

RCS-100™

Reporting Guide

RCS-100 Point-of-Sale
Version 3.6

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INTRODUCTION

Welcome to the *RCS-100*, **RCS Restaurant Point-of-Sale Software, version 3.6**. The *RCS-100* Point-of-Sale (POS) software is the flagship of the RCS product line. It represents RCS's commitment to providing restaurants and the food service industry with increased flexibility through quality features.

The ***RCS-100 Reporting Guide*** contains sample reports that can be generated from the *RCS-100* POS software. This manual should be used by any person actively involved with the training or maintenance of the *RCS-100* POS software. This manual does not provide detailed instructions for the setup of the *RCS-100* POS software or related reports. To order a **Back Office Technical Manual** or the task specific ***RCS-100 Quick Reference Guide***, please contact your nearest authorized RCS dealer or *RCS Direct* at (800) 655-7349.

The report samples contained in the ***RCS-100 Reporting Guide*** are organized into categories. The categories are Point-of-Sale, Server, Sales, Labor, Item, Discount/Coupon/Comp/Void, and Separate. Please refer to the table of contents to locate a specific report.

We at RCS hope that the *RCS-100* POS software will help you meet your restaurant needs. For information on other RCS products including RCS Credit Card authorization, RCS Gift Certificate Manager, and the RCS Hotel Property Management System interface, contact your nearest authorized RCS dealer or *RCS Direct* at (800) 655-7349.

POINT-OF-SALE REPORTS

GUEST CHECK

The header of the RCS guest check is fully customizable, but typically includes the name, address and phone number of the restaurant.

The body of the check includes:

- The date and time of the transaction
- The order number (when user defined)
- The server responsible for the table
- Check number
- A listing of menu items ordered, these can be sorted according to user definition
- The quantity of items ordered
- A description of the menu items ordered
- The price of menu items
- Subtotals (user definition determines how items will be totaled)
- Taxes when applicable
- The check total

The check footer is fully customizable. It typically displays a "thank you" line and any other message or greeting defined by the user.

```

RCS Reporting Guide
6019 SE 44th
Portland, OR 97206

(503) 788-5933

----- 10/19/99 02:27PM -----
Your Order Number is --> 8169
SRVR: MANAGER S. CHK#8169

```

QTY:	ITEM	PRICE
1	TURKEY SAND	4.99
1	LEMONAID	1.00

```

SUBTOTAL: 5.99
TAX: 0.38
-----
BILL TOTAL: 6.37
AMOUNT DUE: 6.37

THANK YOU

```

PREP TICKET

The RCS Preparation Ticket provides prep stations with information necessary to prepare and serve accurate orders. The print size, spacing and order in which menu items are compiled are user definable to meet a variety of individual restaurant needs.

The Prep Ticket heading includes:

- The time and date
- The server's name
- The table number
- The check number

The body of the Prep Ticket contains:

- The quantity of items ordered
- The prep description of the menu item
- Any modifiers
- A menu item pricing option

```
15:11 10/19/99
SRV: MANAGER S. TBL: FAST CHK# 8169
-----
1  TURKEY SAND                4.99
   Lite Mayo,
   XTRA Olives.
```

SERVER REPORTS

LONG SERVER REPORT

The Long Server Report displays:

- The number and average cost of entrees
- The number of tables served and the average cost per table
- Average time per table
- The timetable in which checks were opened and closed
- The server's percentage of the total restaurant sales
- The server's percentage of the area's total sales
- Total open and closed tickets
- Voids
- Total sales
- Actual sales
- Any discounts
- Net Sales
- Taxable sales
- The percentage and type of tax
- The tax total
- Total collected
- Total the server is accountable for
- Net and IRS reportable sales
- Cash due (total accountable less non-cash payments)

```

RESTAURANT: RCS Reporting Guide
RUN TIME: 10/21/99 09:48AM
DATE:Thu 10/21/99 #01
SERVER:Kevin Evenson          Server
-----

SALES SUMMARY:

  13 Total Entrees at $9.68 per Entree
    4 Tables, $31.46 per Table
    (0.93 minutes per table)
    1st Open: CK#00001 at 09:45
    Last Open: CK#00004 at 09:46
    Last Close: CK#00002 at 09:47

    100.00% of all sales.
    100.00% of area total sales.

0          Total open tickets: $      0.00
4          Total closed tickets: $    130.83
          Voids: $-      4.99
          -----
          TOTAL SALES: $      125.84
          -----
          ACTUAL SALES: $      125.84
          Discounts: $-      7.70
          -----
          NET SALES: $      118.14
          -----
          TAXABLE SALES: $      118.14
$          8.98 SEPARATE
          Tax Total: $      8.98
          -----
          TOTAL COLLECTED: $      127.12
          -----
          TOTAL ACCOUNTABLE: $      127.12

Server Sales Reportable To IRS:
-----
          NET SALES: $      118.14
          -----
          SERVER IRS SALES: $      118.14

CASH DUE:

          TOTAL ACCOUNTABLE $      127.12
1          ** CREDIT CARD ** $-      9.00
1          ** CHECK ** $-      60.96
          -----
          TOTAL CASH DUE $      57.16
    
```

LONG SERVER REPORT (CONT'D)

The Long Server Report also contains a Sales By Heading Section with this information:

- Department Heading
- Quantity of items sold under this heading
- Total sales for this heading
- Net sales for this heading
- Taxable amount for this heading
- Total accountable for this heading
- The percentage of total sales that this heading represents (i.e., beverage total sales divided by total sales)

The Payment Totals section breaks down the quantity, type and amounts of payments received.

The Product Voids Totals section breaks down the quantity, type and amounts of voids performed.

The Discount Totals section breaks down the quantity, type and amounts of discounts given.

The Payment, Discount, and Product Voids Totals are broken down by quantity, type and amount.

SALES BY HEADING:						
Heading	Qty	TotSales	NetSales	Taxable	Accntable	%
Beverages	2	1.98	1.98	1.98	2.13	1.57
Dessert	1	1.99	1.99	1.99	2.14	1.58
Entrees	12	118.88	111.18	111.18	119.63	94.47
Soup/Salad	1	2.99	2.99	2.99	3.22	2.38
	16	125.84	118.14	118.14	127.12	

PAYMENT TOTALS:			
Qty	Payment Type	Amt Recvd	
1	CREDIT CARD	9.00	
1	CHECK	60.96	
2	CASH	58.67	
	Payment Tips	- 1.51	
	TOTAL	127.12	

DISCOUNT TOTALS:		
Qty	Description	Amount
7	Senior Disc	7.70
7	TOTAL:	7.70

PRODUCT VOIDS TOTALS:			
Qty	Item Desc	Waste	NoWaste
1	Picc	4.99	0.00
1	TOTAL:	4.99	0.00

ALL SERVER TRANSFERS REPORT

The All Server Transfers report details the following:

- The names of servers who transferred checks
- The names of servers who received transferred checks
- Transferred check numbers
- The totals of the transferred checks (Total Net)
- The amount of sales each employee is responsible for in taxes (Defined in employee settings)

```
RESTAURANT: RCS Reporting Guide
RUN TIME: 10/13/99 11:23AM
DATE:Wed 10/13/99 #01
-----

ALL SERVER TRANSFERS:

  From | To | CHK# | Totl Net | Use Net
-----|-----|-----|-----|-----
Kevin E | Michell | 00009 | 39.95 | 0.00
Kevin E | Michell | 00008 | 19.96 | 0.00
MANAGER | Michell | 00002 | 16.18 | 16.18
-----|-----|-----|-----|-----
          | TOTALS: |          | 76.09 | 16.18
```

ALL SERVERS CASH DUE REPORT

This version of the cash due report breaks down the cash due per server. It contains the following information:

- The name of the server and the job performed
- The total accountable sum per server (sales and any applicable taxes)
- Non-cash payments to be subtracted from the total accountable sum
- Total cash due amounts broken down by server

RESTAURANT: RCS Reporting Guide			
RUN TIME: 10/12/99 04:05PM			
DATE: Mon 10/11/99 #02			

CASH DUE BY SERVERS (DETAIL):			
Server	Job	Payment	Amount
-----	-----	-----	-----
Michelle M	Cashier	TTL Acctbl	366.91
		** CREDIT CARD	-268.48
		CASH DUE	98.43
-----	-----	-----	-----
MANAGER S	Manager	TTL Acctbl	275.64
		** CHECK **	-69.62
		CASH DUE	206.02
-----	-----	-----	-----
Kevin E	Cashier	TTL Acctbl	1117.86
		** CREDIT CARD	-125.12
		** CHECK **	-259.09
		CASH DUE	733.65
-----	-----	-----	-----
		TTL CASH	1038.10

SALES REPORTS

SALES SUMMARY REPORT

The Sales Summary is the basis for most other RCS100 reports. It provides a quick breakdown of the day's sales. The body of the Sales Summary Report shows:

- The number and average cost of entrees
- The number of tables served and the average cost per table
- Average time per table
- The timetable in which checks were opened and closed
- The server's percentage of the total restaurant sales
- The server's percentage of the area's total sales
- Total open and closed tickets
- Voids
- Total sales
- Actual sales
- Any discounts
- Net Sales
- Taxable sales
- The percentage and type of tax
- The tax total
- Total collected
- Total the server is accountable for
- Net and IRS reportable sales
- Cash due (total accountable less non-cash payments)

```

RESTAURANT: RCS Reporting Guide
              RUN TIME: 11/12/99 10:29AM
              DATE: Fri 11/05/99 #01
  
```

CUSTOM REPORT

SALES SUMMARY:

```

140 Customers at $29.83 per Customer
226 Tables, $18.48 per Table
(71.80 minutes per table)
1st Open: CK#00002 at 10:56
Last Open: CK#00255 at 00:26
Last Close: CK#00017 at 01:46
  
```

```

100.00% of all sales.
100.00% of area total sales.
  
```

```

0      Total open tickets: $      0.00
233    Total closed tickets: $  4260.35
              Voids: $-    83.85
              -----
              TOTAL SALES: $  4176.50
              -----
              ACTUAL SALES: $  4176.50
              Coupons: $-    6.00
              Discounts: $-   24.84
              -----
              NET SALES: $  4145.66
              Non-Taxable Items: $- 4145.60
              -----
              TAXABLE SALES: $    0.06
              Total Rounding: $   -0.14
Netable Included Gratuities: $   40.60
              Non-Taxable Items: $  4145.60
              -----
              TOTAL COLLECTED: $  4186.12
Netable Included Gratuities: $-   40.60
              -----
              TOTAL ACCOUNTABLE: $  4145.52
  
```

Server Sales Reportable To IRS:

```

-----
              NET SALES: $  4145.66
              TO-GO Sales: $-   80.90
              -----
              SERVER IRS SALES: $  4064.76
              CREDIT CARD SALES: $  1749.30
              CREDIT CARD TIPS: $   296.56
  
```

STATION SUMMARY REPORT

A Station Summary Report displays sales details for each station:

- Station Name
- Net Sales for the station
- Total accountable at the station
- The total number of checks
- The average dollar amount per check
- Total number of guests
- Average dollar amount per guest
- Total number of entrees
- Average dollar amount per entrée

Station	NetSales	Acctable	Chks	\$/Chk	Guest	\$/Guest	Entre	\$/Entre
Demo Terminal	1636.08	1760.41	42	38.95	183	9.62	183	8.94
TOTAL	1636.08	1760.41	42	38.95	183	9.62	183	8.94

SALES BY HEADING REPORT

The Sales By Heading Report is a breakdown of sales by general department heading. It shows:

- The department heading
- The quantity of items sold under each heading
- Total sales per heading
- Net sales per heading
- Taxable sales per heading
- Total accountable per heading
- The percentage of total sales that each heading represents

RESTAURANT: RCS Demonstration

RUN TIME: 10/19/99 09:58AM

DATE: Tue 10/19/99 #01

SALES BY HEADING:

Heading	Qty	TotSales	NetSales	Taxable	Acntable	%
Alcohol	50	373.22	372.72	367.03	400.61	41.14
Beverage	24	29.73	26.04	3.98	26.32	3.28
Cashier	7	10.83	10.83	10.83	11.65	1.19
Food	52	236.88	220.59	110.33	228.98	26.11
Paid Out	5	54.45	54.45	35.46	57.14	6.00
Pizza	21	202.07	202.07	113.89	210.73	22.27
-----	159	907.18	886.70	641.52	935.43	-----

CASH DUE REPORT

The Cash Due Report displays a payment breakdown for the business day, based on the total accountable. It provides the following information:

- The total accountable derived from sales and applicable taxes
- The quantity and type of non cash payments which are subtracted from the total accountable
- The total cash due for the restaurant for the business day

RESTAURANT: RCS Fine Dining	
RUN TIME: 03/30/99 03:43PM	
DATE:Thu 12/03/98 #01	

CASH DUE:	
	TOTAL ACCOUNTABLE \$ 2934.25
1	** GIFT CERTIFICAT ** \$- 25.00
19	** VISA/MC ** \$- 1332.70
11	** CHECK ** \$- 267.54

	TOTAL CASH DUE \$ 1309.01

PAYMENT TOTALS REPORT

The Payment Totals Report shows:

- The quantity of each payment type received
- The payment type
- The total amount per payment type
- A total of all payments received
- A breakdown of credit card type totals (when applicable)

RESTAURANT: RCS Fine Dining			
RUN TIME: 03/30/99 03:44PM			
DATE: Thu 12/03/98 #01			

PAYMENT TOTALS:			
Qty	Payment Type	Amt Recvd	

1	Gift Cert.	25.00	
19	Credit Card	1332.70	
11	Check	267.54	
87	CASH	1308.99	
	Payment Tips	- 69.42	

	TOTAL	2864.81	
	VISA	1181.86	
	AMEX	66.49	
	DISC	84.35	

The Payment Totals report is different from the Cash Due report in that the Payment Totals report shows cash actually received. The Cash Due report shows the amount due whether the payment has been received yet or not.

COMPARATIVE SUMMARY REPORT

The Comparative Summary Report provides a Daily Sales Summary comparison for up to seven days. The included details are labeled in the far left column of the report.

RESTAURANT: RCS Reporting Guide
 RUN TIME: 10/12/99 04:03PM
 STARTING WITH: Tue 05/18/99 #01
 ENDING WITH: Tue 10/12/99 #01

Comparative Summary Report

	08/23/99	08/24/99	08/25/99	08/26/99	08/27/99	08/28/99	Totals
	Mon	Tue	Wed	Thurs	Fri	Sat	
# Customers	0	704	0	2	0	12	718
Sales/Customer	0.00	11.60	0.00	476.51	0.00	50.58	15.92
# Entrees	0	0	0	101	183	66	350
Sales/Entree	0.00	0.00	0.00	9.44	9.14	9.20	32.67
Regular Entrees	0	0	0	101	183	66	350
Sales/Entree	0.00	0.00	0.00	9.44	9.14	9.20	32.67
To Go Entrees	0	0	0	0	0	0	0
Employee Entrees	0	0	0	0	0	0	0
First Open	04:51PM	11:04AM	03:19PM	10:31AM	10:48AM	03:13PM	04:51PM
Last Open	04:51PM	02:11AM	03:27PM	09:52PM	12:01PM	03:55PM	03:55PM
Last Close	01:29PM	02:12AM	03:41PM	09:51PM	12:02PM	03:55PM	03:55PM
% All Sales	100.00	98.50	100.00	100.00	100.00	100.00	98.93
% Area Sales	100.00	98.50	100.00	100.00	100.00	100.00	98.93
# Tickets	1	649	2	24	42	15	733
Closed Gross Sales	9.70	8198.97	23.00	953.03	1673.39	623.45	11481.54
Voids	- 0.00	- 32.06	- 0.00	- 0.00	- 0.00	- 16.47	- 48.53
TOTAL SALES	9.70	8166.91	23.00	953.03	1673.39	606.98	11433.01
Included taxes	- 0.00	- 122.15	- 0.00	- 0.00	- 0.00	- 0.00	- 122.15
ACTUAL SALES	9.70	8044.76	23.00	953.03	1673.39	606.98	11310.86
Discounts	- 0.00	- 126.44	- 0.00	- 11.55	- 37.31	- 0.00	- 175.30
Comps	- 0.00	- 35.37	- 0.00	- 0.00	- 0.00	- 74.42	- 109.79
NET SALES	9.70	7882.95	23.00	941.48	1636.08	532.56	11025.77
Non txbl Items	- 9.70	- 65.00	- 23.00	- 0.00	- 0.00	- 0.00	- 97.70
Taxable Discounts	0.00	161.81	0.00	0.00	0.00	0.00	161.81
TAXABLE SALES	0.00	7979.76	0.00	941.48	1636.08	532.56	11089.88
SEPARATE	0.00	122.15	0.00	71.55	124.33	40.48	358.51
Taxable Discounts	- 0.00	- 161.81	- 0.00	- 0.00	- 0.00	- 0.00	- 161.81
Non-Taxable Items	9.70	65.00	23.00	0.00	0.00	0.00	97.70
TOTAL COLLECTED	9.70	8361.71	23.00	1013.03	1760.41	573.04	11740.89
TOTAL ACCOUNTABLE	9.70	8361.71	23.00	1013.03	1760.41	573.04	11740.89

CASH RECEIVED REPORT

The Cash Received Report displays:

- The quantity of non cash payments, broken out by type
- The payment type
- The amount of cash received
- Tips paid out
- The cash total
- The total of all payments received

RESTAURANT: RCS Reporting Guide		
RUN TIME: 10/12/99 02:15PM		
DATE: Mon 10/11/99 #02		

CASH RECEIVED:		
Qty	Payment Type	Amt Recvd
6	CREDIT CARD	393.60
8	CHECK	328.71

	Total Non Cash	722.31
	Cash Received	1085.10
	Tips Paid Out	-47.00

	Total Cash	1038.10

	Total Payments Received	1760.41

LABOR REPORTS

Labor reports are useful in analyzing staffing expense by job or area, and can be used to compare labor costs to sales data.

TIMECARDS

The RCS Employee timecard details the following information:

- The employee's name and filename
- The pay period the timecard covers
- The employee's job title
- Dates and times worked
- Break totals
- A running tally of regular time
- A running tally of any overtime
- The number of shifts worked
- The number of days worked
- A regular hours total
- An overtime total
- A total of pay
- Sales totals and declared tips
- Credit card sales and credit card tips

```

EMPLOYEE TIMECARD
-----
Employee: Bartender, Bob          *   Period: CURRENT
Filename: 00000071.PAY
-----
| Job      | Datein | T-in | Dtout | T-out | Break | Reg | O/T | Pay | Sales | Tips | C-Sales | C-Tips |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| BARTENDER | Wed 10/13 | 11:00 | 10/13 | 15:00 | 0.00 | 4.00 | 0.00 | 32.00 | 112.05 | 8.96 | 28.00 | 4.90 |
| BARTENDER | Wed 10/13 | 15:30 | 10/13 | 18:30 | 0.00 | 3.00 | 0.00 | 24.00 | 198.40 | 15.87 | 37.52 | 6.68 |
| BARTENDER | Thu 10/14 | 11:00 | 10/14 | 15:00 | 0.00 | 4.00 | 0.00 | 32.00 | 265.82 | 21.27 | 46.89 | 8.71 |
| BARTENDER | Thu 10/14 | 15:30 | 10/14 | 21:00 | 0.00 | 5.50 | 0.00 | 44.00 | 321.73 | 25.74 | 118.59 | 30.71 |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| SHIFTS:4 | DAYS:2 | | 0.00 | 16.50 | 0.00 | 132.00 | 898.00 | 71.84 | 231.00 | 51.00 |
-----
    
```

EMPLOYEE HOURS REPORT

The Employee Hours Report shows:

- The employees names and their jobs
- Clock in/out times
- Hours worked
- Pay
- Sales and tips
- A break down of credit card sales and tips

RESTAURANT: RCS Reporting Guide RUN TIME: 10/11/99 12:04PM STARTING WITH: 10/11/1999 #01 ENDING WITH: 10/11/1999 #01										

EMP HRS										
EMPLOYEE HOURS:										
B	Employee	Job	Time In	Time Out	Hours	Pay	Sales	Tips	Cr. Sales	Cr. Tips
	Evenson, Kevin	Cashier	10/11/99 10:30a	10/11/99 2:30p	4.00	26.00	258.75	21.00	19.95	4.00
	Michelle, Michel	Cashier	10/11/99 10:30a	10/11/99 2:30p	4.00	26.00	192.45	18.00	7.95	2.00
	Quint, Cashier	Cashier	10/11/99 10:30a	10/11/99 2:30p	4.00	26.00	156.95	19.00	0.00	0.00
				TOTALS:	12.00	78.00	608.15	15.00	21.90	6.00

LABOR /SALES TOTALS BY PERIOD REPORT

The Labor/Sales Totals by Period Report shows the amount of sales, cost of labor, and the percentage of sales that labor requires during user designated periods. The report shown here is shown by the hour but you can modify the setup to list in additional increments (for example, in 15-minute increments).

```

RESTAURANT: RCS Reporting Guide
              RUN TIME: 10/19/99 09:26AM
              DATE:Fri 10/15/99 #01
-----

                    Labor/Sales

LABOR/SALES BY PERIODS - TOTALS:

```

Period	Sales	Labor	%
1AM - 2 AM	0.00	15.70	0.00
2AM - 3AM	0.00	0.00	0.00
6AM - 7AM	0.00	0.00	0.00
7AM - 8AM	0.00	7.25	0.00
8AM - 9AM	0.00	7.50	0.00
9AM - 10AM	0.00	7.50	0.00
10AM - 11AM	76.30	14.00	18.34
11AM - 12PM	207.00	24.58	11.88
12PM - 1PM	498.40	45.17	9.06
1PM - 2PM	137.65	43.11	31.32
2PM - 3PM	68.15	34.56	50.71
3PM - 4PM	130.20	27.66	21.24
4PM - 5PM	246.25	40.42	16.41
5PM - 6PM	439.75	58.27	13.25
6PM - 7PM	824.60	70.61	8.56
7PM - 8PM	832.30	71.48	8.59
8PM - 9PM	726.60	71.48	9.84
9PM - 10PM	401.45	70.07	17.46
10PM - 11PM	145.00	52.51	36.21
11PM - 12AM	94.05	27.33	29.06
12AM - 1AM	16.95	19.75	116.54
TOTALS:	4844.65	708.95	14.63

ITEM REPORTS

ITEM USAGE REPORT

The Item Usage Report is an efficient sales and inventory tracking tool that supplies the following information:

- A listing of items sold, by department
 - Bin numbers (if applicable)
 - PLU numbers
 - Quantity sold
 - Void Waste
 - Void, No Waste
 - Number of items used
 - Total Sales for this item
 - The percentage of total item sales that this item represents
 - Subtotals for each department
- The Item Usage report can be sorted by department (as shown) or alphabetically.

```

RESTAURANT: RCS Reporting Guide
RUN TIME: 10/11/99 12:02PM
DATE: Mon 10/11/99 #02
-----

Item Usage

ITEMS USED:

Entrees --> Seafood
Item      BIN      PLU      Sold  VWst  VNWs  Used  TotlSale  %
-----
AYCE Fish      40      2      0      0      2      19.98  1.19
Giant          41      2      0      0      2      17.98  1.07
HAL           37      1      0      0      1       9.99  0.60
S.R. Fish     30      5      0      0      5      32.45  1.94
S.R. Hali     31      7      0      0      7      52.43  3.13
S.R. SHR      29      1      0      0      1       6.49  0.39
SAM           38      2      0      0      2      21.98  1.31
SHR           39      3      0      0      3      11.97  0.72
-----
                        23      0      0      23      173.27 10.4

Entrees --> Steak
Item      BIN      PLU      Sold  VWst  VNWs  Used  TotlSale  %
-----
8 oz          6      1      0      0      1       7.99  0.48
11 oz         7     15      0      0     15     149.85  8.95
Chick Stk.    8      2      0      0      2       9.98  0.60
NY           19     17      0      0     17     203.83 12.2
Ribeye       20      9      0      0      9     116.91  6.99
S.R. Pet     32     10      0      0     10     64.90  3.88
Tips         9      3      0      0      3     14.97  0.89
-----
                        57      0      0     57     568.43 34.0
    
```

INGREDIENT USAGE REPORT

The Ingredient Usage Report shows:

- A listing of all ingredients used
- The quantity of ingredients used
- The cost incurred by ingredients usage

RESTAURANT: RCS Reporting Guide		
RUN TIME: 10/13/99 11:18AM		
DATE:Wed 10/13/99 #01		

INGREDIENTS REPORT:		
Ingredient	Qty Units	Cost
-----	-----	-----
Grenadine	2.00 Oz	0.10
Orange Juice	28.50 Oz	2.85
Sweet & Sour	1.00 Oz.	0.03
Tequila	5.25 Oz	2.84
Rum	2.50 Oz	1.32
Gin	15.00 Oz	8.10
Vodka	8.75 Oz	4.90
Swiss Slice	6.00 2 oz.	0.60
Ham Slice	6.00 2 oz.	1.80
Lem Sauce	11.00 2 oz.	0.88
Chic Breast	18.00 6 oz.	10.62
-----	-----	-----

THEORETICAL COST REPORT

The Theoretical Cost Report tracks inventory in relation to food and pouring costs. The report shows the following information:

- Menu items by their description
- The number of items sold
- The number of items used
- The cost (determined by user entry) of items by the number of items used and sold
- Actual sales amounts
- The percentage of actual sales represented by cost (cost divided by actual sales)
- Net sales
- The percentage of net sales represented by cost (cost divided by net sales)

Item	Sold	Used	Cost	Actual Sa	%	Net Sale	%
8 oz	1	1	1.09	7.99	13.64	7.99	13.64
11 oz	2	2	3.78	19.98	18.92	19.98	18.92
Hib	7	7	5.18	34.93	14.83	34.43	15.05
Long Island	2	2	6.00	12.00	50.00	12.00	50.00
Mai Tai	5	5	12.70	30.00	42.33	30.00	42.33
Mal	6	6	4.74	29.94	15.83	29.94	15.83
NY	4	4	10.36	47.96	21.60	45.56	22.74
Picc	5	5	3.95	24.95	15.83	24.95	15.83
Screw Driver	3	3	3.00	11.25	26.67	11.25	26.67
Tequila Sunris	3	3	3.00	11.25	26.67	11.25	26.67
Vodka Sour	2	2	1.50	7.50	20.00	7.50	20.00
	40	40	55.30	237.75	266.32	234.85	267.68

DISCOUNT, COUPON, COMP, AND VOID REPORTS

DISCOUNT FULL DETAIL REPORT

The Discount Full Detail Report provides:

- Check and table numbers which received discounts
- The name of the server who applied the discount to the check
- The manager who approved the discount (if the user defines this as necessary)
- The type of discount
- A description of the discounted menu items
- The amount of the discount

```
RESTAURANT: RCS Reporting Guide
                        RUN TIME: 10/12/99 02:17PM
                        DATE: Mon 10/11/99 #02
-----
```

DISCOUNT DETAIL FULL:

```
-----
CHK#00001 TBL:FAST      10:48      -1.60
SRV:Kevin E           MGR:
Senior Disc: DISC: Stk&Lob
(Senior Disc)
-----
```

```
CHK#00001 TBL:FAST      10:48      -0.40
SRV:Kevin E           MGR:
Senior Disc: DISC: SHR
(Senior Disc)
-----
```

```
CHK#00001 TBL:FAST      10:48      -0.65
SRV:Kevin E           MGR:
Senior Disc: DISC: S.R. Pet
(Senior Disc)
-----
```

```
CHK#00001 TBL:FAST      10:48      -0.75
SRV:Kevin E           MGR:
Senior Disc: DISC: S.R. Hali
(Senior Disc)
```


COUPON FULL DETAIL REPORT

The Coupon Full Detail Report tracks:

- The check and table numbers which have coupons applied to them
- The server accepting the coupon
- The manager who approved the coupon (when deemed necessary by the user)
- The time the coupon was accepted
- The value of the coupon

```
RESTAURANT: RCS Demonstration
RUN TIME: 10/15/99 02:54PM
DATE: Fri 10/15/99 #01
```

COUPON DETAIL FULL:

CHK#00026	TBL:1	14:35	-5.00
SRV:Quint B		MGR:	
COUPON			

CHK#00027	TBL:FAST	14:49	-10.00
SRV:Quint B		MGR:	
COUPON			

CHK#00028	TBL:FAST	14:50	-5.00
SRV:Quint B		MGR:	
COUPON			

COMP FULL DETAIL REPORT

This report includes the following detail:

- Check and table numbers which received comps
- The name of the server
- The manager who approved the comp
- The reason for the comp
- A description of the menu item comped
- The comped amount

```

                                RESTAURANT: RCS Reporting Guide
                                RUN TIME: 10/12/99 03:53PM
                                DATE:Tue 10/12/99 #01
-----

COMP DETAIL FULL:

-----
CHK#00009 TBL:FAST      15:49   -4.99
SRV:Kevin E           MGR:MANAGER S
Customer Comp: COMP: Picc
(Customer Comp)
- POOR PREP
-----
CHK#00009 TBL:FAST      15:49   -4.99
SRV:Kevin E           MGR:MANAGER S
Customer Comp: COMP: Mal
(Customer Comp)
- POOR PREP
-----
CHK#00010 TBL:FAST      15:50  -45.96
SRV:Kevin E           MGR:MANAGER S
COMP ALL
- FRIENDS
-----
CHK#00012 TBL:FAST      15:52   -7.49
SRV:Kevin E           MGR:MANAGER S
Customer Comp: COMP: S.R. Hali
(Customer Comp)
- BAD TASTE
-----
CHK#00012 TBL:FAST      15:52  -10.99
SRV:Kevin E           MGR:MANAGER S
Customer Comp: COMP: SAM
(Customer Comp)
- BAD TASTE
-----

```

PRODUCT VOIDS DETAIL REPORT

The Product Voids Detail Report documents:

- The number of the check containing the void
- The table number that the check and void were assigned to (when applicable)
- A description of the voided item
- The void type- either waste or no waste
- The price of the voided item
- The name of the server responsible for the check
- The name of the employee who performed the void function
- The reason the product was voided

```

RESTAURANT: RCS Reporting Guide
              RUN TIME: 10/12/99 03:53PM
              DATE: Tue 10/12/99 #01
-----
PRODUCT VOIDS DETAIL:

CHK#  Table  Item Desc  VdType  Amount
00008 FAST   Mal       NoWast   4.99
  Srvr Kevin E.      VdBy MANAGER S
REASON: MISTAKE

CHK#  Table  Item Desc  VdType  Amount
00008 FAST   Soft Drink NoWast   1.49
  Srvr Kevin E.      VdBy MANAGER S
REASON: MISTAKE

CHK#  Table  Item Desc  VdType  Amount
00011 FAST   11 oz      Waste    9.99
  Srvr Kevin E.      VdBy MANAGER S
REASON: DROPPED

```

OTHER VOIDS DETAIL REPORT

The Other Voids Detail Report gives information related to non-food product voids, such as payment voids. This information includes:

- The number of the check containing the void
- The table number that the check and void were assigned to (when applicable)
- A description of the voided item
- The void type- either waste or no waste
- The price of the voided item
- The name of the server responsible for the check
- The name of the employee who performed the void function

```

RESTAURANT: RCS Reporting Guide
                      RUN TIME: 10/12/99 03:56PM
                      DATE: Tue 10/12/99 #01
-----
OTHER VOIDS DETAIL:

CHK#  Table  Item Desc  VdType  Amount
00013 FAST   ** CASH ** NoWast   21.48
      Srvr Kevin E.      VdBy Kevin E.

CHK#  Table  Item Desc  VdType  Amount
00014 FAST   DISC: 11 oz NoWast   1.00
      Srvr Kevin E.      VdBy Kevin E.

CHK#  Table  Item Desc  VdType  Amount
00014 FAST   DISC: Santa NoWast   0.50
      Srvr Kevin E.      VdBy Kevin E.

```

SEPARATE ACCOUNTING REPORTS

Separate Accounting reports are generally used to track and manage lottery business.

SEPARATE ACCOUNTING ITEM DETAIL REPORT

This report shows relevant detail on all lottery transactions.

Item	Amount	Employee	Chk#	Time	Date
RESTAURANT: RCS Demonstration					
RUN TIME: 10/18/99 04:50PM					
DATE: Mon 10/18/99 #01					

ALL LOTTERY TRANSACTIONS :					
Paid in	200.00	Bartender	35	04:43:58P	10/18/99
Paid in	20.00	Bartender	36	04:44:20P	10/18/99
Paid out	-20.00	Bartender	36	04:44:30P	10/18/99
Paid in	100.00	Bartender	37	04:44:44P	10/18/99
Paid out	-100.00	Bartender	37	04:44:49P	10/18/99
Paid in	20.00	Bartender	37	04:44:54P	10/18/99
Paid out	-20.00	Bartender	37	04:44:59P	10/18/99
Paid in	50.00	Bartender	38	04:45:16P	10/18/99
Paid out	-50.00	Bartender	38	04:45:22P	10/18/99
Winner	-50.00	Bartender	38	04:45:28P	10/18/99

	150.00				

SEPARATE ACCOUNTING ITEM SUMMARY REPORT

This report summarizes lottery transactions by category.

RESTAURANT: RCS Demonstration
RUN TIME: 10/18/99 04:51PM
DATE: Mon 10/18/99 #01

LOTTERY SUMMARY:

Item	Qty	Amount
Winner	1	-50.00
Paid out	4	-190.00
Paid in	5	390.00
		150.00

REPORT OBJECTS

Report objects are the building blocks of the *RCS-100* POS system. Each report object is a full report unto itself that can be used to create larger custom reports and groups. The following list of report objects includes a brief description about the information that is included in the report.

1. **Sales Summary:** A basic summary of Sales Totals, net sales, total sales and accountable sales.
2. **Sales Summary (no IRS):** Same as above but without IRS sales information such as reportable tips.
3. **Comparative Summary:** Designed to run weekly, this compares daily summaries and presents them in column form.
4. **System Grand Totals:** A running total for the restaurant, taken from the Sales Summary. This report does not zero out when a closeout is performed.
5. **Area Summary:** Sales Summary separated by areas (bar, kitchen, dining room etc.)
6. **Station Summary:** Sales Summary separated by station. Calculations are based on tickets closed at the terminal.
7. **Cash Due:** The total of all cash payments.
8. **Bank Deposit:** The total of all payments with the option "track as bank deposit" highlighted for them.
9. **Heading:** Sales broken down by Department Headings
10. **Departments:** Sales broken down by Departments.
11. **Order Types:** Sales broken down by Order Type.
12. **Headings/Entrees:** Reports the entrees sold and the customer count for each Department Heading.
13. **Entrée Totals:** Reports the total number of entrees sold.
14. **Entrees by Server:** Reports the total number of entrees sold by individual server.
15. **Entrees by Periods:** Reports the number entrees sold by Time Period.
16. **Contest/Spec Totals:** The totals for all items marked as Contest/Special
17. **Contest/Spec/Svr Lt:** Separates out each Contest Special item and reports sales by server.
18. **Contest/Serv/Svr FI:** Reports all available information for each Contest/Special item.
19. **Non-Sales Totals:** The total amount of all items marked as non-sales items.
20. **Non-Sales Detail:** An itemized list of all non-sales items.
21. **Separate Accounting Summary:** A report of lottery transactions. Lottery accounting is separated from restaurant transactions.
22. **Separate Accounting Item Detail:** Detail on lottery transactions.

23. **Tax Breakdown by Dept:** Tax totals separated by Departments.
24. **Tax Breakdown by Items:** Separates taxes by individual items.
25. **Non-Taxable Sales Detail:** Full details on all tickets marked as tax exempt
26. **Taxable Coup/Disc/Comp:** Itemized list of Coup/Disc/Comps that were taxed.
27. **Payment Totals:** Reports a total for each payment type. Note: this does not separate out credit card types.
28. **Payment Tip Totals:** Reports totals for all payments which included tips. Separates out tips by server.
29. **Payment Lite Detail:** Separates out each individual payment, giving amount, check number and server name.
30. **Payment Full Detail:** Supplies full detail on individual payments.
31. **Payment Full Detail Sort:** Separates out each individual payment and reports check number, server name, time, table number, data field and amount Also sorts by payment type.
32. **Payments Lite with Check #'s:** Includes check numbers, amounts and payments.
33. **Card Type Report:** Separates transactions by credit card type.
34. **Cash Drawers Report:** Reports the quantity of each payment type, the drawer, and the total for each payment type on that drawer.
35. **Coupon Totals:** Reports totals for each coupon type, and will include any information fields that were used.
36. **Coupons Lite Detail:** Separates individual coupons and supplies the amount of the coupon, the check number and the employee.
37. **Coupons Full Detail:** Separates out each individual coupon, providing all available detail.
38. **Discounts Totals:** Reports totals for each of the discounts.
39. **Discounts Lite Detail:** Separates out each individual discount, giving the amount of the discount, the check number and the employee.
40. **Discounts Full Detail:** Separates out each individual discount, giving the amount of the discount, the check number, the employee and all other data that may have been entered.
41. **Comp Totals:** Reports totals for each comp type and includes all information fields that were used.
42. **Comp Lite Detail:** Separates out individual coupons, giving the amount, check number and the employee for each.
43. **Comp Full Detail:** Separates out individual coupons and provides full detail on each.
44. **Gratuity Totals:** Reports the totals for each gratuity type and includes all information fields that were used.
45. **Gratuity Lite Detail:** Separates out individual gratuities, providing the amount, the check number and the employee.
46. **Gratuity Full Detail:** Separates out individual gratuities, providing full detail on each.
47. **Service Charge Totals:** Reports the total for each service charge type.

-
48. **Service Charge Lite Detail:** Separates out individual service charges and provides the amount, the check number and the employee.
 49. **Service Charge Full Detail:** Separates out individual service charges and provides full detail on each.
 50. **Alpha Item Totals:** Reports total sales for all POS alpha entered items.
 51. **Alpha Item Details:** In addition to the total sales for POS alpha entered items, this includes an itemized list of each alpha entered item, the check number and the employee.
 52. **Price Special Total:** Reports the total amount discounted for each price special.
 53. **Price Special Detail/Items:** Reports total amount each menu item was affected by the price special.
 54. **Price Special Detail/Depts:** Reports the total amount each department was affected by the price special.
 55. **Product Voids Lite Detail:** Reports each menu item or modifier that was voided, giving check number and the employee who performed the void.
 56. **Product Voids Full detail:** Reports each menu item or modifier that was voided, giving the check number, the employee who performed the void and the reason for the void.
 57. **Other Voids Lite Detail:** Reports each payment, gratuity, discount or comp that was voided. Includes the check number and the employee who performed the void.
 58. **Other Voids Full Detail:** Reports each payment type, gratuity, discount or comp that was voided. Includes the check number, the employee who voided and the reason for the void.
 59. **Subtotal Trans by Server:** Reports the totals of all transactions occurring after the subtotal button was pressed, separated by server.
 60. **Delete After Subtotal:** Reports detail on each deleted transaction that occurred after the subtotal button was pressed.
 61. **Delete After \$1:** Reports detail on deleted transactions over \$1 occurring after the subtotal button was pressed.
 62. **Delete After \$2:** Reports detail on deleted transactions over \$2 occurring after the subtotal button was pressed.
 63. **Delete After \$5:** Reports detail on deleted transactions over \$5 occurring after the subtotal button was pressed.
 64. **Server Sales:** Reports total sales for each employee.
 65. **All Server's Cash Due:** Reports cash due for each employee.
 66. **All Server's Cash Due Detail:** Breaks down each payment type by server. This report is included in the Server's Long Report.
 67. **All Server's Cash Due by Cashier:** Reports the cash due for each server, minus all money that the cashier has received for the server.
 68. **All Server's Pay Tips:** One line report showing total amount of tips which appear on payments. No detail is given.
 69. **All Server's Gratuity:** Shows total tips, separated by type, for each server.
 70. **All Server's Sales/Dept:** Total sales for each server separated by department.

71. **All Server's Sales/Heading:** Totals sales for each server, separated by department heading.
72. **All Server's Transfers:** Provides transferred check numbers, amounts, and transfer to and from information.
73. **Server Coupon Comparison:** Compares coupon usage between employees. May help prevent coupon abuse.
74. **Clocked In Employees:** Compiles a list of all employees who currently clocked in.
75. **Employee Hours:** Reports totals hours per employee for the close-out period. Report includes employee name, job performed, time in/out, total hours/pay/sales/tips, credit sales and credit tips.
76. **Employee Hours (Totals):** Same report as above, but does not include time in/out.
77. **Employee IRS Sales/Tips:** Includes job performed, sales, tips, credit sales and credit tips separated by employee.
78. **Employees Now on Break:** Reports employees currently on break. Does not include automatic breaks.
79. **Employee Breaks:** Compiles break information by employee, including date, start and end times, and length of break in minutes.
80. **Labor/Periods/Totals:** Reports total labor cost for each time period defined.
81. **Labor/Periods/Areas:** Reports total labor cost for each defined time period, broken down by job area.
82. **Labor/Periods/Jobs:** Reports total labor cost for each defined time period, broken down by job.
83. **Lbr&Sls/Periods/Totals:** Reports labor totals, sales totals and a labor vs. sales ratio, giving the labor percentage.
84. **Lbr&Sls/Periods/Areas:** Reports labor totals, sales totals and a labor vs. sales ratio. Also broken down by area.
85. **Lbr&Sls/Periods/Jobs:** Reports labor totals, sales totals and a labor vs. sales ratio, giving labor percentage. Also broken down by job within each job area.
86. **Sales by Time Periods:** Reports total sales for each of the specified reporting periods.
87. **Item Usage:** Reports a list of all item usage for the closeout period, and does include financial data.
88. **Item Usage (No Sales):** Reports a list of a all item usage for the closeout period, but does not include any financial data.
89. **Item Usage (Mix PLU#'s):** Reports a list of all item usage for the closeout period, combining like PLU #'s. Does not include any financial data.
90. **Item Usage (Mix Names):** Reports a list of item usage for the closeout period, combining like names. Does not include financial data.
91. **Item Usage (Not/Dept):** Reports a list of item usage for the closeout period. Items are not categorized by department and the list is alphabetical.
92. **Items Theoretical Cost:** Reports item cost for every item with an amount in it's cost field.

-
93. **Items Mgr Edit Price:** Reports detail on all items that had their price altered by using the Manager Function 'edit price'.
 94. **Items/Screen:** Reports items sold separated out by the menu screen they came from.
 95. **Items/Screen No Alpha:** Reports items sold separated out by the menu screen they came from, does not include alpha ordered items.
 96. **Ingredient Usage:** Reports total ingredient usage for the closeout period.
 97. **Info/Data Fields:** Compiles information from enabled data fields.
 98. **Info/Data Fields Sort:** Compiles information from enabled data fields, sorted by department.
 99. **Pull Tab Status Report:** Shows status of all lottery bowls in the system. Reports quantity of tickets sold total sales, payouts and dollar amount of profit or loss for each bowl.
 100. **Tickets:** Reports a list of every ticket in the RCS system for the closeout period. Information for each ticket includes; check number, total and server name.
 101. **Ticket with Payment Info:** Reports a list of all tickets in the RCS system, including check number, total, server name and payment used.
 102. **Open Tickets:** Reports a list of every open check in the RCS system for the closeout period. Information for each check includes; check number, total and server name.
 103. **Non-Zero Tickets:** Reports a list of every ticket in the RCS system with a non-zero balance. Information includes check number, total and server name.
 104. **Re-opened Tickets:** Reports a list of all the checks that have been closed then reopened.
 105. **To-Go Tickets:** Reports a list of all checks defined as 'to go' by a server using the 'to go' button on the table number entry screen.
 106. **Emp-Meal Tickets:** Reports a list of all checks defined as 'emp meal' by a server using the 'emp meal' button on the table number entry screen.
 107. **Tickets Not Guest Printed:** Reports a list of all checks that did not have a guest check printed for them.
 108. **# of Delivery Tickets:** A one line report which indicates the number of delivery orders which have been taken.
 109. **# Of Tickets:** A one line report that indicates the number of tickets in a closeout period.
 110. **Delivery Tickets:** A detailed report of all delivery tickets. Includes check numbers server who took the order, total amount, total due, time the order was taken and time the ticket was closed.
 111. **Open Delivery/Svr/Tndr:** List open delivery tickets by server and tender (payment type).
 112. **Train:Sales Summary:** A brief summary of sales, separated by open and closed checks, net sales and accountable sales incurred in training mode.
 113. **Train: Server Sales:** Reports total sales for each employee on training status.
 114. **Train: Tickets:** Reports a list of every ticket incurred while in training mode for the closeout period. Information for each ticket includes check number, totals and server name.