance (liability) on all gift cards.
Loyalty Status	This section is only displayed if the user has an active myFocus Loyalty subscription.	
	Plan Name	The loyalty plan name.
	Members	The number of members in the plan. Hint: Clicking the Members label displays all the customers in the plan in the Manage Members Page.







	<table> <tr> <td></td><td> <table> <tr> <td>Value</td><td>The total number of points that can be redeemed for the plan.</td></tr> <tr> <td>Measurement</td><td>The measurement used for the plan.</td></tr> </table> </td></tr> </table>		<table> <tr> <td>Value</td><td>The total number of points that can be redeemed for the plan.</td></tr> <tr> <td>Measurement</td><td>The measurement used for the plan.</td></tr> </table>	Value	The total number of points that can be redeemed for the plan.	Measurement	The measurement used for the plan.		
	<table> <tr> <td>Value</td><td>The total number of points that can be redeemed for the plan.</td></tr> <tr> <td>Measurement</td><td>The measurement used for the plan.</td></tr> </table>	Value	The total number of points that can be redeemed for the plan.	Measurement	The measurement used for the plan.				
Value	The total number of points that can be redeemed for the plan.								
Measurement	The measurement used for the plan.								
Gift Card Reports	The list of accessible gift card reports.								
Loyalty Reports	The list of accessible loyalty reports.								
Setup Options	<table> <tr> <td>Loyalty Plans</td><td>Displays the Loyalty Setup Page.</td></tr> <tr> <td>Awards</td><td>Displays the Awards Setup Page.</td></tr> <tr> <td>Loyalty Filter</td><td>Displays the Loyalty Filter Setup Page.</td></tr> <tr> <td>Manage Members</td><td>Displays the Manage Members Page.</td></tr> </table>	Loyalty Plans	Displays the Loyalty Setup Page.	Awards	Displays the Awards Setup Page.	Loyalty Filter	Displays the Loyalty Filter Setup Page.	Manage Members	Displays the Manage Members Page.
Loyalty Plans	Displays the Loyalty Setup Page.								
Awards	Displays the Awards Setup Page.								
Loyalty Filter	Displays the Loyalty Filter Setup Page.								
Manage Members	Displays the Manage Members Page.								

Purpose

The Loyalty Plans Setup Page is used to create and edit Points, Dollar and ATW plan types.

Accessing the Loyalty Plans Setup Page

While logged into myFocus, navigate to Gift/Loyalty > Gift/Loyalty > Loyalty Plans.

		items by setting the Loyalty Filter to "None". Points in this plan are calculated by the Multiplier. For example, if a Multiplier of 2 is entered and the customer has purchased \$50.00, then the points accumulated will equal 100 points.
	Measurement	The name used to measure points for the plan (i.e., Stamps, Beers, Points, etc.)
	Description	A description used to identify the plan, up to 50 alphanumeric characters.
	Loyalty Filter 	The Loyalty Filter used for the plan. Clicking  displays the Loyalty Filter Page. NOTE: The Loyalty Filter can be set to "None" on Dollar Plans in order to add points for all items ordered.
	Multiplier	The factor used to convert the dollar amount ordered to points. For example, if a Multiplier of 1 is entered, then for every dollar the loyalty customer orders, 1 point is earned.
		items by setting the Loyalty Filter to "None". Points in this plan are calculated by the Multiplier. For example, if a Multiplier of 2 is entered and the customer has purchased \$50.00, then the points accumulated will equal 100 points.
ATW (Around the World)		The Around the World plan is used to encourage customers to try various items included in the Loyalty Filter list. 1 unit is added to the Items in List count for each distinct item purchased in this plan. The customer earns the Points For Trip for the Award once the Items in Trip has been reached. For example, suppose a bar wants its patrons to consume 300 beers from around the world in order to earn an award. For each unique beer, the customer comes one step closer to consuming the desired 300 beers in order to earn the Award. Once the customer consumes 300 beers, they will earn the "Points for Trip" and start on the next trip Around the World.
	Measurement	The name used to measure points for the plan (i.e., Stamps, Beers, Points, etc.)
	Description	A description used to identify the plan, up to 50 alphanumeric characters.
	Loyalty Filter 	The Loyalty Filter used for the plan. Clicking  displays the Loyalty Filter Page. NOTE: The Points Filter can be set to "None" on Dollar Plans in order to add points for all items ordered.
	Items in Trip	The number of distinct items the loyalty customer is required to order before completing the trip.
	Points for Trip	The number of points the loyalty customer earns after completing the trip (i.e., reaching the number established in the Items in Trip field.
Awards 	The award list used for the plan. Clicking  displays the Add/Edit Awards Page.	
	Edit	Allows the user to edit the Award and Points fields for the Award.
	Award	The Award the loyalty customer earns after reaching the pre-determined number of points.
	Points	The number of points needed in order to redeem the Award.
	Delete	Deleted the Award from the plan.
Add Award to Plan	Displays the Add Awards Page.	
Save	Saves current changes to the plan.	

Add	Allows the user to add a new plan.
Included Cards	Displays the Included Cards Page to associated loyalty cards to use with a specific plan.
Cancel	Cancels current changes to the plan.

Procedure to Add an Award to a Plan

- While on the selected Plan
- Click Add Award to Plan
- Select the Award
- Enter the Points needed before the Award may be redeemed.
- Click Add

Purpose

The Included Cards Page is used to associate the loyalty cards to be used with the plan. The cards in the Cards in Plan list will be associated with the plan.

Accessing the Included Cards Page

While logged into myFocus, navigate to Gift/Loyalty > Gift/Loyalty > Loyalty Plans > Included Cards.

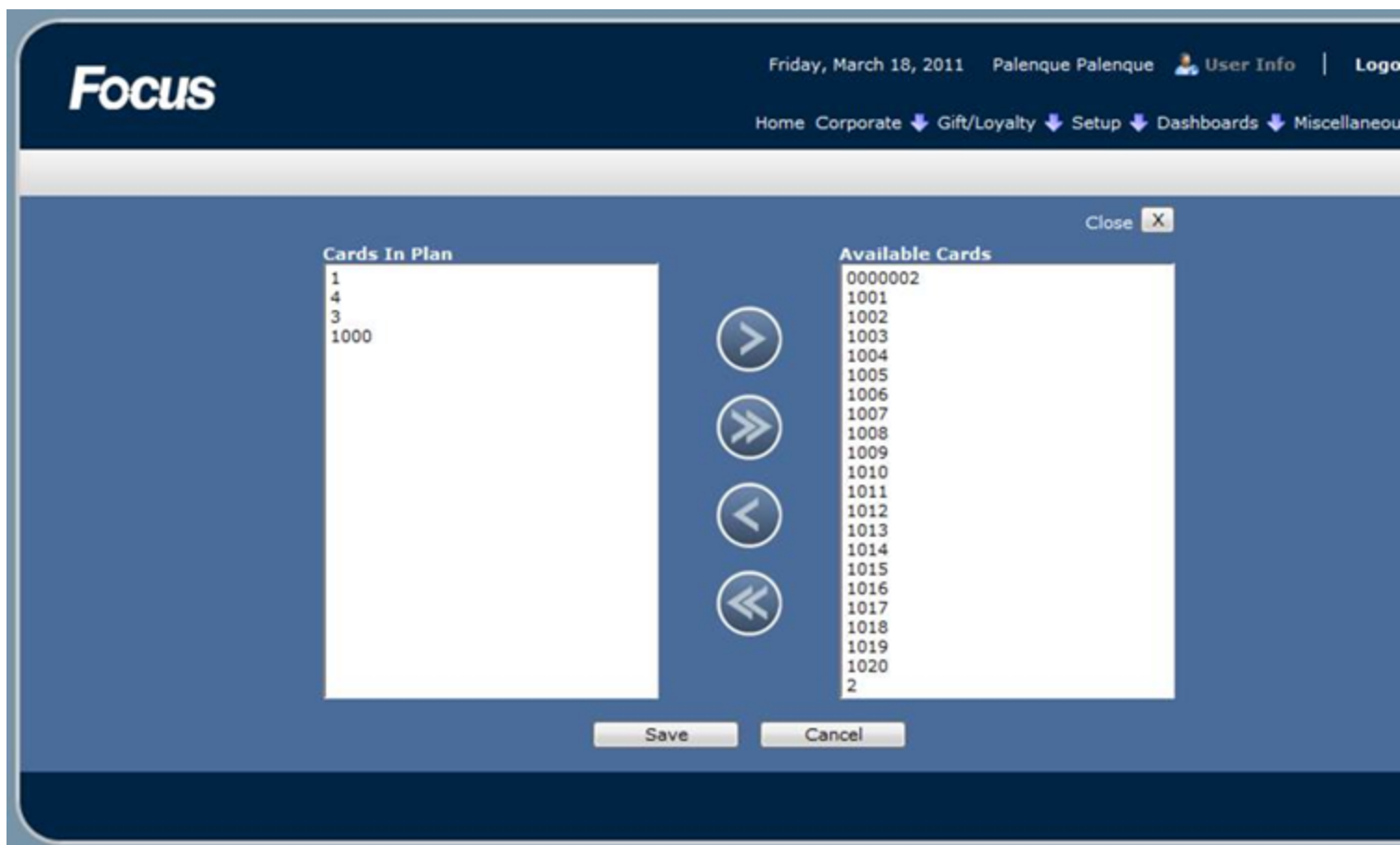







Figure 3.2.3 Included Cards Page

Figure m3.3.3 Included Cards Page Fields

Field	Description
Close 	Closes the Loyalty Plans Setup Page.
Cards in Plan	The cards that are currently associated with the plan.
Available Cards	The cards that are not currently associated with the plan.
	Moves the selected cards from the Cards in Plan list to the Available Cards list.
	Moves all cards from the Cards in Plan list to the Available Cards list.
	Moves the selected cards from the Available Cards list to the Cards in Plan list.
	Moves all cards from the Available Cards list to the Cards in Plan list.
Save	Saves current changes to the Included Cards.
Cancel	Cancels current changes.

Procedure to Include Cards

- Select the desired cards from the Available Cards list.

- Click .

- Alternatively, click  to include all cards for the plan.
- Click Save.

Purpose

The Awards Page is used to add and edit loyalty awards.

Accessing the Awards Page

While logged into myFocus, navigate to Gift/Loyalty > Gift/Loyalty > Awards.

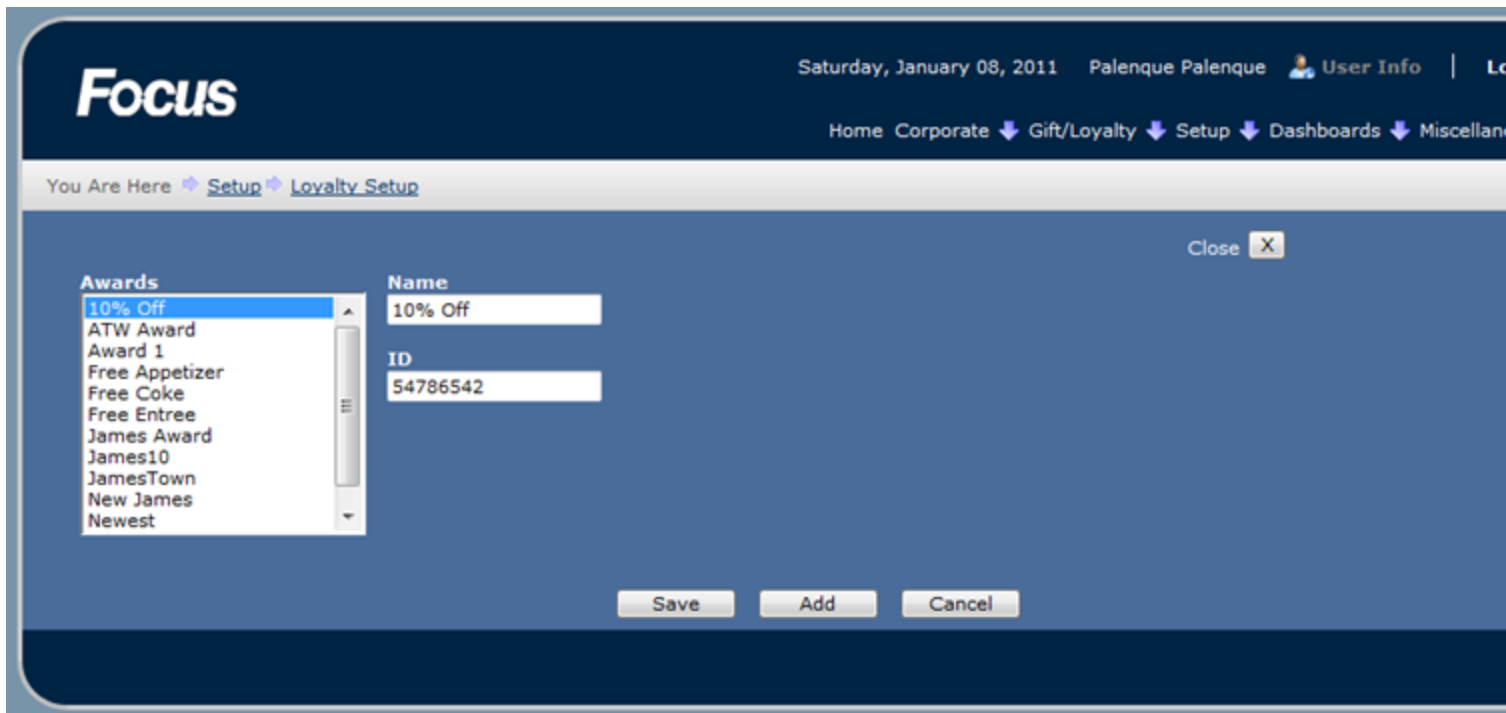


Figure m3.4 Awards Page

Figure m3.5 Awards Page Fields

Field	Description				
Awards	The list of available Awards				
	<table><tr><td>Name</td><td>The Awards name, up to 15 alphanumeric characters.</td></tr><tr><td>ID</td><td>The Award’s ID used in conjunction with the ID Explicit filed in Focus Discount Setup, up to 8 alphanumeric characters. Note: This filed must match exactly with a Discount established at the store level in order to be processed.</td></tr></table>	Name	The Awards name, up to 15 alphanumeric characters.	ID	The Award’s ID used in conjunction with the ID Explicit filed in Focus Discount Setup, up to 8 alphanumeric characters. Note: This filed must match exactly with a Discount established at the store level in order to be processed.
	Name	The Awards name, up to 15 alphanumeric characters.			
ID	The Award’s ID used in conjunction with the ID Explicit filed in Focus Discount Setup, up to 8 alphanumeric characters. Note: This filed must match exactly with a Discount established at the store level in order to be processed.				
Close	Closes the Awards Page.				
Save	Saves current changes.				
Add	Allows the user to add a new Award.				
Cancel	Cancels current changes.				

Procedure to Add an Award

- Click Add.
- Enter a name for the Award.
- Enter the ID.
- Click Save.

Purpose


The Loyalty Filters Page is used to include the items needed to earn points for the plan.





Accessing the Loyalty Filters Page

While logged into myFocus, navigate to Gift/Loyalty > Gift/Loyalty > Loyalty Filters.

Figure m3.6 Loyalty Filters Page

Figure m3.7 Loyalty Filters Page Fields

Field	Description
Select Filter	The Loyalty Filter to modify.
Close 	Closes the Loyalty Filters Page.
Filter Name	The Loyalty Filter's name, up to 50 alphanumeric characters.
Store ID	The selected store determines the items displayed in the Report Group Filter, Menu Item Filter and Available Items lists.
Report Group Filter	Filters the Available Items list by the specified Report Group established at the store level.
Menu Item Filter	Filters the Available Items list by the Menu Item Filter established at the store level.
Items in Filter ()	The items currently used by the Loyalty Filters. The number of items currently in the list is displayed in ().
Available Items ()	The items not currently in use by the Loyalty Filters. The number of items currently in the list is displayed in ().

	Moves the selected items from the Items in Filter list to the Available Items list.
	Moves all items from the Items in Filter list to the Available Items list.
	Moves the selected items from the Available Items list to the Items in Filter list.
	Moves all items form the Available Items list to the Items in Filter list.
Set Points	The number of points each selected item is worth should be entered before moving the items over to the Items in Filter list. Note: This field is only displayed on Points Type filters.
Edit	Displays the Edit Points Page. Note: This field is only displayed on Points Type filters.
Save	Saves current changes.
Add	Allows the user to add a new Loyalty Filter.
Cancel	Cancels current changes.

Procedure to Add a New Loyalty Plan

Click Add.

Set the Plan to Active.

Enter a new for the plan.

Select the Plan Type.

Enter a name for the Measurement.

Enter a description for the plan.

Select the Loyalty Filter for the plan.

Enter the Multiplier if using a Sales Type plan.

Enter the Items in Trip and Points for Trip if using the ATW Type plan.

Click Save.

Click Included Cards to assign the appropriate cards to the plan.

Purpose

The Edit Points Page is used to include the items needed to earn points for the plan.

Accessing the Edit Points Page

While logged into myFocus, navigate to Gift/Loyalty > Gift/Loyalty > Loyalty Filters > Edit.

Friday, March 18, 2011
Palenque Palenque
 User Info
|
 Logout

Home
Corporate
↓
Gift/Loyalty
↓
Setup
↓
Dashboards
↓
Miscellaneous
↓

Close

Current Plan
Points Plan

Name

Menu ID

Points

Clear
Add Item

		Guest Check Name	Menu ID	Points
Edit	Delete	Anaheim Enchiladas	Anaheim Enchiladas	1.00
Edit	Delete	Baja Grill Chicken	Baja Grill Chicken	1.00
Edit	Delete	C Relleno Camaron	C Relleno Camaron	1.00
Edit	Delete	Caldo Tlalpeno	Caldo Tlalpeno	1.00
Edit	Delete	California Burro	California Burro	1.00
Edit	Delete	Camaron Acapulco	Camaron Acapulco	1.00
Edit	Delete	Camaron Brocheta	C Brocheta	1.00
Edit	Delete	Camaron Diablo	Camaron Diablo	1.00
Edit	Delete	Carne Asada	Carne Asada 2	1.00
Edit	Delete	Chile Relleno	Chile Relleno	1.00
Edit	Delete	Chimichanga	Chimichanga fajita	1.00
Edit	Delete	Chimichanga Beef	Chimichanga ground Beef	1.00
Edit	Delete	Ck diablo	Ck diablo	1.00
Edit	Delete	Codorniz	Codorniz	1.00
Edit	Delete	Coffee	Coffee	2.00
Edit	Delete	Dinner fajita Spl	Dinner fajita Spl	1.00
Edit	Delete	Dinner De Lujo	DinDeLujo	1.00

Figure m3.6.1 Edit Points Page

Figure m3.7.1 Edit Points Page

Field	Description
Close	Closes the Edit Points Page.
Current Plan	The selected plan is used to manually add items to the Loyalty Filter.
	Name The Menu Item Name.
	Menu ID The Menu Item ID.
	Points The number of points the plan will accumulate when ordered.
	Clear Cancels current changes.
	Add Item Allows the user to manually add a new item.
	Save Saves current changes.
Item List	Edit Allows users to edit the Guest Check Name, Menu ID and Points value of the selected item.

	Delete	Deletes the selected item from the Loyalty Filter.
	Guest Check Name	The Menu Item's Guest Check Name established at the store level.
	Menu ID	The Menu Item's Menu ID established at the store level.
	Points	The point value to assign the item when ordered.

Procedure to Edit Items

- Click Edit on the appropriate item.
- Edit the appropriate fields in the Name, Menu ID and Points fields.
- Click Save.

Purpose

The Manage Members Page is used to enter demographic information for members.


Accessing the Manage Members Page

While logged into myFocus, navigate to Gift/Loyalty > Gift/Loyalty > Manage Members.

The screenshot displays the 'Focus' web application interface for managing members. On the left, a 'Manage Members' sidebar contains a table with columns 'Card Number', 'First', and 'Last'. The table lists members with card numbers 0000002 through 1017. An 'Export Results' button is at the bottom of the table. On the right, a 'Member Information' form is shown for a member named Matt Kovo. The form includes fields for First Name, Last Name, Address, City, State (Texas), Zip (77007), Phone ((713) 123-4567), Birth Date (6/19/1975), Anniversary (1/1/2010), Email (mkowaleski@focuspos.com), and Gender (Male). There is also a checkbox for 'Special Offers'. The form has 'Save' and 'Cancel' buttons at the bottom.

Figure m3.6.3 Manage Members Page

Figure m3.7.3 Manage Members Page Fields

Field	Description																		
Close 	Closes the Manage Members Page.																		
Manage Members	<div><div>Clicking the label displays a list of filter options for the Customer List. All customers are displayed by default.</div><table><tr><td>Plan Filter</td><td>Filters the list by the selected Plan.</td></tr><tr><td>Card Owner</td><td>Filters the list with customers that have the name entered.</td></tr><tr><td>Card Number</td><td>Filters the list by card number.</td></tr><tr><td>City</td><td>Filters the list by city.</td></tr><tr><td>State</td><td>Filters the list by state.</td></tr><tr><td>Phone</td><td>Filters the list by phone number.</td></tr><tr><td>Gender</td><td>Filters the list by gender.</td></tr><tr><td>Filter Results</td><td>Generates the list for the selected criteria.</td></tr><tr><td>Clear Filter</td><td>Clears the selected criteria.</td></tr></table></div>	Plan Filter	Filters the list by the selected Plan.	Card Owner	Filters the list with customers that have the name entered.	Card Number	Filters the list by card number.	City	Filters the list by city.	State	Filters the list by state.	Phone	Filters the list by phone number.	Gender	Filters the list by gender.	Filter Results	Generates the list for the selected criteria.	Clear Filter	Clears the selected criteria.
	Plan Filter	Filters the list by the selected Plan.																	
	Card Owner	Filters the list with customers that have the name entered.																	
	Card Number	Filters the list by card number.																	
	City	Filters the list by city.																	
	State	Filters the list by state.																	
	Phone	Filters the list by phone number.																	
	Gender	Filters the list by gender.																	
	Filter Results	Generates the list for the selected criteria.																	
	Clear Filter	Clears the selected criteria.																	
Card Number	The loyalty card number. Hint: Click this header to sort by Card Number.																		
First Name	The customer’s first name. Hint: Click this header to sort by First Name.																		
Last Name	The customer’s last name. Hint: Click this header to sort by Last Name.																		
Member Information	The selected customer’s information is displayed and may be edited by these fields.																		
	First Name	The customer’s first name.																	
	Last Name	The customer’s last name.																	
	Address	The customer’s address.																	
	City	The customer’s city.																	
	State	The customer’s state.																	
	Zip	The customer’s zip code.																	
	Phone	The customer’s phone number.																	
Birth Date	The customer’s birth date.																		

	Anni-versary	The customer's anniversary date.
	E-Mail	The customer's e-mail address.
	Gender	The customer's gender.

Procedure to Edit Member Information

- Select the customer by clicking on the Card Number in the Manage Members List.
- Edit the appropriate information.
- Click Save.

Purpose

The Member Transactions Page is used to display transactions for an individual member.

Accessing the Member Transactions Page

While logged into myFocus, navigate to Gift/Loyalty > Gift/Loyalty > Manage Members > Member Transactions.

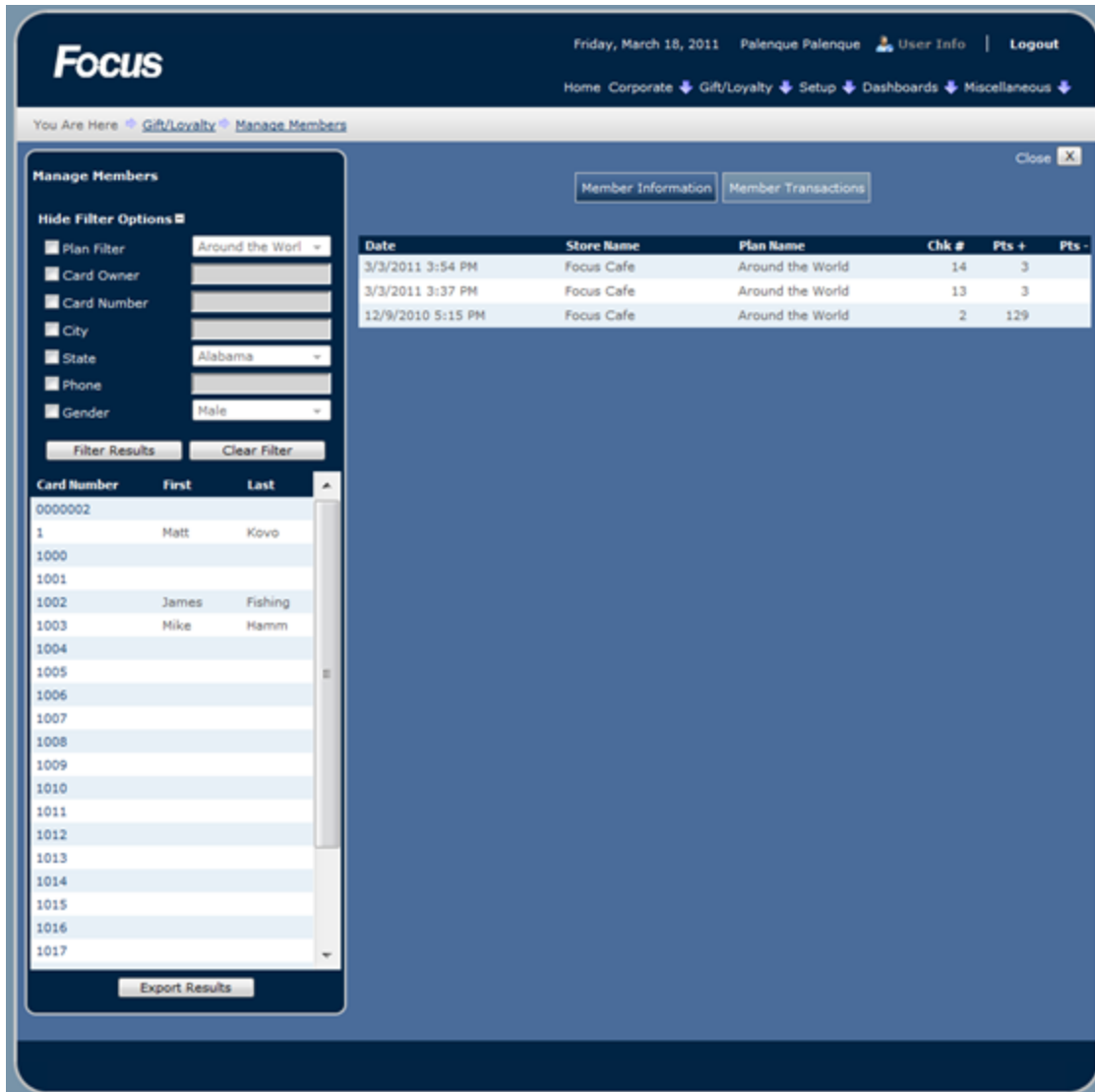



Figure m3.6.31 Member Transactions Page

Figure m3.7.31 Member Transactions Page

Field	Description						
Close 	Closes the Member Transactions Page.						
Manage Members	<div> <div> Clicking the label displays a list of filter options for the Customer List. All customers are displayed by default. </div> <table> <tr> <td>Plan Filter</td><td>Filters the list by the selected Plan.</td></tr> <tr> <td>Card Owner</td><td>Filters the list with customers that have the name entered.</td></tr> <tr> <td>Card</td><td>Filters the list by card number.</td></tr> </table> </div>	Plan Filter	Filters the list by the selected Plan.	Card Owner	Filters the list with customers that have the name entered.	Card	Filters the list by card number.
Plan Filter	Filters the list by the selected Plan.						
Card Owner	Filters the list with customers that have the name entered.						
Card	Filters the list by card number.						

		Number	
		City	Filters the list by city.
		State	Filters the list by state.
		Phone	Filters the list by phone number.
		Gender	Filters the list by gender.
		Filter Results	Generates the list for the selected criteria.
		Clear Filter	Clears the selected criteria.
	Card Number	The loyalty card number. Hint: Click this header to sort by Card Number.	
	First Name	The customer’s first name. Hint: Click this header to sort by First Name.	
	Last Name	The customer’s last name. Hint: Click this header to sort by Last Name.	
Member Transactions	The selected customer’s transactions are displayed.		
	Date	The date and time the transaction occurred.	
	Store Name	The location the transaction occurred.	
	Plan Name	The Loyalty Plan associated with the transaction.	
	Chk #	The check number associated with the transaction.	
	Pts +	The number of points accumulated for the transaction.	
	Pts -	The number of points redeemed for the transaction.	

Procedure to View Member Transactions


- Select the customer by clicking on the Card Number in the Manage Members List.



Purpose

The Export Members Page is used to display and export customer information in .csv, .xls or e-mail form.

Accessing the Export Members Page

While logged into myFocus, navigate to Gift/Loyalty > Gift/Loyalty > Export Members

	Anni-versary Start	Customers who have an anniversary beginning at this date will display. Note: The year ignored.
	Anni-versary End	Customers who have an anniversary by this date will display. Note: The year ignored.
	Special Offers	Filters the customer list by customers who wish to receive special offers, do not wish to receive special offers or both.
Fields to Display	The selected fields will display on the screen and will also export.	
	Card Number	The loyalty card number.
	First Name	The customer's first name.
	Last Name	The customer's last name.
	Address	The customer's address.
	City	The customer's city.
	State	The customer's state.
	Zip	The customer's zip code.
	Phone	The customer's phone number.
	Annv Date	The customer's anniversary date.
	Gender	The customer's gender.
	Special Offers	The customer's special offers status.
	Birth Date	The customer's birth date.
	E-mail	The customer's e-mail.
	Status	The customer's status.
	Trxn Date	The customer's last transaction date.
	Points	The customer's current point level for the plan.
	Select All	Selects all fields.
	Clear Fields	Resets the fields to their default values.
Update	Updates the list with the selected criteria.	
	Exports the displayed list in a comma separated format (.csv).	

	Exports the displayed list in an Microsoft Excel format (.xls).
	E-mails the displayed list.

Procedure to Export Members

- Select the appropriate criteria to export.
- Click on the appropriate export format icon.

Purpose

Loyalty Reports are used to gather powerful information from your loyalty program. The reports listed below are explained in detail on the following pages.

Figure m3.6.33 Loyalty Report Descriptions

Field	Description
Loyalty Inactivity Report	Displays a list of customers that have not accumulated or redeemed points for the date range specified.
Loyalty Manual Points Audit	Displays transactions that have been adjusted manually by an employee.
Loyalty Member Visits	The Loyalty Member Visits Report displays the loyalty card number, the customer's first and last name, e-mail address, number of visits, the item they ordered most and their last visit.
Loyalty Transactions	The Loyalty Transactions Report displays the loyalty card number, store, date, check number, plan name, type, award issued, points posted, points redeemed, dollars posted and dollars redeemed for the specified date range.

Purpose

Loyalty Inactivity Report displays a list of customers that have not accumulated or redeemed points during the selected date range.

Running a Loyalty Inactivity Report

While logged into myFocus, navigate to Gift/Loyalty > Gift/Loyalty > Loyalty Inactivity Report.



Loyalty Inactivity Report for 03/13/2011 - 03/19/2011

created at 3/20/2011 12:04 PM

Card Number	First Name	Last Name	City	State	Zip	Phone Number	Birth Date	Arr Date	E-Mail
0000002	Bailey	Burnito	The Woodlands	TX	77380	(281) 555-9876	07/03/1979		info@myfocuspos.com
1	Matt	Kovo	Houston	TX	77007	(713) 123-4567	06/19/1975	12/31/2009	mkowaleski@focuspos.com
2	Mike	Manager	Houston	TX	77019	(713) 555-1212	01/01/1980	05/05/2005	info@focuspos.com
4	Bondy	James	Spring	TX	77380	(281) 555-4212	07/09/2004		sales@focuspos.com

Figure m3.6.34 Loyalty Inactivity Report Sample Report

Figure m3.7.35 Loyalty Inactivity Report Sample Report Fields

Field	Description
Card Number	The loyalty card number.
First Name	The customer's first name.

Last Name	The customer's last name.
City	The customer's city.
State	The customer's state.
Zip	The customer's zip.
Phone Number	The customer's phone number.
Birth Date	The customer's birth date.
Anv Date	The customer's anniversary date.
E-Mail	The customer's e-mail address.
Gender	The customer's gender.
Offers	The customer wishes to be contacted with special offers if this field is 1.

Running a Loyalty Inactivity Report

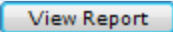
The following options may be changed when running the Loyalty Inactivity Report: Start Date and End Date.



The screenshot shows a light blue header bar. On the left, the text "Start Date" is followed by a white text input field and a small calendar icon. On the right, the text "End Date" is followed by a white text input field and a small calendar icon.

Figure m3.7.36 Loyalty Inactivity Report Options Window

Figure m3.7.37 Loyalty Inactivity Report Options Fields

Field	Description
Start Date	The beginning date for the report.
End Date	The ending date for the report.
	Runs the report.

Related Topics (none)

Purpose

The Loyalty Manual Points Audit Report displays transactions that have been adjusted manually by an employee.

Running a Loyalty Manual Points Audit Report

While logged into myFocus, navigate to Gift/Loyalty > Gift/Loyalty > Loyalty Manual Points Audit.



Loyalty - Manual Points Audit for 03/20/2011

created at 3/20/2011 1:24 PM

Card Number	Store	Date	Chk	Time	Loyalty Member	Plan Name	Points	Adjusted By
1	Focus Cafe	3/20/2011	1	12:36 PM	Kovo, Matt	Points Plan	10.00	Mike M.
2	Focus Cafe	3/20/2011	2	12:37 PM	Manager, Mike	Points Plan	5.00	Mike M.
Total Manual Points Added							15.00	

Figure m3.6.37 Loyalty Manual Points Audit Sample Report

Figure m3.7.38 Loyalty Manual Points Audit Report Fields

Field	Description
Card Number	The loyalty card number.
Store	The store name the manual adjustment was performed.
Date	The date the manual points adjustment was performed.
Chk	The check number associated with the manual points adjustment.
Time	The time the manual points adjustment occurred.
Loyalty Member	The loyalty customer's name. Note: If the card has not been registered then this field displays "Card Not Assigned".
Plan Name	The loyalty plan associated with the manual adjustment.
Adjusted By	The employee that approved the manual adjustment.
Totals	The net points adjustment for all displayed adjustments.

Running a Loyalty Manual Points Audit


The following default options may be changed when running the Loyalty Manual Points Add Report: Plan Name, Store ID, Card Number, Adjusted By, Status, Start Date and End Date.

Plan Name	<input type="text" value="All Plans"/>	Store ID	<input type="text" value="All Plans"/>
Card Number	<input type="text"/>	Adjusted By	<input type="text" value="All Employees"/>
Status	<input type="text" value="All Cards"/>	Start Date	<input type="text"/>
End Date	<input type="text"/>		

Figure m3.7.39 Loyalty Manual Points Audit Report Options Window

Figure m3.7.40 Loyalty Manual Points Audit Report Options Fields

Field	Description
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Plan Name	The loyalty plan used to filter the report.	
Store ID	The store used to filter the report.	
Card Number	The loyalty card number used to filter the report.	
Adjusted By	The employee that performed the adjustment may be selected to filter the report.	
Status	All Cards	All cards will display.
	Activated	Cards that have been registered will be used to filter the report.
	Not Activated	Cards that have not been registered will be used to filter the report.
Start Date	The beginning date for the report.	
End Date	The ending date for the report.	
	Runs the report.	

Related Topics (none)

Loyalty Member Visits Report

Loyalty Member Visits Report displays a list of customers that have visited the store during the selected date range.

Running a Loyalty Member Visits Report

While logged into myFocus, navigate to Gift/Loyalty > Gift/Loyalty > Loyalty Member Visits Report.



Loyalty Member Visits for 10/01/2013 - 11/25/2013

created at 11/25/2013 10:36 AM

All Stores

Demo Sales Plan

Page 1 of 1

Card Number	First Name	Last Name	Email	# Visits	Fav Item	# Fav Items	Last Visit
0000002	Bailey2	Burrito	mattkovo@hotmail.com	3	1 Pepsi	14	11/22/2013
100	Mike	Manager	sales@focuspos.com	4		2	10/28/2013
2	Mike	Manager	info@focuspos.com	1	Bahama mama	1	10/13/2013
411111493178				2		14	10/21/2013
411113092226	888	8888		1		1	10/14/2013
411115260148	Matt	Kovo	mattkovo@me.com	19		27	10/30/2013
411115401605	PATRICK	MOK	tropicalcafe@sbcglobal.net	2		18	10/21/2013
411115812613				3		2	10/30/2013
411117112996	DANIELLE	KAHALA		2		1	11/07/2013
411117472904				3	Bahama mama	3	11/25/2013
411118926986	JASON	BERENBERG	jason@bistrotech.com	9		36	10/21/2013
411119287099	JOAN	ORMSBEE	joan@bistrotech.com	1	1 Pepsi	6	10/21/2013
411121017981	MATT	KOVO		1	Bahama mama	1	10/14/2013
411125269668				2		1	10/30/2013
411129895456				1	Bahama mama	1	10/30/2013
411147269579				1		10	10/21/2013
411157748733	JAMES	FOREMAN		1		1	10/14/2013
411191110372	STEVE	WERMES	swermes@focuspos.com	3		3	11/07/2013

Figure m3.61.34 Loyalty Member Visits Report Sample Report

Figure m3.71.35 Loyalty Member Visits Report Sample Report Fields


Field	Description
Card Number	The loyalty card number.
First Name	The customer's first name.
Last Name	The customer's last name.
Email	The customer's email address.
# Visits	The customer's number of visits.
# Fav Items	
Last Visit	Date of the customer's last visit.

Running a Loyalty Member Visit Report

The following options may be changed when running the Loyalty Member Visit Report: Store, Plan, Start Date and End Date.

Figure m2.24.14 Loyalty Member Visit Report Options Window

Figure m2.24.141 Loyalty Member Visit Report Options Fields

Field	Description
Store	The Store the report is being run for.
PlanName	The Plan the report is being run for.
Start Date	The beginning date for the report.
End Date	The ending date for the report.
	Runs the report.

Related Topics (none)

Loyalty Points Post Audit Report

The Loyalty Points Post Audit report provides details on loyalty posts within the selected parameters.



Loyalty Points Post Audit for
created at 11/25/2013 10:37 AM

Store	Date	Time	Check	Points	Refno	Employee	Manual
0000002 (Burrito, Bailey2)							
Username:							
E-mail: mattkovo@hotmail.com							
Store 1	11/12/2013	9:44 AM	7	2.25	1001000400001656	BistroTech	M
Store 1	11/22/2013	2:17 PM	11	2.25	1001000400001685	BistroTech	M
Store 1	11/22/2013	2:58 PM	13	2.25	1001000400001689	BistroTech	M
Total 0000002 (3 transactions)				6.75			
100 (Manager, Mike)							
Username: demosales							
E-mail: sales@focuspos.com							
Store 1	10/11/2013	10:38 PM	21	2.50	1001000400001372	Mike M.	M
Store 1	10/11/2013	10:39 PM	22	2.50	1001000400001373	Mike M.	M
Store 1	10/13/2013	10:47 AM	33	19.99	1001000400001415	Mike M.	M
Store 1	10/28/2013	6:52 PM	10	19.99	1001000400001542	Mike M.	M
Total 100 (4 transactions)				44.98			
411115260148 (Kovo, Matt)							
Username:							
E-mail: mattkovo@me.com							
Store 1	10/14/2013	10:28 AM	30	2.50	1001000400001441	Mike M.	M
Store 1	10/29/2013	1:57 PM	16	3.49	1001000400001552	Mike M.	M
Store 1	10/29/2013	2:27 PM	17	9.98	1001000400001559	Mike M.	M
Store 1	10/29/2013	5:56 PM	18	6.98	1001000400001589	Mike M.	M
Store 1	10/29/2013	2:48 PM	19	6.98	1001000400001564	Mike M.	M
Store 1	10/30/2013	11:33 AM	22	2.50	1001000400001597	Mike M.	M
Total 411115260148 (6 transactions)				32.43			

Figure m3.6.327 Loyalty Points Post Audit Sample Report

Figure m3.7.327 Loyalty Points Post Audit Sample Report Fields

Field	Description
Store	The store where the transaction occurred.
Date	The date the transaction occurred.
Check	The check number of the transaction.
Points	The total number of points for the transaction / post.
Refno	The reference number of the transaction.
Employee	The employee which conducted the transaction.
Manual	M denotes a manual transaction.

Running a Loyalty Points Audit Report

The following options may be changed when running the Loyalty Points Audit Report: Store, Plan, Start Date, End Date, Number of Posts, Employee, or Points.

Store	All Stores ▼	Plan Name	Around the World ▼
Start Date	<input type="text"/>	End Date	<input type="text"/>
Number of Posts	3	Employee	<input type="text"/>
Points	0		

Figure m3.71.36 Loyalty Points Audit Report Options Window

Figure m3.72.37 Loyalty Points Audit Report Options Fields

Field	Description
Store	The Store the report is run for.
Plan Name	The Plan the report is run for.
Start Date	The beginning date for the report.
End Date	The ending date for the report.
Number of Posts	The number of Posts the report is auditing.
Employee	The employee the report is auditing.
Points	The number of Points the report is auditing.
<input type="button" value="View Report"/>	Runs the report.

Related Topics (none)

Loyalty Transactions by Store Report

The Loyalty Transactions by Store Report displays transactions by Store.

Running a Loyalty Transaction by Store Report

While logged into myFocus, navigate to Gift/Loyalty > Gift/Loyalty > Loyalty Transaction by Store Report.



Loyalty Transactions per Store for 11/24/2012 - 11/24/2013

created at 11/25/2013 10:40 AM

Page 1 of

Store	Posts	+ Redemptions	= Total	Points Added	Points Redeemed	Unique Members
Store 1	100	5	105	5,436.33	102,408.00	21
Store 111	0	0	0	1.00	0.00	1
Store 2	0	0	0	22.50	0.00	1
Totals (3 Stores)	100	5	105	5,459.83	102,408.00	22

Figure m3.6.37 Loyalty Transactions by Store Sample Report

Figure m3.7.38 Loyalty Transactions by Store Sample Report Fields

Field	Description
Store	The store the transaction occurred.
Posts	The number of posts.
Redemptions	The number of redemptions.
=Total	The total of points and redemptions.
Points Added	The number of points added for the store.
Points Redeemed	The number of points redeemed.
Unique Members	The total number of unique members.

Running a Loyalty Transactions by Store Report

The following options may be changed when running the Loyalty Transaction Report: Start Date and End Date.

Store ID	<input type="text" value="All Stores"/>	Plan	<input type="text" value="All Plans"/>
Start Date	<input type="text" value="2/26/2014"/>	Tran Type	<input type="text" value="All"/>
End Date	<input type="text" value="2/26/2014"/>	Card Number	<input type="text"/>
Include Voids	<input type="text" value="No"/>		

Figure m31.7.36 Loyalty Transactions by Store Report Options Window

Figure m32.7.37 Loyalty Transactions by Store Report Options Fields

Field	Description
Start Date	The beginning date for the report.
End Date	The ending date for the report.
<input type="button" value="View Report"/>	Runs the report.

Related Topics (none)

Loyalty Transactions Report

Delete this text and replace it with your own content.

Running a Loyalty Transactions Report

Delete this text and replace it with your own content.

Loyalty Around the World Transactions Report

Delete this text and replace it with your own content.

Running a Loyalty Around the World Transactions Report

Delete this text and replace it with your own content.