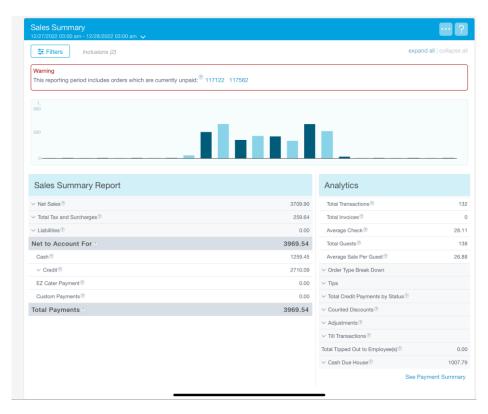




REPORTING IN REVEL: QUICK OVERVIEW



SALES SUMMARY REPORT:

- 1. Under the sales summary report you can see Net Sales (after every discount etc.), total taxes paid out, and liabilities (gift cards)
- 2. NET TO ACCOUNT COVERS PAYMENTS AND BRINGS YOU TO TOTAL PAYMENTS
- 3. ANALYTICS ON THE SIDE:
 - A. Total transactions Breaks down transactions to average check, total guest and average sales per guest
 - B. ORDER TYPE BREAKDOWN SHOWS YOU ALL THE DIFFERENT ORDER TYPES WHEN CLICKED
 - C. TIPS Breaks down between credit and declared (cash) tips
 - D. COUNTED DISCOUNTS THE PREPROGRAMMED DISCOUNTS WE HAVE ACCESS TO IN REVEL
 - E. Adjustments Shows any Voids, Comps, Returns and Refunds
 - F. TILL TRANSACTIONS REVIEWS PAY IN, PAID OUTS AND TIP OUTS THAT HAVE BEEN COMPLETED
 - G. TOTAL TIPPED OUT EMPLOYEE THE MONEY TIPPED OUT TO EMPLOYEES
 - H. CASH DUE HOUSE THE DEPOSIT AMOUNT YOU SHOULD HAVE AT THE END OF THE NIGHT

THIS REPORT CAN BE SENT TO YOUR EMAIL EVERY DAY IF YOU CHOOSE THAT OPTION. SHOULD BE REVIEWED DAILY TO MAKE SURE INFORMATION IS CORRECT AND FOR YOU TO BREAKDOWN ANY ISSUES THAT YOU NEED TO LOOK INTO - SUCH AS DISCOUNTS/ADJUSTMENTS.





OPERATIONS REPORT:

THIS REPORT SHOWS A LOT OF INFORMATION, SO WE HAVE BROKEN IT DONE INTO 3 SCREENSHOTS

PART 1 - SALES BY CLASS

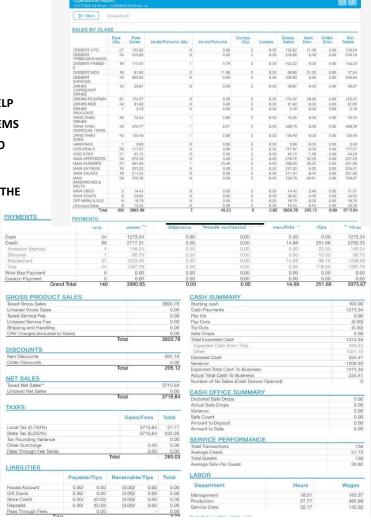
 Shows all sales per "parent" class. It can help you look at generalized classes for menu items that we sell with all quantity and Sales info

PART TWO

- PAYMENTS REVIEW ALL PAYMENTS TAKEN FROM THE STORE
- GROSS PRODUCT SALES THIS ISN'T SOMETHING WE NEED TO LOOK AT AS GMS
- DISCOUNTS THIS BREAKS DOWN ORDER
 DISCOUNTS VERSES ITEM DISCOUNTS
- Net sales will show taxed or not taxed
- LIABILITIES SHOULD NORMALLY BE ZERO
 UNLESS YOU SOLD A GIFT CARD
- CASH SUMMARY IS ANOTHER CASH SUMMARY LIKE THE ONE YOU CAN FIND ON SALES SUMMARY PAGE
- CASH OFFICE SUMMARY WE DON'T USE-
- Service performance reviews TRANSACTION DATA
- LABOR BREAKS DOWN LABOR TO MANAGEMENT, PRODUCTION AND SERVICE

PART THREE

- TIPS SHOWS TIPS IN DETAILS
- DISCOUNTS BREAKS DOWN THE DETAILS JUST LIKE THE SALES SUMMARY REPORT- ALSO SHOWS ANY NON PROGRAMMED DISCOUNTS ADDED IF THERE ARE ANY
- VOIDS/RETURNS/COMPS- SHOWS ANYTHING
 RETURNED "R" OR VOID "V". RETURNS IN THIS IS
 SOMETHING THAT WAS EITHER VOIDED OR COMPED
 AND RETURNED TO INVENTORY, WHILE A VOID IS
 STRAIGHT VOIDED



TIPS					Reason		Qty.	Total	Reason		Qty.	Total
	Auto Grat.	Standard	Adj.	Total	Big Kids Meal De	es	4	17.96	Military 15%		23	31.36
Orah	0.00	0.00		0.00	sert				Pick 3 Combo		18	51.93
Cash	0.00	0.00	(0.00)	0.00	Customer - Culin	ar	1	1.49	Pick 3 Tasty Trea	t	2	4.00
Credit	0.00	251.66	(0.00)	251.66	y Related				Senior 10%		3	3.90
Wow Bao Payment	0.00	0.00		0.00	Employee Meal - MOD Meal		3		Sr discount		1	1.40
Custom Payment	0.00	0.00		0.00					Stand	ard	69	205.12
Liability Tips		0.00		0.00	Employee Meal - S		3	3 13.97				
Tota	31			251.66	taff Meal Friendly's Moment		2	1.70				
					-							
AD HISTMENTS												
				0.00	Little Kids Meal D ssert Upcharge	96	9	41.94				
Rounding Deltas	et To Account F	or: 3975.67		0.00					PS .			
Rounding Deltas	et To Account F	or : 3975.67		0.00	ssert Upcharge				PS Reason	Т	Qty.	Total
ADJUSTMENTS Rounding Deltas N	et To Account F	or : 3975.67		0.00	ssert Upcharge	JRI T	NS ANI	COMF	e e		Qty.	Total





HOURLY SALES REPORT:

THIS BREAKS DOWN THE DAY TO HOURLY PARTS SHOWING # TRANSACTIONS, # ITEMS SOLD, AVERAGE SALES/CHECK, TOTAL SALES, AND % OF SALES FOR THE DAY.

TIP: USE THIS REPORT TO HELP SCHEDULE AND FORECAST.

YOU CAN CHANGE THE VIEW (UPPER RIGHT SIDE) TO 15 MIN INTERVALS OR GROUPS FOR LUNCH OR DINNER PERIOD.

Sales Summary Poperations	Hourly Sales	Product Mix	Order History	Payment Summary	Ot	her Reports
ourly Sales /27/2022 03:00 am - 12/28/2022 03:00 am	,					
Filters Inclusions (2)						Hourly View
		# Transactions	# Items	Avg. Sales/Check	Sales	% Sale:
03:00 AM - 03:59 AM		0	0	-	0.00	0%
04:00 AM - 04:59 AM		0	0	-	0.00	09
05:00 AM - 05:59 AM		0	0	-	0.00	09
06:00 AM - 06:59 AM		0	0	-	0.00	09
07:00 AM - 07:59 AM		0	0	-	0.00	09
08:00 AM - 08:59 AM		0	0	-	0.00	09
09:00 AM - 09:59 AM		0	0	-	0.00	09
10:00 AM - 10:59 AM		0	0	-	0.00	09
11:00 AM - 11:59 AM		8	55	41.94	335.52	79
12:00 PM - 12:59 PM		17	78	28.21	479.59	119
01:00 PM - 01:59 PM		18	93	27.35	492.30	119
02:00 PM - 02:59 PM		21	81	25.44	534.21	12%
03:00 PM - 03:59 PM		19	60	22.23	422.46	99
04:00 PM - 04:59 PM		16	76	31.28	500.49	119
05:00 PM - 05:59 PM		19	100	34.48	655.04	149
06:00 PM - 06:59 PM		18	100	40.01	720.18	169
07:00 PM - 07:59 PM		16	52	19.53	312.44	79
08:00 PM - 08:59 PM		6	7	12.09	72.51	29
09:00 PM - 09:59 PM		0	0	-	0.00	09
10:00 PM - 10:59 PM		0	0	-	0.00	09
11:00 PM - 11:59 PM		0	0	-	0.00	09
12:00 AM - 12:59 AM		0	0	-	0.00	09
01:00 AM - 01:59 AM		0	0	-	0.00	09
02:00 AM - 02:59 AM		0	0	-	0.00	09
	Totals:	158	702	28.64	4524.74	1009





ORDER HISTORY REPORT:

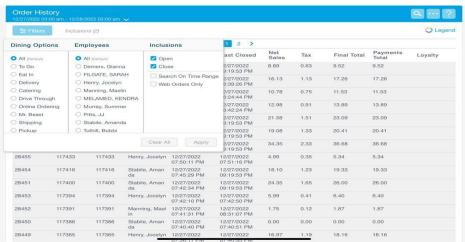
THIS REPORT IS WHERE YOU CAN CHECK ANY PAYMENT INFO. IT SHOWS YOU CHECK NUMBER, CREATED BY, AND FIRST OPENED, AND THE SALES INFO. THIS REPORT CAN BE USED TO HELP FIGURE OUT IF SOMETHING WAS CLOSED UNDER THE WRONG PERSON.

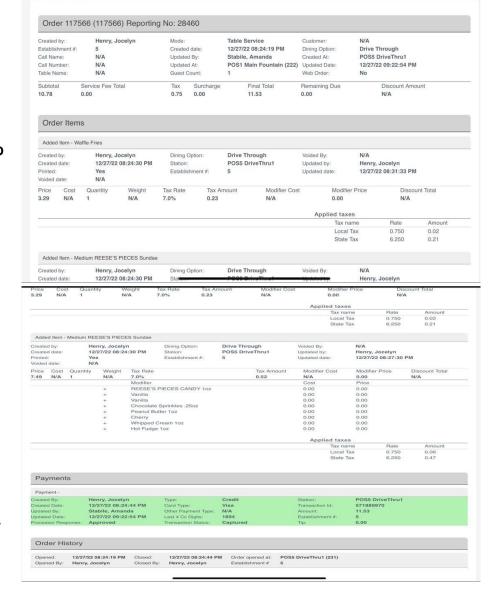
FILTERS - YOU CAN FILTER DOWN TO DIFFERENT DINING OPTIONS AND DIFFERENT EMPLOYEES. LEAVE THE INCLUSIONS PICKED.

WHEN YOU CLICK ON THE ORDER,
YOU SEE WHO IT WAS CREATED BY,
WHEN IT WAS CREATED,
EVERYTHING THAT WAS ADDED AND
AT THE BOTTOM WHO CLOSED
IT/UPDATED IT. IT SHOULD BE
CLOSED BY THE SAME EMPLOYEE
UNLESS IT WAS A TO-GO ORDER
THAT WAS CLOSED.

IF YOU SEE UPDATED BY: THAT IS
BECAUSE THE END OF DAY WAS
INITIATIVES AND SHOULD BE THE
CLOSING MOD. IF IT IS DIFFERENT,
THAT CAN SHOW YOU WHERE THE
PROBLEM IS (I.E. A SERVER CLOSED
SOMEONE ELSE'S CHECK).

TIPS: USE THIS WITH THE PAYMENT SUMMARY REPORT.









PAYMENT REPORT:

THIS REPORT IS A GENERAL OVERVIEW OF ALL PAYMENTS. IT BREAKS DOWN THE DIFFERENT PAYMENT TYPES.

TIPS: NOTICE IS THERE IS EVER A

DECLINED/FAILED/PENDING TRANSACTION. IF

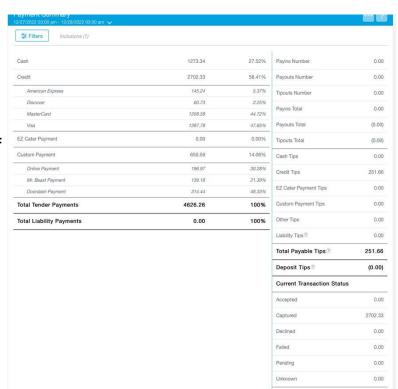
THERE IS, PLEASE REOPEN CHECK AND

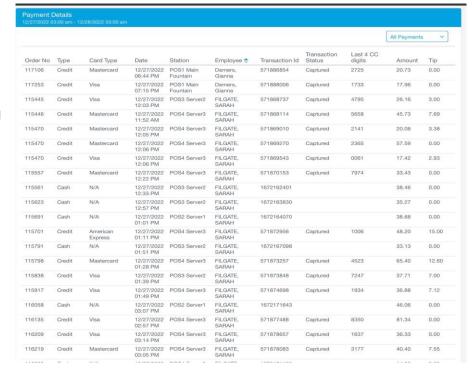
ATTEMPT TO RECLUSE IT CORRECTLY.

THE BOTTOM HALF OF THIS REPORT SHOWS ORDER NUMBERS, TYPE OF PAYMENT, DATE, STATION USED, EMPLOYEE, TRANSACTION STATUES, LAST **CC** DIGITS, AMOUNT AND TIP.

YOU CAN FILTER BY CLICKED ON ANY OF THE HEADERS LISTED ABOVE, AND BY PAYMENT TYPE LISTED IN THE UPPER RIGHT SIDE.

WHEN YOU CLICK ON AN ORDER NUMBER IT WILL GO TO THE ORDER HISTORY REPORT REVIEWED ABOVE.
THE TWO REPORTS CAN BE USED TOGETHER TO INVESTIGATE ANY CASH ISSUES.









OTHER REPORTS:

ADJUSTMENTS/DISCOUNTS - THEY
REVIEW ANY ADJUSTMENT OR
DISCOUNTS ADDED TO CHECKS.
WITHIN THESE REPORTS YOU CAN
GET MORE DETAILS ON WHO
APPROVED THEM.

END OF DAY - REVIEWS THE END OF DAY PROCEDURE.

LABOR - REVIEWS IN DETAIL LABOR REPORTS.

SPEED OF SERVICE - SHOWS YOU DETAILS ON HOW LONG ITEMS ARE ON KDS. IT CAN HELP DETERMINE WHERE YOU MIGHT NEED ADDITIONAL HELP.

)	Adjustments	House Account Summary	Rewards Cards
	Cash Office	Ingredient Inventory Log	Serial Number
	Commissions	Ingredient Inventory Summary	Service Fee
	Customers' Orders	Invoices	Services Performed
	Delivery Drivers	Labor	Speed of Service
	Discounts	Payouts / Payins / Tipouts	Store Credit
R	Employee Profit	Physical Inventory History	Store Credit Transactions
	End of Day	Product Component	Taxes
	Establishment Payments	Product Inventory Log	Till List
: -	Gift Cards	Product Inventory Summary	P Vendor Invoices
	Gift Transactions	Receiptless Returns	

TILL LIST - THIS REVIEWS THE TILL INFORMATION WHEN YOU CLOSE THEM. GOOD TO USE IF YOU FORGET TO PRINT THE SUMMARY WHEN YOU CLOSE THE TILLS.