Umami scripts usage

# 1. Setting file

## 1-1. mkfolder.py

When: Begining of the pay cycle

What it does: makes folders begining of the pay cycle

Arguments: need to give args 'year', 'month' and pay cycle in digits and alphabet

Usage:

$ mkfolder.py 2020 07 A

What happens?

- generate those dummie files to be renamed

|  |  |  |
| --- | --- | --- |
|  | **2 times a month for Paycheck** | **End of a month for Night commission** |
| 7shifts | meta/shift/7shift/2020\_05A.csv  meta/shift/7shift/2020\_05B.csv |  |
| Square:  sales summary:  Daily:  Export | 8:00 am - 4:00 pm  meta/square/square/2020\_05A\_Dimond.csv  meta/square/square/2020\_05A\_Uptown.csv  meta/square/square/2020\_05B\_Dimond.csv  meta/square/square/2020\_05B\_Uptown.csv |  |
| Square:  Payment Methods:  Daily:  Export | Day: 8:00 am - 4:00 pm  Night: 4:00 pm - 9:00 pm  meta/square/square/pmethod\_A\_Dimond\_Day.csv  meta/square/square/pmethod\_A\_Dimond\_Night.csv  meta/square/square/pmethod\_A\_Uptown\_Day.csv  meta/square/square/pmethod\_A\_Uptown\_Night.csv  meta/square/square/pmethod\_B\_Dimond\_Day.csv  meta/square/square/pmethod\_B\_Dimond\_Night.csv  meta/square/square/pmethod\_B\_Uptown\_Day.csv  meta/square/square/pmethod\_B\_Uptown\_Night.csv |  |
| Square  sales summary:  Daily:  Export |  | 4:00 pm – 9:00 pm  meta/square/square/2020\_05N\_Dimond.csv  meta/square/square/2020\_05N\_Uptown.csv |
| Uber  From restaurant.uber.com |  | meta/uber/Uber\_2020\_05\_Dimond.csv  meta/uber/Uber\_2020\_05\_Uptown.csv |
| Doordash  From  Doordash.com |  | meta/doordash/Doordash\_2020\_05\_Dimond.csv  meta/doordash/Doordash\_2020\_05\_Uptown.csv |

- modify the value in config.py file

## 1-2. config.py

mkfolder.py parameters change config.py value

has static variables for calculation

# 2. emp\_paycheck\_Calculation

Calculate employee hours by dates in tabular format by the locations.

\*\*Pre-requisites\*\*

- Data/emp.csv

- meta/shift/7shift report file = 2020\_05A.csv format

- square bimonthly data to generate manual input file

## 2-1. emp\_hr.py

\*\* Pre-requisites

- Data/emp.csv

- meta/shift/7shift report file = 2020\_05A.csv format

- square bimonthly data to generate manual input file

\*\* What will be generated

- work hour file: 2020\_05A\_Dimond\_Work\_Hrs.csv

- manual input file: 2020\_05\_manual\_input.xlsx

Add workers initial and data for next period will be appended to previous data

## 2-2. emp\_com.py

To calculate the commission & tips of workers. execute bi-Monthly

\*\* Pre-requisites

- Inpu ‘actual’ workers’ hours

- Add manual\_input file

Only ‘P” or ‘L’

\*\* What will be generated

- Tips distribution files: 2021\_01A\_Dimond\_Tips\_dist.csv

- Paycheck calculated file: 2021\_01A\_Umami.xlsx

# 3. Delivery parse for Night work commission

## 3-1. delivery\_parse.py

End of a month!

Delivery\_parse will parse delivery company’s report file (csv format) into data for tax report and night time compensation purpose.

delivery\_parse.py requires monthly uber and doordash data downloaded from their website.

When saving the detailed transaction file, file name format is

Uber\_2020\_05\_Dimond.csv

Doordash\_2020\_05\_ Dimond.csv

csv data is parsed into

night time uber sales for night time calculation

Generates following files:

For Uber:

2020\_12\_Uber\_sum.csv (all Uber sales by the month)

2020\_12\_Uber\_detailed\_transactions.csv (all Uber transaction)

2020\_12\_Uber\_Dimond\_Night.csv (Night time Uber transaction)

For Doordash:

2020\_12\_Doordash\_sum.csv (all Doordash sales by the month)

2020\_12\_Doordash\_detailed\_transactions.csv (all Doordash transaction)

2020\_12\_Doordash\_Dimond\_Night.csv (Night time Doordash transaction)

# 4. Night compensation Calculation

## 4-1. emp\_night.py

End of a Month!

Requires:

delivery\_parse.py executed

square night time report data (3:30pm – 10 pm)

monthly sales daily

2020\_12N\_Dimond.csv

2020\_12N\_Uptown.csv

Input on 2020\_06\_manual\_input.xslx

generate report:

2020\_05\_Dimond\_Night.csv

2020\_05\_Uptown\_Night.csv (if there is any transaction)

## 4-2. emp\_night2.py

End of a Month!

Use after emp\_night.py

Generate:

2021\_01\_Dimond\_Night\_Claculated

2021\_01\_Uptown\_Night\_Claculated