

Partners Web Application

1. Login

Enter your username (email) and password in the specified fields (fig.1).

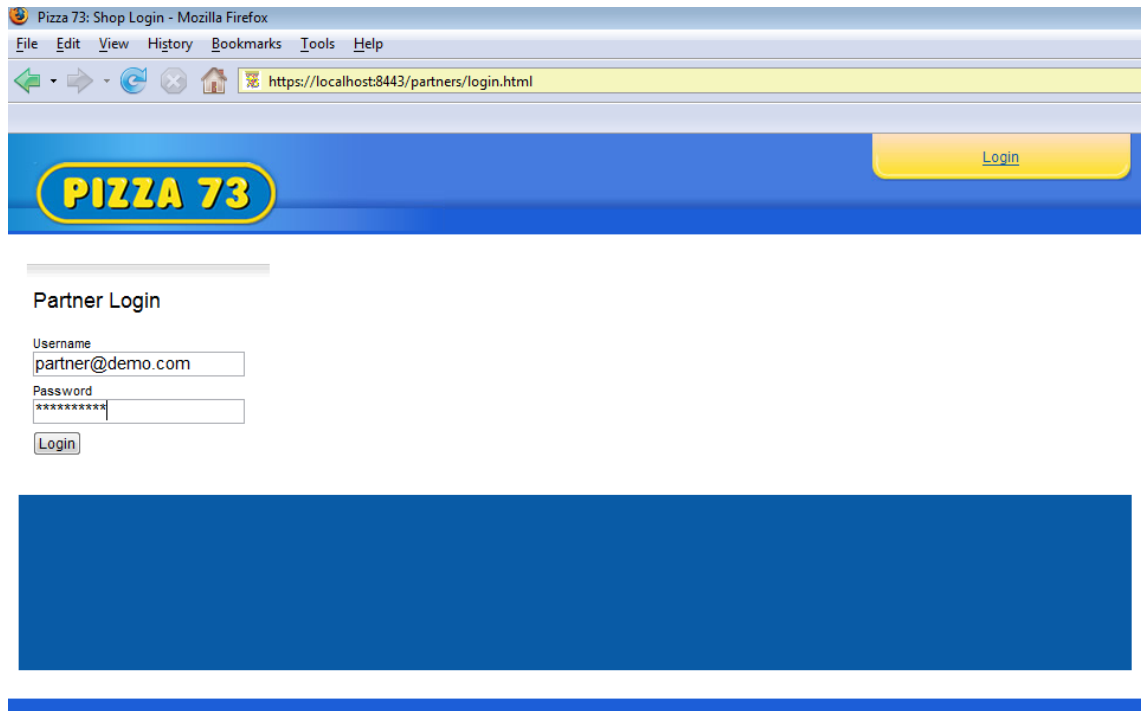


Figure 1 – Login Screen

If you enter the wrong username and password you will be presented with a message letting you know that your login was incorrect (fig. 2).

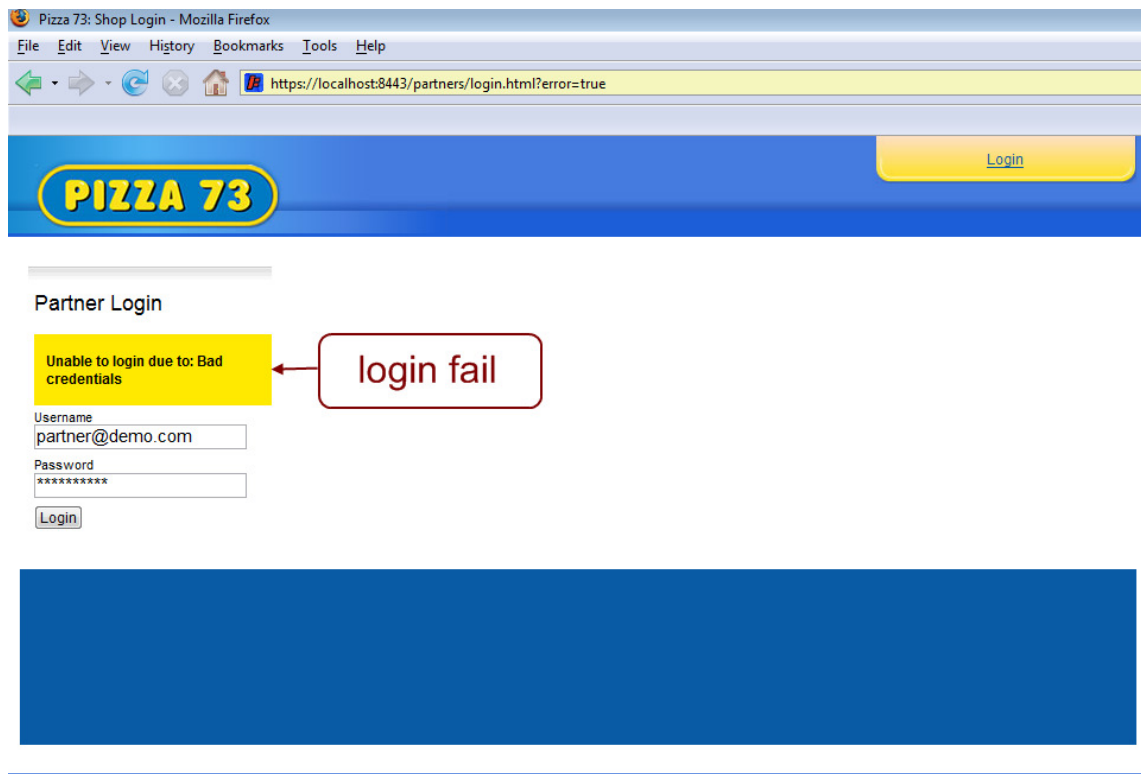


Figure 2 – Login Error Screen

2. Employee Management

Once you have logged in you will be brought to a page listing all of the employees for your shop (fig.3).

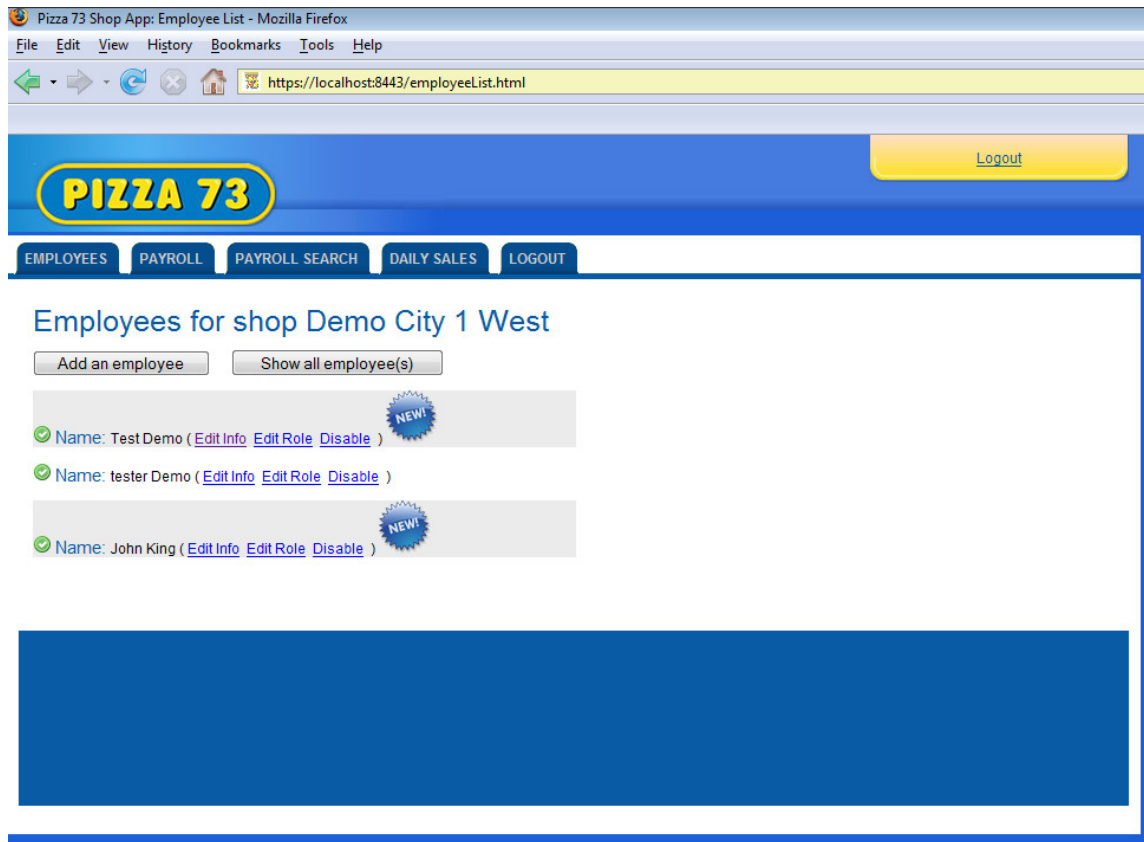


Figure 3 – Employee Management Screen

I. Edit Employee Information

If you are a shop owner, a shop manager or a shop data entry employee, you will see an “Edit Info” link beside an employee’s name. Click on the “Edit Info” link, you will be able to edit an employee’s information (fig. 5).

NOTE:

1. Wage is ONLY visible for shop owner.
2. A change in Payroll status form must be filled out and sent to head office in order to change employee wages.

PIZZA 73

Logout

EMPLOYEES

PAYROLL

PAYROLL SEARCH

DAILY SALES

LOGOUT

Edit Employee Information

ADP Id

First Name

John

Middle Initial

T

Last Name

King

Address

10125

Phone Number(ex:7804737373)

7804737373

Suite Number

38

City

Edmonton

Postal Code

T5J3N6

Province

AB

Gender

Male

Marital Status

Single

Commence Date

03/12/2008

Position

Cook

Type of Employment

Full-time

Login id

3596

Primary Wage

11.5

Primary Wage is only visible for shop owner

Edit

Cancel

Figure 5 – Edit Employee Information Interface for Shop Owner

At this point in time the only information you will be able to add or edit is an employee's.

NOTE: until the POS system is deployed you will not have the need to enter or edit employee data. Employee data will be entered by the head office.

II. Add new employees

If you are a shop owner, you can add new employees via partners application

Step 1: Clicking on “Add an employee” button will direct you to the new employee form (fig. 6).

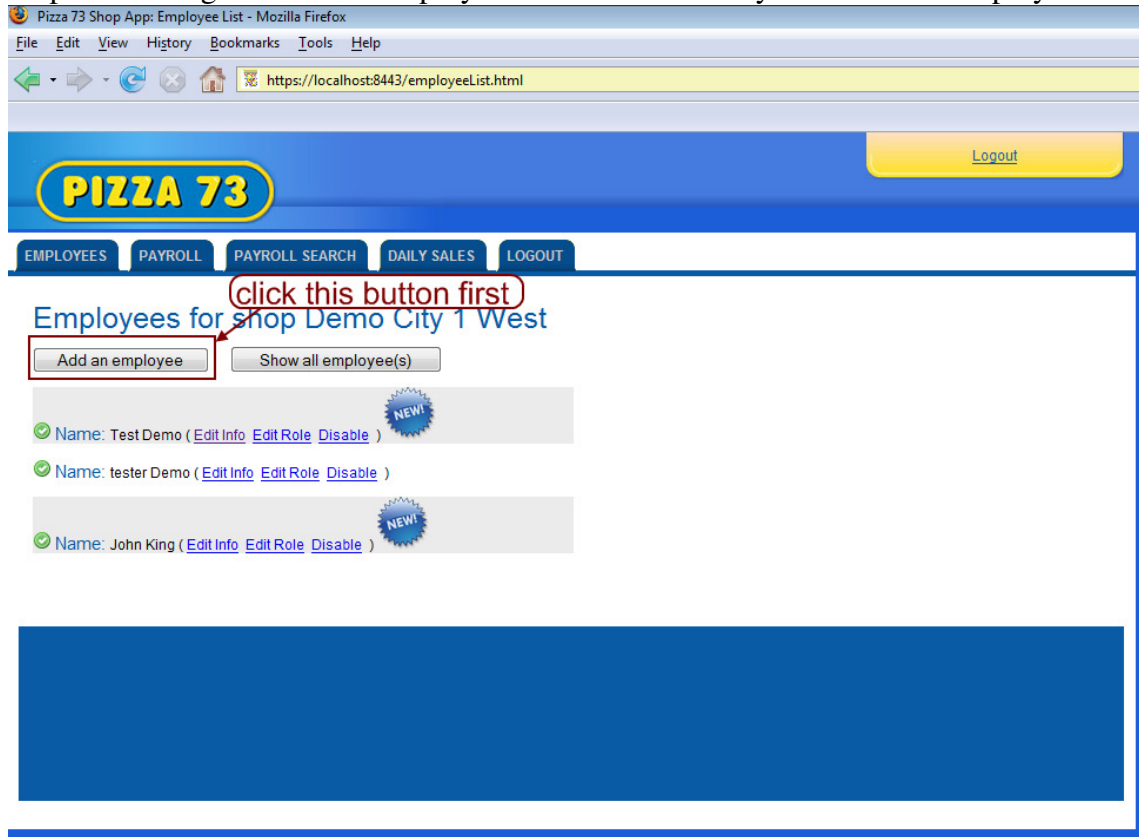


Figure 6 – Click on “Add an employee”

Step 2: Enter the new employee's information in the form, and then click save. (fig. 7).

PIZZA 73 [Logout](#)

EMPLOYEES **PAYROLL** **PAYROLL SEARCH** **DAILY SALES** **LOGOUT**

Add Employee Information

| | | |
|----------------------|-----------------------------|----------------------|
| First Name | Middle Initial | Last Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Address | Phone Number(ex:7804737373) | |
| <input type="text"/> | <input type="text"/> | |
| Suite Number | City | |
| <input type="text"/> | <input type="text"/> | |
| Postal Code | Province | |
| <input type="text"/> | <input type="text"/> | |
| SIN | Date of Birth | |
| <input type="text"/> | <input type="text"/> | |
| Gender | Marital Status | |
| <input type="text"/> | <input type="text"/> | |
| Commence Date | Position | Type of Employment |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Login id | | |
| <input type="text"/> | | |
| Primary Wage | | |
| <input type="text"/> | | |

click here after entering data

Figure 7 – Edit New Employee Information

NOTE: There are some validations in form fields. You need to enter the correct data in the correct format.

Step 3: Click the “print” button to print the form. Sign, date the form and send it back to the head office. Click “Back to employee list” button to continue other operations (fig. 8).

Unit Number: CSC

| Personal Information | | | | |
|----------------------|--|----------------------------|-----------------|-----------|
| Employee Name: | <u>Kim</u> | <u>Kevin</u> | <u>J</u> | |
| | last | First | init | |
| Present Address: | <u>1700</u> | <u>10307 Jasper Street</u> | <u>Edmonton</u> | <u>AB</u> |
| | apt# | street address | city | province |
| Telephone: | <u>7804409685</u> | | | |
| Type of Employment: | FT <input checked="" type="checkbox"/> PT <input type="checkbox"/> | | | |

| To be Completed By employee Upon Hiring | | |
|--|-----------------------|--|
| Social Insurance #: | <u>440968592</u> | Date of Birth: <u>04/14/1970</u> Gender: <u>Male</u> |
| | | mm/dd/yy |
| Marital Status: | <u>Single</u> | |
| | Single/Married/Comlaw | |
| **If your SIN begins with a 9, you must provide a copy of your visa stating that your are allowed to work in Canada, and a photocopy of your SIN card. | | |

| To be Completed By Hiring Manager | | |
|-----------------------------------|-------------------|---|
| Commence Date: | <u>04/30/2008</u> | Position: <u>cook</u> Wage: <u>10.0</u> |
| | mm/dd/yy | \$/hr |
| Manager's signature | | Date |

sign here after print

Figure 8 – Print, sign and date the form

Step 4:

You need to wait for head office to assign an ADP Id. During this waiting period, you can still enter working hours of that employee in the payroll form. ADP Id will be assigned after head office receives and verifies the information on the printed form (fig. 9).

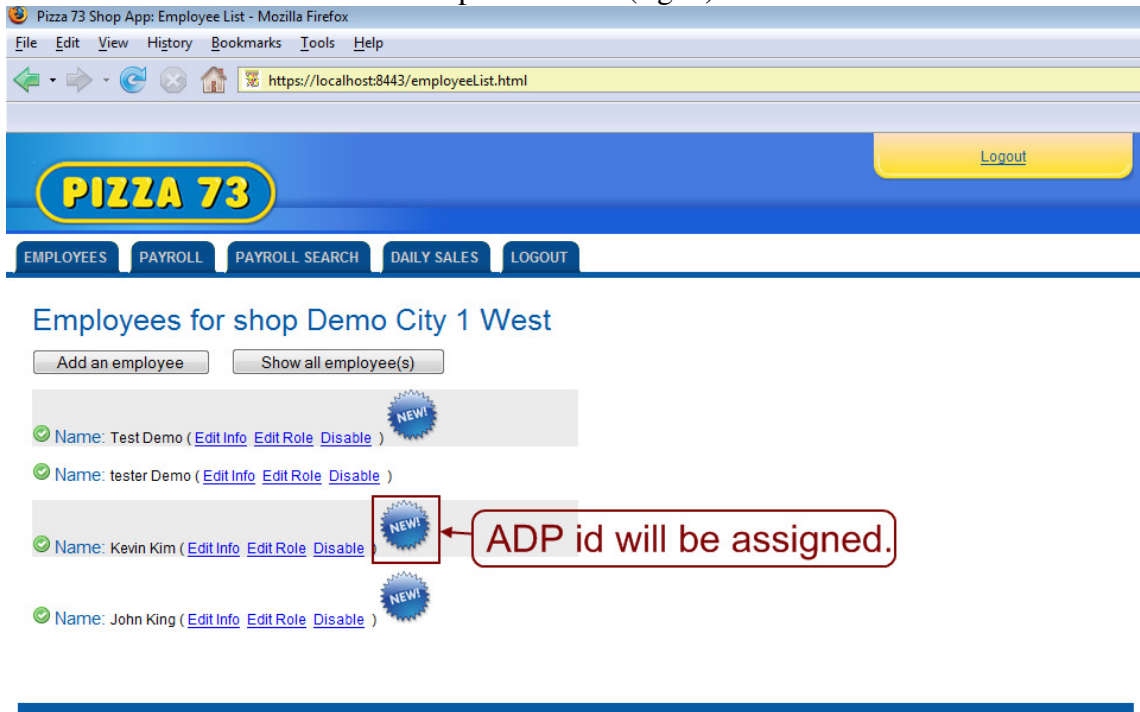




Figure 9 – waiting for assigning an ADP Id

NOTE: New employees' data MUST be entered by the SECOND THURSDAY of the pay period. The corresponding printed form should be signed, dated and sent to head office by the SECOND THURSDAY of pay period, too.

III. Enable/disable employees

If you are a shop owner or shop manager, you will see an “Enable”/ “Disable” link beside an employee’s name. Clicking on the “Enable”/ “Disable” link allows you to change an employee’s status. For example, you can change an employee’s status from enabled to disabled in the case that an employee leaves or is terminated (fig.10 &11).

The green circle with a check mark  through it indicates that an employee is enabled while a red circle with an exclamation mark  through it indicates the employee is disabled.

NOTE: If you disable an employee you will not be able to enter payroll information for them.

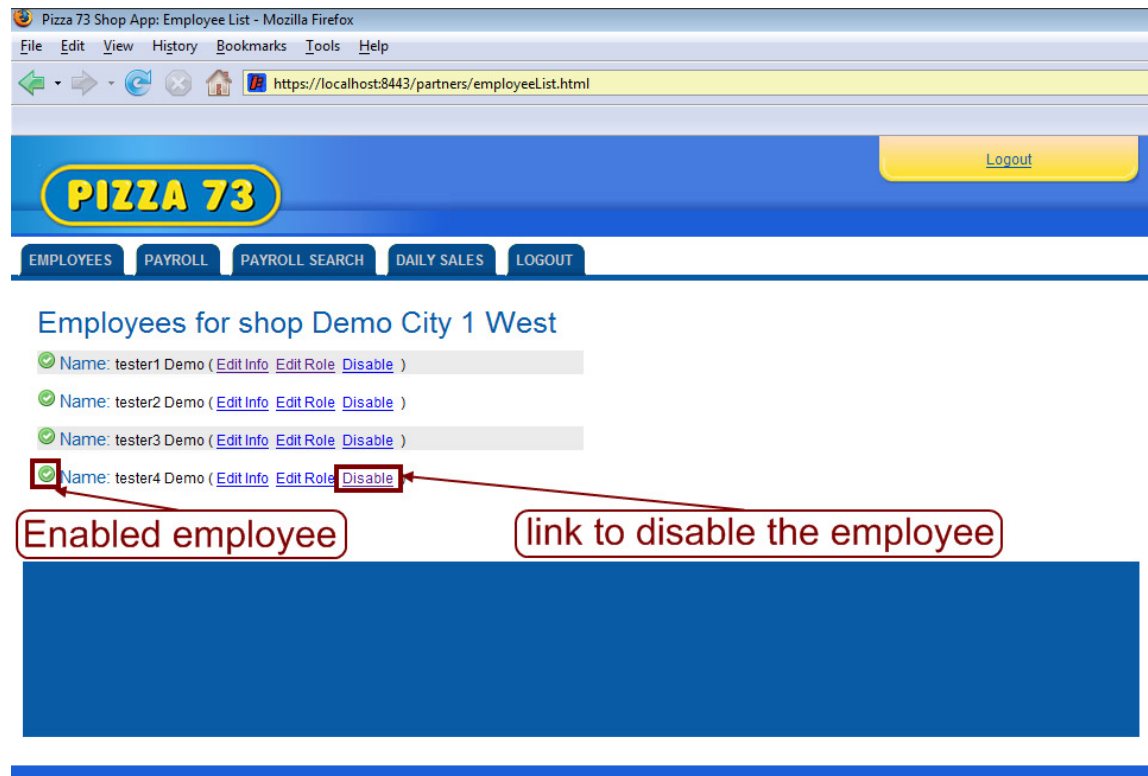


Figure 10 – Enabled employee: tester4 Demo

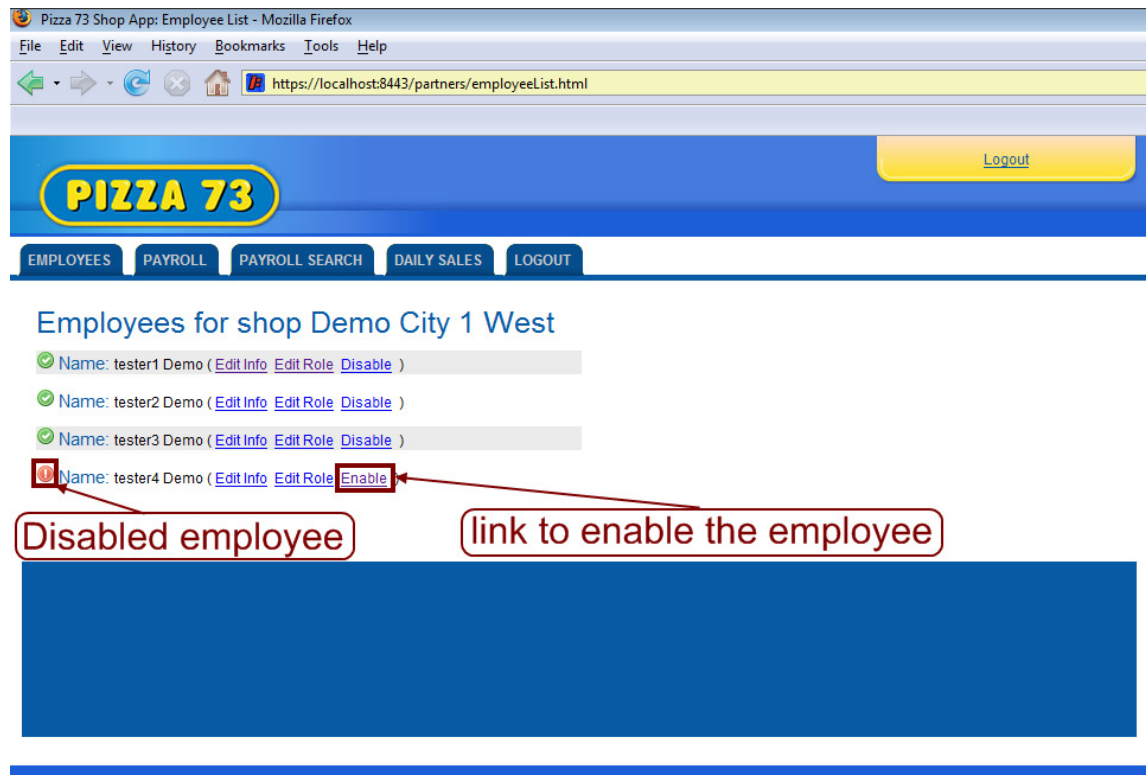


Figure 11 – Disabled employee: tester4 Demo

3. Payroll Submission

Clicking on the “Payroll” tab at the top of the page brings you to the payroll entry screen (fig. 12) for the current payroll period. Here you are able to enter your employee’s hours and see the employee’s regular and overtime hours. As well as seeing an individual employee’s total hours you will also be shown the total number of regular and overtime hours that have been accrued for the pay period and the total labor cost for the pay period.

PIZZA 73

EMPLOYEES | **PAYROLL** | PAYROLL SEARCH | DAILY SALES | LOGOUT

Shop Demo City 1 West Payroll Information for Pay Period 26 (2007)

Total Regular Hours
0

Total OT Hours
0

Total Stat Hours
0

Total Labour Cost
\$0

Save/Edit Cancel Send To Office

1. Enter the hour of the time

2. Select the time slot from the drop-down list

| | | Sun | Mon | Tues | Wed | Thurs | Fri | Sat | StatPay (week) | Reg (week) | OT (week) | Reg (total) | OT (total) | StatPay (total) |
|----------|--------|-------|-----|-------|-----|-------|-----|-------|----------------|------------|-----------|-------------|------------|-----------------|
| | | Start | End | Start | End | Start | End | Start | End | Start | End | Start | End | Start |
| Week One | 2:00PM | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Week Two | 2:15PM | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Week One | 2:30PM | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Week Two | 2:45PM | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Week One | 2:00AM | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Week Two | 2:15AM | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Week One | 2:30AM | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Week Two | 2:45AM | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

John King

| | | Sun | Mon | Tues | Wed | Thurs | Fri | Sat | StatPay (week) | Reg (week) | OT (week) | Reg (total) | OT (total) | StatPay (total) |
|----------|--|-------|-----|-------|-----|-------|-----|-------|----------------|------------|-----------|-------------|------------|-----------------|
| | | Start | End | Start | End | Start | End | Start | End | Start | End | Start | End | Start |
| Week One | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Week Two | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

Total Regular Hours
0

Total OT Hours
0

Figure 12 – Payroll Entry

Entering data into the payroll form is very simple, just click into the “Start” and “End” cells of the day you wish to enter data into. Hitting the Enter/Page Down/TAB key on your keyboard takes you to the

next editable cell. You will not be able to edit the weekly/payroll period totals the application calculates these fields for you as you enter data. If you enter an incorrect value into one of the fields it becomes highlighted in yellow and the totals are no longer updated for the employee you are entering payroll data for (fig. 13).

| Test Demo | | | | | | | | | | | | | | | | | | | | |
|-----------|--------|---------|--------|---------|-------|--------|-------|-----|-------|-----|-------|-----|-------|-----|----------------|------------|-----------|-------------|------------|-----------------|
| | Sun | | Mon | | Tues | | Wed | | Thurs | | Fri | | Sat | | StatPay (week) | Reg (week) | OT (week) | Reg (total) | OT (total) | StatPay (total) |
| | Start | End | Start | End | Start | End | Start | End | Start | End | Start | End | Start | End | | | | | | |
| Week One | 6:00PM | 12:00AM | 4:00PM | 1:00AM | -852 | 5:00PM | | | | | | | | | 0.0 | 14 | 1 | 28 | 1 | 0 |
| | 6 | | | 9 | | 0.0 | | 0.0 | | 0.0 | | 0.0 | | 0.0 | | | | | | |
| Week Two | 5:00PM | 11:00PM | 2:00PM | 10:00PM | | | | | | | | | | | 0.0 | 14 | 0 | | | |
| | 6 | | | 8 | | 0.0 | | 0.0 | | 0.0 | | 0.0 | | 0.0 | | | | | | |

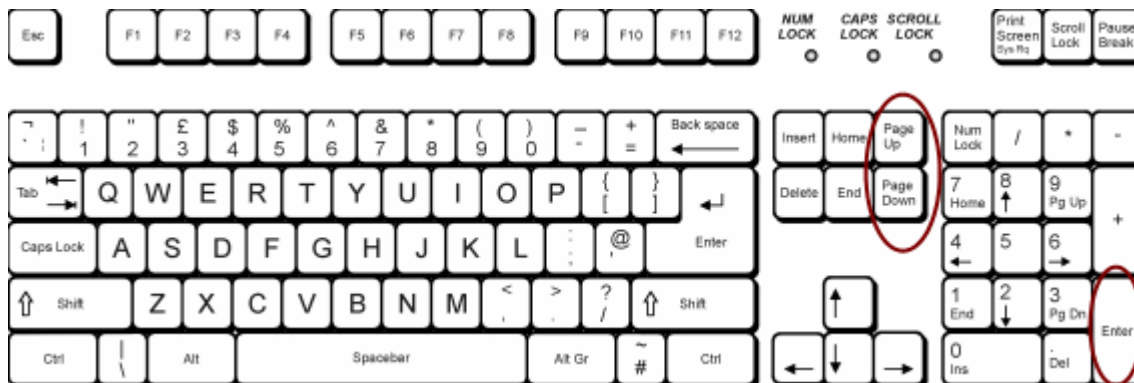
Figure 13 – Payroll Entry Error

It is important to note that you can both SAVE your payroll data for editing it later as well as save it and submit it to the office. Submitting the data is a confirmation that you have completed entering your payroll information for the period and the payroll clerk at head office can download this information in order to enter it into the accounting application.

Form Navigation Hotkeys:

1. Go to the next editable cell: **Enter/Page Down/TAB**
2. Go to the previous editable cell: **Page Up/Shift+TAB**

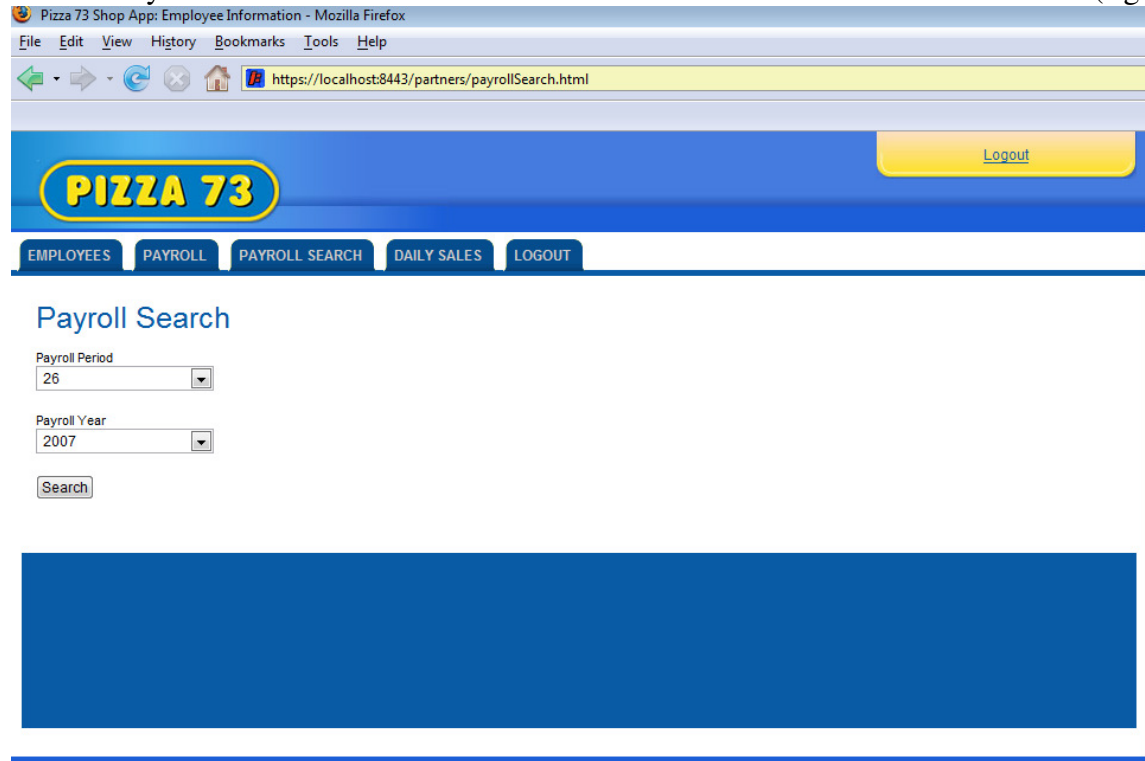
We suggest you to use the following Hotkeys: Page Up, Enter/Page Down. Using those 3 keys, you can use just your right hand to finish the web form. The above hotkeys are currently enabled in payroll, daily sales and weekly sales reports.



4. Payroll Search

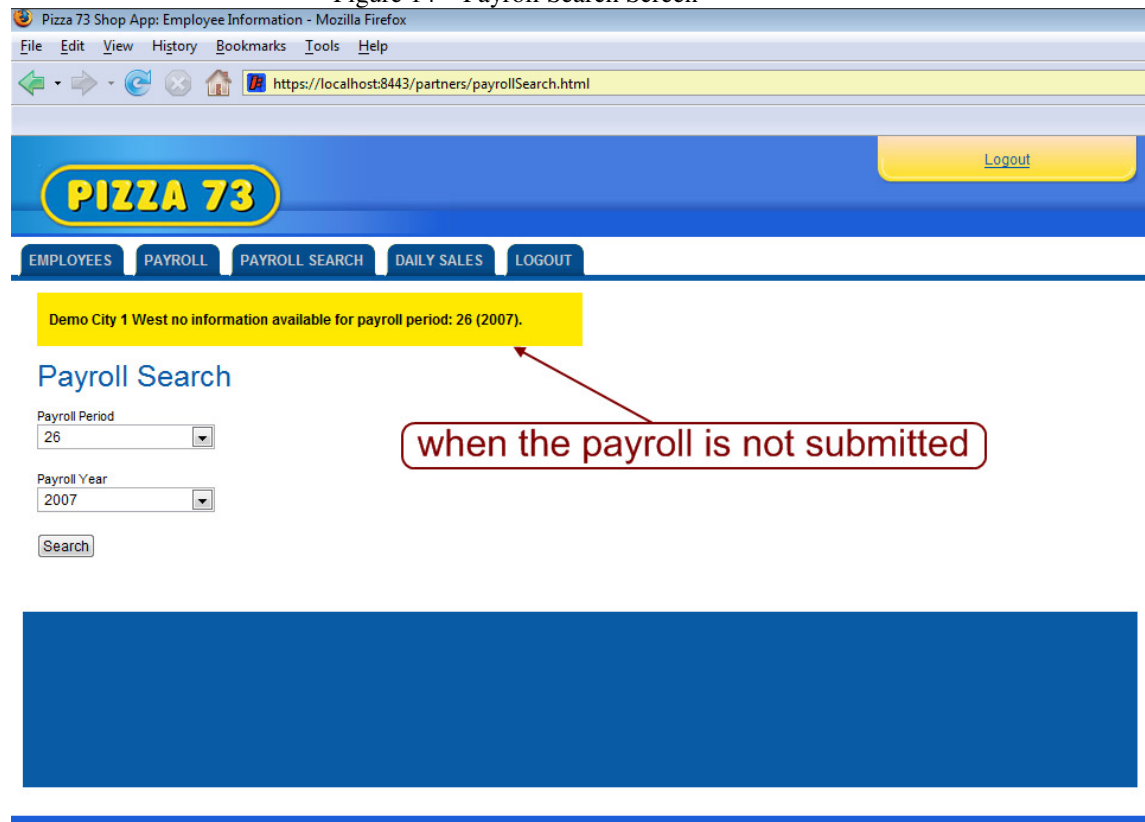
Clicking on the “Payroll Search” tab at the top of the page brings you to the payroll Search screen (fig. 14). Here you are able to search your shop’s submitted payrolls (fig. 16).

NOTE: Payroll data that has not been submitted to the office cannot be searched for (fig. 15).



The screenshot shows a web browser window with the title "Pizza 73 Shop App: Employee Information - Mozilla Firefox". The address bar displays "https://localhost:8443/partners/payrollSearch.html". The page features a blue header with the "PIZZA 73" logo and a "Logout" button. Below the header is a navigation bar with tabs: "EMPLOYEES", "PAYROLL", "PAYROLL SEARCH" (which is active), "DAILY SALES", and "LOGOUT". The main content area is titled "Payroll Search" and contains two dropdown menus: "Payroll Period" set to "26" and "Payroll Year" set to "2007". A "Search" button is located below these fields. The bottom of the page is a solid blue bar.

Figure 14 – Payroll Search Screen



This screenshot shows the same "Payroll Search" interface as Figure 14, but with a yellow message box at the top stating: "Demo City 1 West no information available for payroll period: 26 (2007).". A red arrow points from a red-bordered text box containing the text "when the payroll is not submitted" to the message box. The search filters remain "Payroll Period: 26" and "Payroll Year: 2007". The rest of the page layout is identical to Figure 14.

Figure 15 – Payroll Search Result (payroll is not submitted in that period)

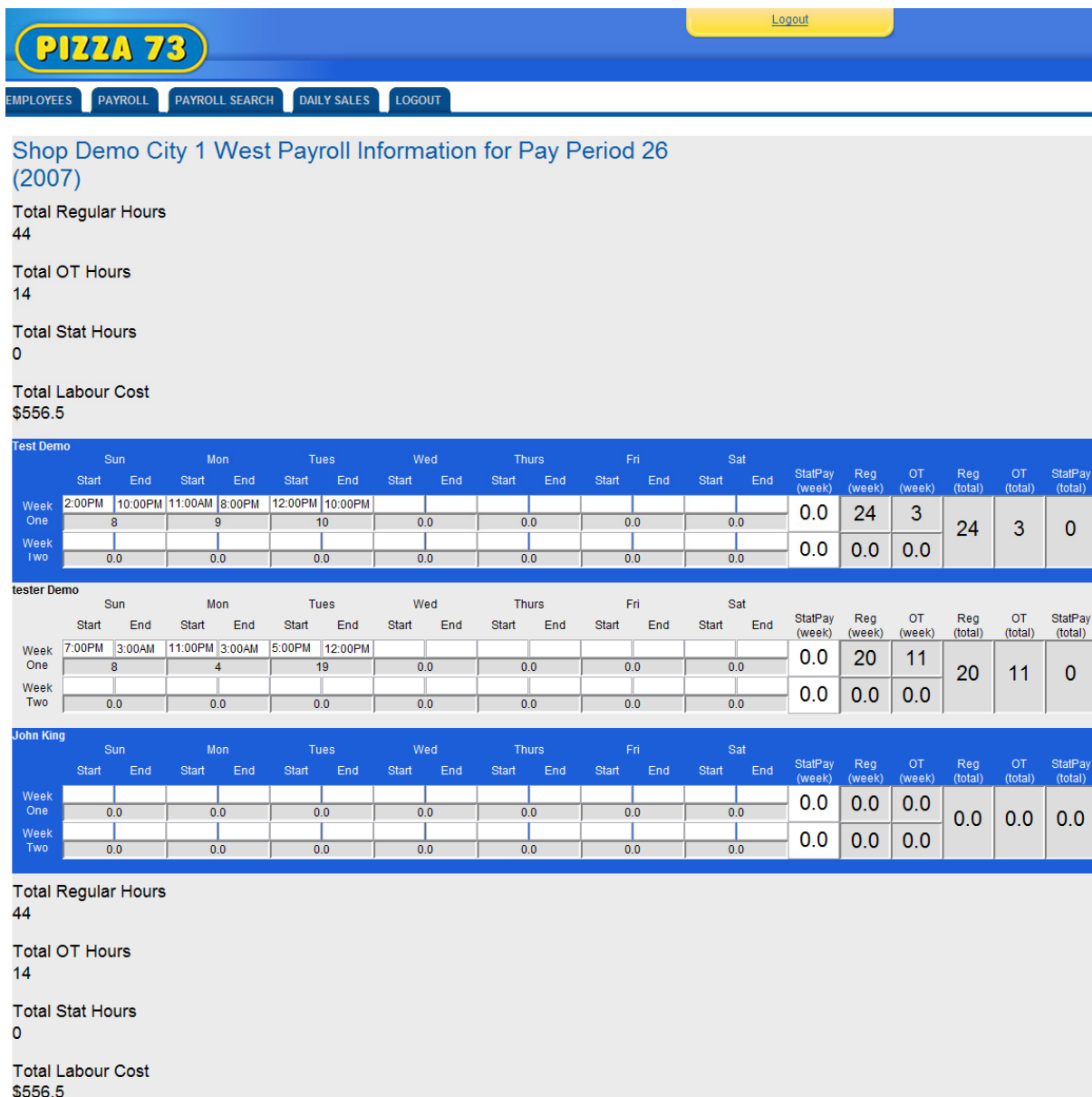


Figure 16 – Payroll Search Result (payroll is submitted in that period)

5. Daily Sales Report (updated)

Clicking on the “Daily Sales” tab at the top of the page brings you to the daily sales screen (fig. 17) for the latest available report date. Here you are able to view/enter your daily and weekly sales summary.

The screenshot shows the PIZZA 73 Daily Sales Report Form. At the top, there is a blue header with the PIZZA 73 logo and a Logout button. Below the header is a navigation bar with tabs: EMPLOYEES, PAYROLL, PAYROLL SEARCH, DAILY SALES, and LOGOUT. The DAILY SALES tab is selected. To the right of the tabs is a date selector and a calendar icon. Below the navigation bar is a date range: << Sun Jan/20 Mon Jan/21 Tue Jan/22 Wed Jan/23 Thu Jan/24 Fri Jan/25 Sat Jan/26 Weekly Sales >>. The date range is highlighted with a red box and labeled "date selector".

Below the date range is the report date: DATE: Monday, January 21, 2008. To the right of the date is the user: EDITED BY: Demo, Shop_owner. To the right of the user is the location: LOCATION/UNIT#: 99 - Demo City 1 West. To the right of the location is an Export button.

The form is divided into several sections:

- NET SALES:** A table with 2 columns: Item and Amount. Items include Computer Sales, Walk-In Sales, Misc. Sales, G.S.T., Net to Pizza73, Gift Certificate Sold, Total Receipts, and Cash Over/Short. All amounts are 0.00. This section is labeled "editable fields".
- GROSS SALES:** A table with 2 columns: Item and Amount. Items include Net to Pizza73, Discounts/Advertising, Coupons, Gross Sales, G.S.T., and Net OF G.S.T. All amounts are 0.00. This section is labeled "auto-calculated fields".
- BILLS:** A table with 3 columns: Denomination, Quantity, and Amount. Denominations include \$100, \$50, \$20, \$10, \$5, \$2, \$1, \$0.25, \$0.10, \$0.05, and \$0.01. All quantities and amounts are 0.00. This section is labeled "Numbers of bills and coins".
- COINS:** A table with 3 columns: Denomination, Quantity, and Amount. Denominations include \$2, \$1, \$0.25, \$0.10, \$0.05, and \$0.01. All quantities and amounts are 0.00. This section is labeled "Numbers of bills and coins".
- CHEQUES:** A table with 2 columns: Item and Amount. Items include CHEQUES TOTAL and ACTUAL CASH. Both amounts are 0.00.
- TOTAL:** A table with 2 columns: Item and Amount. Items include ACTUAL CASH, Gift Certificate Redeemed, and GRAND TOTAL. All amounts are 0.00.
- FRONT-COUNTER MACHINES:** A table with 7 columns: MACHINE, VISA, MASTERCARD, AMEX, DEBIT, BATCH NUMBER, and MACHINE TOTAL. It lists machines 1 through 12. All amounts are 0.00.
- WIRELESS MACHINES:** A table with 7 columns: MACHINE, VISA, MASTERCARD, AMEX, DEBIT, BATCH NUMBER, and MACHINE TOTAL. It lists machines 1 through 12. All amounts are 0.00.

At the bottom of the form are three buttons: Save/Edit, Cancel, and Send To Office. These buttons are highlighted with a red box and labeled "Save, Cancel and Submit your change".

Figure 17 – Daily Sales Report Form

Upon accounting department's request, there are a few changes in daily sales form compared to paper-based version.

1. Net to Pizza73 = Total Tendered Food sales.
2. Gift Certificate Sold= Part of the cash deposit and has to be accounted for at the end of the day.
3. Total Receipts = Represents Total Cash, Credit and Debit Card sales and basis of calculating cash over and short.
4. Discounts/Advertising and Coupons= Sales is "0" or discounted issued by head office and has to be added to Net to Pizza73 to reflect the correct Gross Sales.
5. Gift Certificate Redeemed = Part of Food Sales but not in Deposit. We need to deduct this amount from the actual deposit to balance to cash over and short.

Entering data into the daily sales form is very simple, just click into the cell you wish to enter data into. Hitting the TAB key on your keyboard takes you to the next editable cell. All editable cells have a white background while all auto-calculated cells have a gray background. If you enter invalid data, the system shows error messages and highlights the invalid cell (fig. 18).

❌ COMPUTER SALES is mandatory.

❌ G.S.T is mandatory.

| NET SALES | |
|-----------------------|------|
| Computer Sales | |
| Walk-In Sales | 0.00 |
| Misc. Sales | 0.00 |
| G.S.T. | |
| Net to Pizza73 | 0.00 |
| Gift Certificate Sold | 0.00 |
| Total Receipts | 0.00 |
| Cash Over/Short | 0.00 |

| GROSS SALES | |
|-----------------------|------|
| Net to Pizza73 | 0.00 |
| Discounts/Advertising | 0.00 |
| Coupons | 0.00 |
| Gross Sales | 0.00 |
| G.S.T | 0.00 |
| Net OF G.S.T. | 0.00 |

Figure 18 – Daily Sales Report Form's Error Messages

If you wish to review your shop's previous daily sales reports, use the date selector (fig. 19) or the calendar selector (fig. 20) on the top.

If you wish to export the daily sales report in excel format, click the excel icon (fig. 21) on the right. NOTE: Excel reports are only available for daily sales reports that have been submitted to the office.

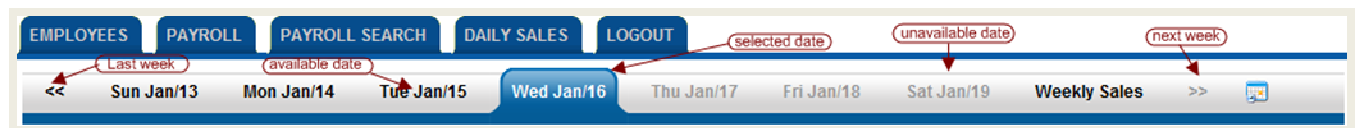


Figure 19 – Daily Sales Report Form's Date Selector

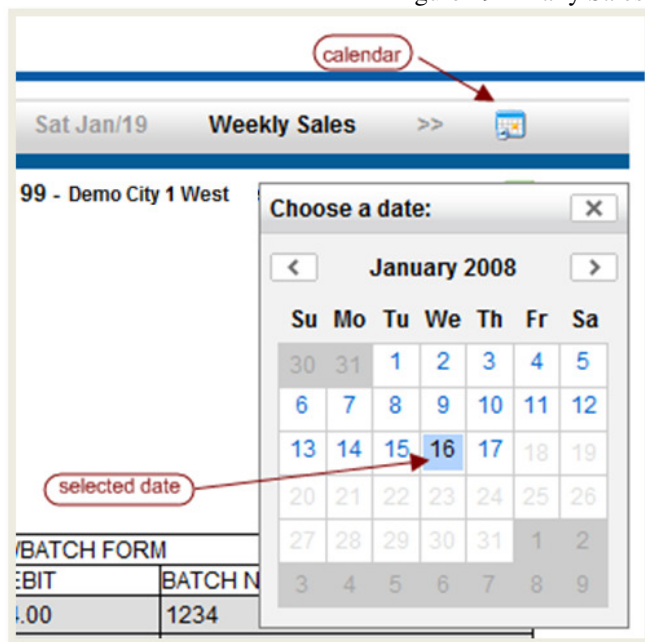


Figure 20 – Calendar Date Selector

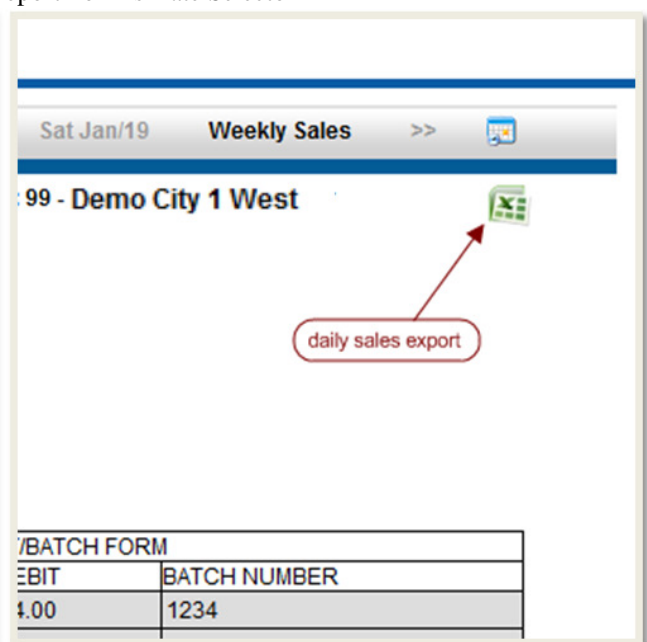


Figure 21 – Excel Export

Button Actions:

1. **Save/Edit**: Save the changes into database, but NOT submit to the head office.
2. **Cancel**: Cancel all the changes since last save.
3. **Send To Office**: Save the changes and submit to the head office. Daily sales report becomes official after this action. When clicked, you will be brought to the weekly sales tab after.

NOTE: You will NOT be able to make changes once “Send To Office” is clicked.

Actual Cash:

Instead of counting cash manually, now you can just enter the numbers of bills and coins and let the system do the rest for you (fig. 22).

| BILLS | | |
|---------------|---|--------|
| \$100 X | 1 | 100.00 |
| \$50 X | 1 | 50.00 |
| \$20 X | 1 | 20.00 |
| \$10 X | 1 | 10.00 |
| \$5 X | 1 | 5.00 |
| BILLS TOTAL | | 185.00 |
| COINS | | |
| \$2 X | 1 | 2.00 |
| \$1 X | 1 | 1.00 |
| \$0.25 X | 1 | 0.25 |
| \$0.10 X | 1 | 0.10 |
| \$0.05 X | 1 | 0.05 |
| \$0.01 X | 1 | 0.01 |
| COINS TOTAL | | 3.41 |
| CHEQUES | | |
| CHEQUES TOTAL | | 23.00 |
| ACTUAL CASH | | 211.41 |

Figure 22– Actual Cash Table

Form Navigation Keyboard Hotkeys:

1. Go to the next editable cell: **Enter/Page Down/TAB**
2. Go to the previous editable cell: **Page Up/Shift+TAB**

We suggest you to use the following Hotkeys: Page Up, Enter/Page Down. Using those 3 keys, you can use just your right hand to finish the web form. The above hotkeys are currently enabled in payroll, daily sales and weekly sales reports.

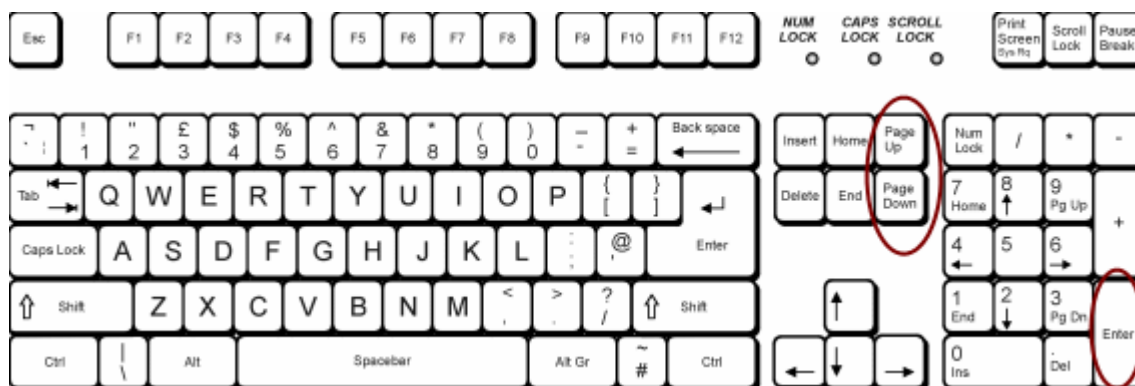


Figure 23 – Recommended Hotkeys

Daily sales reports must be submitted at the end of the night.

6. Weekly Sales Report (updated)

First click on the “Daily Sales” tab at the top of the page, choose a date in your targeted week, and then click on the “Weekly Sales” tab. This brings you to the weekly sales screen (fig. 24) for the selected week. Here you can view the daily sales statistics on that week at any time.

You are ALSO required to submit the weekly sales form in this page; HOWEVER, until ALL daily sales reports are submitted for the current week and ALL previous weekly sales forms are submitted, the current weekly sales form will NOT be available (fig. 25).

PIZZA 73

Logout

EMPLOYEES PAYROLL PAYROLL SEARCH **DAILY SALES** LOGOUT

weekly sales tab

<< Sun Jan/13 Mon Jan/14 Tue Jan/15 Wed Jan/16 Thu Jan/17 Fri Jan/18 Sat Jan/19 **Weekly Sales** >>

Week: 01/13/2008 - 01/19/2008 LOCATION/UNIT#: 99 - Demo City 1 West available excel export

| DAY: | Sun | Mon | Tue | Wed | Thu | Fri | Sat | TOTAL |
|---------------------------|---------|--------|---------|--------|--------|---------|--------|---------|
| DATE: | Jan/13 | Jan/14 | Jan/15 | Jan/16 | Jan/17 | Jan/18 | Jan/19 | |
| CASH | 2.00 | 0.00 | 8.00 | 0.00 | 100.00 | 1149.50 | 0.00 | 1259.50 |
| VISA | 0.00 | 0.00 | 68.00 | 5.00 | 68.00 | 102.00 | 0.00 | 243.00 |
| MASTERCARD | 0.00 | 0.00 | 72.00 | 16.00 | 72.00 | 0.00 | 0.00 | 160.00 |
| AMEX | 0.00 | 0.00 | 76.00 | 7.33 | 76.00 | 0.00 | 0.00 | 159.33 |
| DEBIT | 0.00 | 0.00 | 80.00 | 19.00 | 80.00 | 0.00 | 0.00 | 179.00 |
| Gift Certificate Redeemed | 2.00 | 0.00 | 9.00 | 0.00 | 10.00 | 0.00 | 0.00 | 21.00 |
| OVER/SHORT | -999.00 | 0.00 | -696.00 | -54.67 | 391.00 | 1251.50 | 0.00 | -107.17 |
| TOTAL RECEIPTS | 1003.00 | 0.00 | 1009.00 | 102.00 | 15.00 | 0.00 | 0.00 | 2129.00 |
| NET OF G.S.T | 1002.00 | 0.00 | 1023.00 | 100.00 | 27.00 | 0.00 | 0.00 | 2152.00 |
| G.S.T | 1.00 | 0.00 | 4.00 | 0.00 | 4.00 | 0.00 | 0.00 | 9.00 |
| GROSS SALES | 1003.00 | 0.00 | 1027.00 | 100.00 | 31.00 | 0.00 | 0.00 | 2161.00 |
| DISCOUNTS/ADVERSITING | 0.00 | 0.00 | 6.00 | 0.00 | 7.00 | 0.00 | 0.00 | 13.00 |
| COUPONS | 0.00 | 0.00 | 7.00 | 0.00 | 8.00 | 0.00 | 0.00 | 15.00 |
| NET TO PIZZA73 | 1003.00 | 0.00 | 1009.00 | 100.00 | 10.00 | 0.00 | 0.00 | 2122.00 |
| COMPUTER SALES | 1000.00 | 0.00 | 1000.00 | 100.00 | 1.00 | 0.00 | 0.00 | 2101.00 |
| WALK-IN SALES | 1.00 | 0.00 | 2.00 | 0.00 | 2.00 | 0.00 | 0.00 | 5.00 |
| MISC SALES | 1.00 | 0.00 | 3.00 | 0.00 | 3.00 | 0.00 | 0.00 | 7.00 |
| G.S.T | 1.00 | 0.00 | 4.00 | 0.00 | 4.00 | 0.00 | 0.00 | 9.00 |
| NET TO PIZZA73 | 1003.00 | 0.00 | 1009.00 | 100.00 | 10.00 | 0.00 | 0.00 | 2122.00 |
| GIFT CERTIFICATE SOLD | 0.00 | 0.00 | 0.00 | 2.00 | 5.00 | 0.00 | 0.00 | 7.00 |
| TOTAL RECEIPTS | 1003.00 | 0.00 | 1009.00 | 102.00 | 15.00 | 0.00 | 0.00 | 2129.00 |

Form is available.

All daily sales reports are submitted.

Figure 24 – Weekly Sales Tab (with available weekly sales form)

If you wish to export the weekly sales report in excel, click the excel icon (fig. 24) on the right.

NOTE: Excel reports are only available after ALL current daily sales reports are submitted to the office, BUT the weekly sales form will ONLY show in the excel report after weekly sales form is submitted. Labor cost is ONLY available after the payroll in the corresponding period is submitted.

Logout

PIZZA 73

EMPLOYEES PAYROLL PAYROLL SEARCH DAILY SALES LOGOUT (Excel export is not available.)

<< Sun Jan/13 Mon Jan/14 Tue Jan/15 Wed Jan/16 Thu Jan/17 Fri Jan/18 Sat Jan/19 Weekly Sales >>

Week: 01/13/2008 - 01/19/2008 LOCATION/UNIT#: 99 - Demo City 1 West

NOT AVAILABLE YET

| DAY: | Sun | Mon | Tue | Wed | Thu | Fri | Sat | TOTAL |
|---------------------------|---------|--------|---------|--------|--------|---------|--------|---------|
| DATE: | Jan/13 | Jan/14 | Jan/15 | Jan/16 | Jan/17 | Jan/18 | Jan/19 | |
| CASH | 2.00 | 0.00 | 8.00 | 0.00 | 100.00 | 1149.50 | N/A | 1259.50 |
| VISA | 0.00 | 0.00 | 68.00 | 5.00 | 68.00 | 102.00 | N/A | 243.00 |
| MASTERCARD | 0.00 | 0.00 | 72.00 | 16.00 | 72.00 | 0.00 | N/A | 160.00 |
| AMEX | 0.00 | 0.00 | 76.00 | 7.33 | 76.00 | 0.00 | N/A | 159.33 |
| DEBIT | 0.00 | 0.00 | 80.00 | 19.00 | 80.00 | 0.00 | N/A | 179.00 |
| Gift Certificate Redeemed | 2.00 | 0.00 | 9.00 | 0.00 | 10.00 | 0.00 | N/A | 21.00 |
| OVER/SHORT | -999.00 | 0.00 | -696.00 | -54.67 | 391.00 | 1251.50 | N/A | -107.17 |
| TOTAL RECEIPTS | 1003.00 | 0.00 | 1009.00 | 102.00 | 15.00 | 0.00 | N/A | 2129.00 |
| NET OF G.S.T | 1002.00 | 0.00 | 1023.00 | 100.00 | 27.00 | 0.00 | N/A | 2152.00 |
| G.S.T | 1.00 | 0.00 | 4.00 | 0.00 | 4.00 | 0.00 | N/A | 9.00 |
| GROSS SALES | 1003.00 | 0.00 | 1027.00 | 100.00 | 31.00 | 0.00 | N/A | 2161.00 |
| DISCOUNTS/ADVERTISING | 0.00 | 0.00 | 6.00 | 0.00 | 7.00 | 0.00 | N/A | 13.00 |
| COUPONS | 0.00 | 0.00 | 7.00 | 0.00 | 8.00 | 0.00 | N/A | 15.00 |
| NET TO PIZZA73 | 1003.00 | 0.00 | 1009.00 | 100.00 | 10.00 | 0.00 | N/A | 2122.00 |
| COMPUTER SALES | 1000.00 | 0.00 | 1000.00 | 100.00 | 1.00 | 0.00 | N/A | 2101.00 |
| WALK-IN SALES | 1.00 | 0.00 | 2.00 | 0.00 | 2.00 | 0.00 | N/A | 5.00 |
| MISC SALES | 1.00 | 0.00 | 3.00 | 0.00 | 3.00 | 0.00 | N/A | 7.00 |
| G.S.T. | 1.00 | 0.00 | 4.00 | 0.00 | 4.00 | 0.00 | N/A | 9.00 |
| NET TO PIZZA73 | 1003.00 | 0.00 | 1009.00 | 100.00 | 10.00 | 0.00 | N/A | 2122.00 |
| GIFT CERTIFICATE SOLD | 0.00 | 0.00 | 0.00 | 2.00 | 5.00 | 0.00 | N/A | 7.00 |
| TOTAL RECEIPTS | 1003.00 | 0.00 | 1009.00 | 102.00 | 15.00 | 0.00 | N/A | 2129.00 |

Form is unavailable

(One daily sales report is not submitted.)

Figure 25 – Weekly Sales Tab (with unavailable weekly sales form)

Data entry is similar to the daily sales form: All editable cells have a white background while all the auto-calculated cells have a gray background. If you enter invalid data, the system shows an error message and highlights the invalid cell (fig. 26).

❌ COMMISSARY PURCHASES is mandatory.

| FOOD INVENTORY AND COST CALCULATIONS | |
|--------------------------------------|---------|
| OPENING INVENTORY | 10.00 |
| PURCHASES | |
| COMMISSARY PURCHASES | |
| SYSCO | 101.00 |
| LILYDALE | 102.00 |
| PEPSI | 103.00 |
| PETTY CASH | 104.00 |
| OTHERS | 105.00 |
| TOTAL PURCHASES | 515.00 |
| CLOSING INVENTORY | 0.00 |
| COST OF SALES | 525.00 |
| FOOD AND BEVERAGE SALES | 4429.72 |
| FOOD COST | 11.85% |
| LABOUR COST | N/A |

Save/Edit Cancel Send To Office

Figure 26 – Weekly Sales Form's Error Messages

Button Actions:

1. **Save/Edit**: Save the changes into database. Form is not submitted to the head office.
2. **Cancel**: Cancel all the changes since last save.
3. **Send To Office**: Save all changes and submit the form to the head office. Weekly sales report becomes official after this action.

NOTE: You will NOT be able to make changes once “Send To Office” is clicked.

Form Navigation Hotkeys:

1. Go to the next editable cell: **Enter/Page Down/TAB**
2. Go to the previous editable cell: **Page Up/Shift+TAB**

We suggest you to use the following Hotkeys: Page Up, Enter/Page Down. Using those 3 keys, you can use just your right hand to finish the web form. The above hotkeys are currently enabled in payroll, daily sales and weekly sales reports.

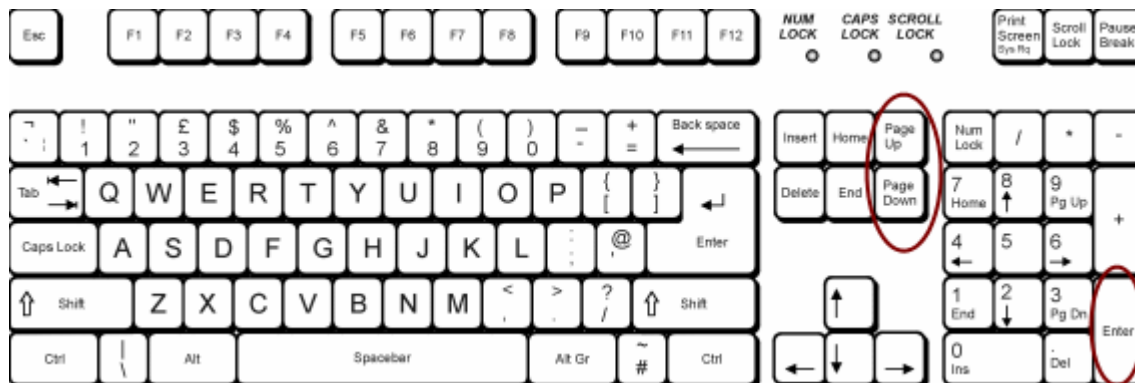


Figure 25 – Recommended Hotkeys

Weekly sales forms should be submitted as soon as all the related information is available.

7. Logout

In order to logout of the application click one of the “Logout” links. It is IMPORTANT that you remember to log out of the application otherwise others may be able to enter or view data without you knowing it.