I’ve been collecting this data since June of 2023 with the intent of using it to create a predictive model to forecast my sales and earnings. I’d like to start by explaining what the column headers represent and how the values are calculated.

* 1. DATE = The date corresponding to the row values.
  2. AM/PM = Represents whether the shift was lunch or dinner. Each date has an entry for both AM & PM.
  3. MONTH = The month corresponding to the date in the row.
  4. DOW = The day of the week corresponding to the date in the row.
  5. SALES = A user input column where net sales from the corresponding shift are entered.
  6. CC TIPS = A user input column where credit card tips from the shift are entered.
  7. CASH = A user input where any cash tips are entered in their entirety.
  8. TIPOUT = A calculated column representing money taken from what was earned on the shift. This money is given to support staff like bartenders or bussers. It is calculated at a rate of 4% of SALES.
  9. WITHELD = A calculated column representing money taken to cover credit card processing fees. It is calculated at a rate of 1.68% of CC TIPS.
  10. CASH CLAIMED = A user input where cash tips are reported as earnings. If a customer pays with cash, we are required to report 8% of the final bill as cash tips. This is generally much less than the actual tip.
  11. NET CC TIPS = A calculated column representing all credit card tips retained by the server after the shift. It is calculated as follows: CC TIPS – (WITHELD + TIPOUT)
  12. HOURS = A user input recording whole hours worked during the shift. For example, if 2 ½ hours are worked, 2 would be input here.
  13. MINUTES = A user input recording values less than completed hours. For example,2 ½ hours would be input as 30 here.
  14. CONVERTED = A calculated column where HOURS and MINUTES are aggregated and converted. This time is converted from a base60 format to a base10 format to align with payroll time formatting. For example, if 2 is entered in the HOURS column & 45 in the MINUTES column, CONVERTED would show 2.75 as 45 minutes is 75% of an hour and the 2 from HOURS represents 2 complete hours.
  15. HOURLY PAY = A calculated column representing the total dollars earned as hourly pay. It is calculated as follows: CONVERTER \* 2.13 (the 2.13 represents the $2.13 per hour earned by servers in the state of Texas).
  16. GROSS = A calculated column representing total shift earnings pre-tax. This column represents total *reported* earnings. It is calculated as follows: (NET CC TIPS + CASH CLAIMED + HOURLY PAY) – (TIPOUT + WITHELD).
  17. ACTUAL GROSS = A calculated column representing total shift earnings pre-tax. This column represents the actual total earnings. It is calculated as follows: (NET CC TIPS + CASH + HOURLY PAY) – (TIPOUT + WITHELD).
  18. SHIFT COUNT = A calculated column used to maintain an accurate count of shifts worked. It is calculated based off the value in the CONVERTED column, if the value is >0, a 1 is generated.
  19. AM SHIFTS = A calculated column used to identify lunch shifts. It is calculated by counting shifts where AM/PM is equal to AM and the corresponding value in CONVERTED is >0.
  20. PM SHIFTS FOLLOWING AN AM SHIFT= A calculated column used to help identify PM shifts directly following AM shifts. It is calculated as follows: If the row’s AM SHIFTS value =1 & the next row’s CONVERTED value is >0, a 1 is generated. When lunch and dinner shifts(AM & PM) are worked on the same day, it is considered a double. This classification will be handled by the next column.
  21. SINGLE/DOUBLE = A calculated column indicating whether a single shift was worked on a given day or both the AM & PM shift were worked. If both were worked, both the AM & PM rows for the corresponding days are marked as DOUBLE. If only 1 shift was worked on the corresponding day, it is marked SINGLE.

1. Copied data from original source
2. Pasted into new workbook as values only
3. Set correct format for each column:
   1. DATE = Short Date
   2. AM/PM = Text
   3. MONTH = Time
   4. DOW = Time
   5. SALES = Currency
   6. CC TIPS = Currency
   7. CASH = Currency
   8. TIPOUT = Currency
   9. WITHELD = Currency
   10. CASH CLAIMED = Currency
   11. NET CC TIPS = Currency
   12. HOURS = Number
   13. MINUTES = Number
   14. CONVERTED = Number
   15. HOURLY PAY = Currency
   16. GROSS = Currency
   17. ACTUAL GROSS = Currency
   18. SHIFT COUNT = Number
   19. AM SHIFTS = Number
   20. PM SHIFTS = Number
   21. SINGLE/DOUBLE = Text