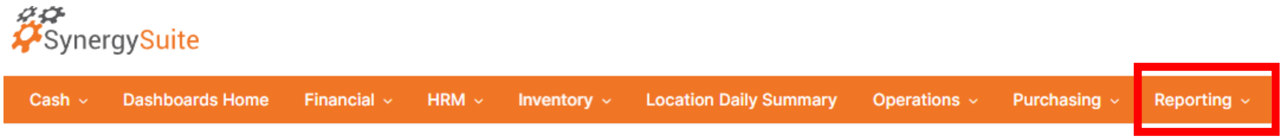
Reporting

1) Log into SynergySuite and choose the Reporting tab.



   a. Quick reports – These are reports that we have added for quick Access.
   b. If there is a report you are looking for, please reach out to support using a fran connect ticket.

2) Once in a report, you have the option to “Schedule Report” which will open a window with options of how you want it scheduled (i.e. PDF, Excel, Time, Date, Parameters etc.)

Suggested Reports:

- Consolidated Sales – Summary for Sales.
- Consolidated Summary – Summary of all major KPI’s (labor, sales, food, payments…).
- Employee Clocked Detail/Employee Tips & Hours – Validate of employee hours.
- Punch Change/Shift Audit Log – Shows employees punch changes for approval.
- Schedule Status – Shows if end of night is completed, schedule is posted, and payroll is all set.
- Cash Sheet Summary – Review of cash sheet and cash sheet items.
- Safe Summary Report – Prints safe summary reports.
- Forecast vs Actual – comparison of forecast vs actual on schedule & time worked.
- Employee Contact Details – Phone list/employee contacts.