# Oracle® Hospitality Reporting and Analytics
## User Guide

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# Preface

**Audience**

This document is intended for Reporting and Analytics end users such as restaurant managers and advanced-level users such as administrators.

**Customer Support**

To contact Oracle Customer Support, access My Oracle Support at the following URL:

https://support.oracle.com

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

**Documentation**

Oracle Hospitality product documentation is available on the Oracle Help Center at http://docs.oracle.com/en/industries/hospitality/

**Revision History**

| Date | Description of Change |
|------|----------------------|
| August 2016 | Initial publication |
| September 2016 | Added information regarding the Standard Export. |
| March 2020 | Updated Exporting Reports |

# 1
# Getting Started

Oracle Hospitality Reporting and Analytics is a web-based application that consolidates food and beverage information in the cloud. Reporting and Analytics centralizes point-of-sale (POS) data to provide operational and analytical insights into business operations, and to improve efficiency by delivering information to all roles within an organization.

After you log in, the application shows a navigation pane and content in the myPage area. The navigation pane contains menus that categorize links to functionality and information in the system. For example, a Reports menu can contain links to reports that are specific to your role within your organization. You can customize the myPage and its layout. In the application preferences, you can set personal configurations such as language and time zone.

The content you can access from menus depends on your role. For example, if your organization has a District Manager role and you are a member of the role, you have access to the content associated with the role. If you are a member of the system administrator role, you have access to administrator-level content such as adding users and adding roles.

- Navigation Path Disclaimer
- Choosing a Report Type
- Configuration Guidelines

## Navigation Path Disclaimer

The navigation instructions throughout the documentation may not accurately depict the menu layout for your Oracle Hospitality Enterprise Back Office deployment because administrators can customize the name and organization of the groups and links in the sidebar menu. Use the navigation instructions provided as a guideline for locating the links in your deployment, or contact an administrator for assistance.

## Choosing a Report Type

Point-of-Sale (POS) applications post data to the Enterprise Back Office database, and Reporting and Analytics applies business intelligence and analytics to the data to produce reports for analysis and interpretation.

The reports generated by Reporting and Analytics include child reports, or drill-down reports, which inherit scope and properties from the parent report to display more extensive and detailed information about the user selection. For example, if you are looking at a sales report that includes a breakdown of sales by menu item, you can select a menu item to view a drill-down report containing sales, tax, and service charge details specific to the selected menu item.

Reporting and Analytics allows you to leverage the following types of reports:

**Table 1-1    Report Types**

| I Want to Use | I Should Use |
|---|---|
| Pre-defined reports that show information targeting specific business operations. | Core Reports (myInsight) |
| Reports that can be customized with selected subjects and columns using a Microsoft Excel plug-in. | Microsoft Excel Reports (iQuery) |
| Reports that can be customized with selected data columns that update in real time. | Interactive Reports |

**Related Topics**

• **Core Reports**

• **Custom Reports in Microsoft Excel**

• **Custom Reports with Interactive Reports**

**Related Topics**

• **Scheduled Reports**

# Configuration Guidelines

To optimize performance, ensure the quality and accuracy of reports, and maximize usage of Enterprise Back Office features, make sure that:

• Organization hierarchy is implemented for all locations.

• Financial calendars contain at least three years, and that there are no gaps or overlaps in dates.

• Day parts cover all 24 hours of each day for all 7 days in a week.

• Master Groups, Master Items, and Master Store are defined to accommodate menu item linking.

• Maintenance plan is implemented to periodically review and manually correct item alignment.

• Regional settings such as currency and exchange rates are implemented and maintained when applicable.

# 2
# Core Reports

Reporting and Analytics installs core reports, which are pre-defined reports that show information targeting specific business operations. The core reports do not include core reports from other regions such as EMEA, customized reports, and reports installed by other Enterprise Back Office products. You can configure the core reports to handle information from within a certain date range or from data that applies to a certain organizational level, such as a revenue center or a location.

For example, you can use the Daily Operations Summary report as part of your start-of-day process to review high-level operations data for the previous business day at a specific store. You can then run the report for all locations and compare the store to the whole enterprise.

- Running Reports
- Modifying Reports
- Exporting Reports

**Related Topics**

- Choosing a Report Type

**Related Topics**

- Scheduled Reports

## Running Reports

1. In Reporting and Analytics, click **Reports** and then click **More Reports**.
2. In the Reports list, click the report name and then click the specific report.
3. Click **Run Report**.

**Related Topics**
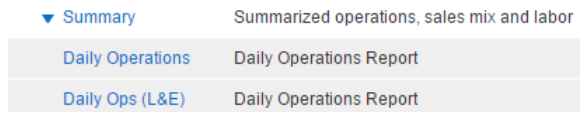
- Navigation Path Disclaimer

## Modifying Reports

1. In Reporting and Analytics, click **Reports** and then click **More Reports**.
2. In the Reports list, click the report name and then click the specific report.
3. On the **Modify Report** tab, modify the report as described in the following table:

| Setting | Description |
|---|---|
| **Business Dates** | Select business dates for the report by performing one of the following:<br>• Select the range of dates for the report from the drop-down list.<br>• Click **Business Dates** to open the calendar view.<br>You can select dates in the calendar view using the following methods:<br>• Click a single day.<br>• Click the month name to select all the days in the month.<br>• Click the day column header to select all those days in the month.<br>• Click the numbered week to select all the days in that week.<br>• Press and hold the **Ctrl** key to select multiple days. |
| **Locations** | Select the locations for which the report returns data. |
| **Revenue Centers** | Select the revenue centers for which the report returns data. |
| **Order Types** | Select the order types for which the report returns data. |

4. On the **Preferences** tab, specify how Reporting and Analytics saves reports as described in the following table:

| Option | Description |
|---|---|
| **Save** | When you select the report from the Reporting and Analytics home page side menu, the report runs with the settings you selected in step 3.<br>For example, if you configure the Daily Operations report to search by the location `Maryland, USA` and then click **Save**, all users running the Daily Summary report generate a report for the location `Maryland, USA` unless they change the search settings. |
| **Restore defaults** | Restores the factory defaults for the report. |
| **Save as** | Saves the report with the settings you selected in step 3 as a custom report in Other Reports.<br>For example, you can configure the Daily Operations report for a specific organization and save it as an alternate version of the Daily Operation report, as shown in the following image:<br> |

5. On the **Favorite** tab, specify settings as described in the following table:

| Setting | Description |
| --- | --- |
| Set as Favorite | Makes the report easier to access. Reporting and Analytics adds a star next to the report name and adds it to the **Reports** section of the home page side menu. |
| | REPORTS |
| | ★Daily Ops (L&E) |
| Set as Home Report | You can configure your personal settings to open the report when you log in to Reporting and Analytics. |
| | Configuring User Preferences provides more information. |
| Enable Auto Run | Controls if the report runs after you click the report. If you turn off this setting, you have to click **Run Report** every time you want to run the report. |

6. Click **Run Report**.

**Related Topics**

• Navigation Path Disclaimer

# Exporting Reports

You can export reports as file formats configured by administrators, such as PDF, Microsoft Excel, and comma-separated values.

1. Run a report or modify and then run a report.

2. Click the export format icon next to the **Favorites** tab.

3. Save the exported file.

When you save to a CSV file, Reporting and Analytics inserts comma delimiters with double-quotation text qualifiers. Some reports also contain the following mathematical symbols: + - =. The symbols can cause formatting issues when you open a CSV file in Microsoft Excel.

**Related Topics**

• Navigation Path Disclaimer

# 3
# Custom Reports in Microsoft Excel

iQuery is a Microsoft Excel plug-in that enables you to create reports using selected subjects and columns.

For example, if you want a start-of-day report that replaces the Operating Metrics section of the Daily Operations Summary report with information about the three best-selling items for that day and some labor performance and efficiency analysis, you can create a report with the fields you want to see. You can then save the custom report into Reporting and Analytics so you can launch the report from the sidebar.

* Installing iQuery
* Building a Custom Report in Microsoft Excel

**Related Topics**

* Choosing a Report Type

**Related Topics**

* Scheduled Reports

## Installing iQuery

1. Close Microsoft Excel if it is open.
2. In Reporting and Analytics, click **LINKS** and then click **iQuery**.
3. Click **Install MICROS iQuery - Office 2007+** and then save `iQuerySetup.exe` to a temporary location on your computer.
4. Double-click the `iQuerySetup.exe` file and then follow the prompts to install the software.
5. Validate the installation:
   a. Open Microsoft Excel.
   b. Locate the iQuery plug-in, and then open iQuery.

      The location varies depending on the version of Microsoft Excel. For example, in Microsoft Excel 2013, access iQuery from the **ADD-INS** ribbon.
   c. Log in to iQuery.

**Related Topics**

* Navigation Path Disclaimer

## Building a Custom Report in Microsoft Excel

1. Select a query subject.
2. Select the column data that appears in the spreadsheet when you run the query.

Use the up and down arrows to adjust the order of the columns in the spreadsheet. For example, if you move a column to the top of the list, that column is the first column in the spreadsheet.

3. To apply a mathematical operation to column data, select it from the **Operation** drop-down list.

4. Specify filters to refine query results:

   a. Select a business date or date range.

   b. Select locations.

   c. Select revenue centers for the locations.

   d. Select other filters.

5. Define the order in which iQuery sorts the data.

6. Click **Preview** to verify that the query returns the correct results.

   If the preview does not return results or returns too many rows, change query settings and the preview the query again.

7. Click **Run** to show the results in Microsoft Excel.

8. Save the query.

   To save the query on your computer so you can run it at a later time from Microsoft Excel, click **Query**. iQuery does not save the business date because you change the date each time you run the query.

   To save the query as a report, click **Report**. Users assigned to the role for accessing custom reports can run the report from Reporting and Analytics.

**Related Topics**

• Navigation Path Disclaimer

# 4

# Custom Reports with Interactive Reports

Interactive Reports enable you to build custom reports and view them in real time. The report updates as you drag and drop data fields onto the canvas. You can save and publish Interactive Reports and you can configure Reporting and Analytics to send them in report emails.

- Creating Interactive Reports
- Modifying and Deleting Interactive Reports
- Publishing Interactive Reports

**Related Topics**

- Choosing a Report Type

**Related Topics**

- Scheduled Reports

## Creating Interactive Reports

1. In Reporting and Analytics, click **Interactive Report**.
2. Click **Create New Interactive Report** and then click the report type.
3. Double-click **Untitled** and then type a report name.
4. Drag data fields to the canvas.

   To add a data field as a column header, drag the field to the column bar. A vertical line appears to indicate you are creating a column header.

   To add a data field as a group header, drag the field above the column bar. A horizontal line appears to indicate you are creating a group header.

   To reorganize fields, drag them to their new location on the canvas or click  and then drag them to their new location in the **Columns** field.

   To rename a field, double-click it on the canvas and then type the new name.

   To remove a data field, click it and then drag it to the trash can.

5. To format data fields, click the **Formatting** tab and then specify format settings.

   The options that appear vary by field type. Press and hold the **Ctrl** key to select and format multiple fields.

6. To change general preferences such as the report template and page setup, click the **General** tab and then specify the settings.

7. To define filters that limit data in the report:

   a. Click the filter icon () on the tool bar, and then drag a field from the canvas to the **Filters** box.

   b. Specify filter conditions and parameters and then click **OK**.

To remove a filter, click the filter icon and then click .

To edit a filter, click the filter icon and then click  .

8. To sort report data:

   • For group headers, under **Group Sorting** on the Data tab, click the drop-down list for that header, and then select **Ascending** or **Descending**.

   • For column headers, right-click on a column, select **Sort**, and then select **Ascending** , **Descending**, or **None**. Selecting **None** removes the previous sort option.

9. Click **Save**, enter the report name, and then click **OK**.

10. To generate the report, click the **Export** icon (  ) on the tool bar, and then select the output type.

**Related Topics**

• Navigation Path Disclaimer

# Modifying and Deleting Interactive Reports

1. In Reporting and Analytics, click **Reports**, and then click **Interactive Reporting**.

2. Select **Modify/Delete Interactive Reports**.

3. To find a report:

   • Click **Find All** to show all saved Interactive Reports.

   • Enter the search criteria for a specific report, and then click **Find**.

4. Click **Next** and **Previous** to navigate through the search results, if applicable.

5. Click the report.

6. To modify a report, click **Edit**. See Creating Interactive Reports for details on modifying the report's data fields.

7. To delete a report, click **Delete**, and then click **OK** twice.

**Related Topics**

• Navigation Path Disclaimer

# Publishing Interactive Reports

1. In Reporting and Analytics, click **Reports**, and then click **Interactive Reporting**.

2. Click **Publish Interactive Reports**.

3. To find a report:

   • Click **Find All** to show all saved Interactive Reports.

   • Enter the search criteria for a specific report, and then click **Find**.

4. Click **Next** and **Previous** to navigate the search results, if applicable.

5. Click the report.

6. To view the list of roles and users assigned to the report, click **Publish To**.

7. Click **Publish** at the top of the screen.

8. Enter a new **Name** for the report, if applicable.

9. Enter a **Description** for the report.

10. Click **By Role** or **By User**.

11. Select the role or user, and then click **>>** to move the selection to the panel.

12. Click **Save**, and then click **OK**.

**Related Topics**

• Navigation Path Disclaimer

# 5

# Scheduled Reports

You can use Report Mail to schedule reports to run at a specified date and time, and to distribute the report by email to a user or role.

For example, you can configure Report Mail to generate and send an inventory report every morning so that you can check on re-stocks or pre-prepared food.

- Scheduling Reports for Email Distribution

**Related Topics**

- Choosing a Report Type
- Core Reports
- Custom Reports in Microsoft Excel
- Custom Reports with Interactive Reports

## Scheduling Reports for Email Distribution

1. In Reporting and Analytics, click **LINKS** and then click **Report Mail**.
2. On the **Report Mail Administration Menu** page, click **Report Mail**.
3. Click **Add**.
4. On the **Content** tab, specify email content as described in the following table:

| Setting | Description |
|---|---|
| **Type** | Select the report type. |
| **Report Selection** | Select the report. For long lists of reports, specify search criteria to locate the report. |
| **Preferences** | Specify delivery preferences. The report you select determines the preferences that appear. |
| | If you select multiple locations, Reporting and Analytics sends one report for each location. |
| | If you select **Consolidated**, Reporting and Analytics sends aggregate report data for all locations in one email. |
| | Reporting and Analytics sends each report in a separate email. If you select **Zip multiple files**, Reporting and Analytics sends one mail with a ZIP file containing the report files. |

5. On the **Name** tab, specify email settings as described in the following table:

| Setting | Description |
| --- | --- |
| **Name** | Type the name of the report email. The name identifies the report email in the Reporting and Analytics web application. |
| **Description** | Type a description of the report email. The description appears in the Reporting and Analytics web application. |
| **Subject** | Type a subject for the report email. The value appears in the subject line of the email sent to recipients. |
| **Active** | Clear the option to deactivate the report email. Reporting and Analytics saves the report email settings but does not send report emails. |
| **Email When Error** | Select to notify the system administrator of report email errors. |

6. On the **Recipients** tab, select the email recipients.

   If you select a specific user, and you want to send the email to more users, select **Additional recipient(s) emails** and then type the email addresses.

7. On the **Frequency** tab, specify the intervals Reporting and Analytics uses to send report emails.

   Depending on your system configuration, Reporting and Analytics can run scheduled reports and send report emails after a service outage. Reports scheduled to run more than once during the interval only run once with the last set of information. If the business date changed during the service outage, all reports are run as if they were scheduled to run on the current day. They do not run for the day they were scheduled. As a result, reports scheduled to show:

   • Daily information, such as the Daily Operations report, show information for the previous business day instead of retrieving information from two days prior.

   • Up-to-date information, such as the Today's Operations report, show information for the current business day instead of retrieving information for the previous business day.

**Related Topics**

• Navigation Path Disclaimer

# 6
# Guest Check Information

Oracle Hospitality Reporting and Analytics enables you to retrieve high-level guest check information and transaction-level information from the system.

To retrieve high-level information, use Check Query to retrieve basic check information. For example, you can search for check totals less than $10.00 for a date range from a specific location.

To retrieve transaction-level information, use Audit & Analysis to query the system. Audit & Analysis enables you to build custom queries by applying filters. You can use the query results to identify trends that require research, such as a high number of error corrections or voided transactions. The following table describes the Audit & Analysis queries you can create. Your role or user type determines the queries you can create.

| Type | Description |
| --- | --- |
| Transaction Detail | Retrieves transaction-level data. For example, you can query transactions for specific menu item purchases at a location. |
| Transaction Summary | Retrieves summary-level data. For example, you can query transactions for a tender media type such as credit card purchases for a customer. |
| Non-Check Transaction | Retrieves data for non-check transactions. For example, you can query training transactions for workstations at a location. |
| Authorization | Retrieves data for transactions that require authorization. For example, you can query voided service charges from a round for a revenue center. |

- Retrieving Information with Check Query
- Retrieving Transaction Information with Audit & Analysis
- Exporting Audit & Analysis Queries

## Retrieving Information with Check Query

1. In Reporting and Analytics, click **Check Query**.
2. Specify the search criteria.
3. Click **Search**.

- Retrieving Transaction Information with Audit & Analysis
- Exporting Audit & Analysis Queries

**Related Topics**

- [Navigation Path Disclaimer](#)

# Retrieving Transaction Information with Audit & Analysis

1. In the **Reports** section, click **Audit & Analysis**.

2. In the **Create New Queries** section, click the query type.

   For example, click **Transaction Detail** to build a query based on specific transaction details such as menu items. Your role and user type determines the queries you can create.

3. Click **Locations** at the top of the page and then select the location.

4. Click **Business Dates** and then select dates:

   a. To use a fiscal calendar, select **Financial**. Contact your system administrator to verify your organization uses a fiscal calendar.

   b. To use a pre-defined date or date range, select it from the **Quick Select** drop-down list.

   c. Select the year.

   d. To select dates from the calendar grid:

      - Click a single day.

      - Click the month name to select all the days in the month.

      - Click the day column header to select all those days in the month.

      - Click the numbered week to select all the days in that week.

      - Press and hold the **Ctrl** key to select multiple days.

5. Click **Filters** and then specify criteria to limit the query to a useful set of results, as described in the following table:

| Filter | Description |
|---|---|
| **Item Types** | Filters by discounts, menu items (Transaction Detail only), service charges (Transaction Detail only), and tender media associated with the check. |
| **General** | Filters by general transaction information. The query type determines the general criteria you can define. |
| **Workstation (Transaction Detail only)** | Filters results by checks generated from workstations at locations. |
| **Day Parts** | Filters by checks generated during parts of a day configured for your organization. Examples of day parts include breakfast, lunch, dinner, and late night. You can also select 15-minute intervals within an hour. |
| **Order Types** | Filters by order types configured for your organization. |

| Filter | Description |
| --- | --- |
| **Revenue Centers** | Filters by revenue center. For example, you can filter on guest check transactions from the bar or restaurant. |
| **Customer (Transaction Summary only)** | Filters by customer information associated with transactions. For example, you can filter by the name on the credit card a customer used for the transaction. |
| **Employee** | Filters by employee information associated with transactions. For example, you can filter by all transactions for check employee Brian Smith. |
| **Tax (Transaction Summary only)** | Filter by tax information associated with transactions. |

6. Click **Format** and define query output settings:

    a. Select the output type.

    b. To show location-specific names of menu items, tender and media, discounts, and service charges in the query, select **Use location names rather than master names**.

    Clearing this option shows the names from the master definition table.

    c. Select the columns that appear in the query and then define how the column data appears in the query.

    For example, you can group data by revenue center in ascending order. To apply a mathematical operation, select the operation from the **Function** column.

7. Click **Run** to run the query.

8. Click **Publish** to save the query and make it available to other users:

    a. Type a name and description for the query.

    b. On the **Publish To** tab, specify if the members of a role or specific users can run the query.

    c. On the **Prompted Filters** tab, select the filters that other users can set when running the published query.

    d. Click **Save**.

    The query appears in the **Public Queries** section on the Audit & Analysis page.

- Retrieving Information with Check Query

- Exporting Audit & Analysis Queries

**Related Topics**

- Navigation Path Disclaimer

# Exporting Audit & Analysis Queries

1. Build and run an Audit & Analysis query or run a published query.

2. Click the export format icon as shown in the following example:
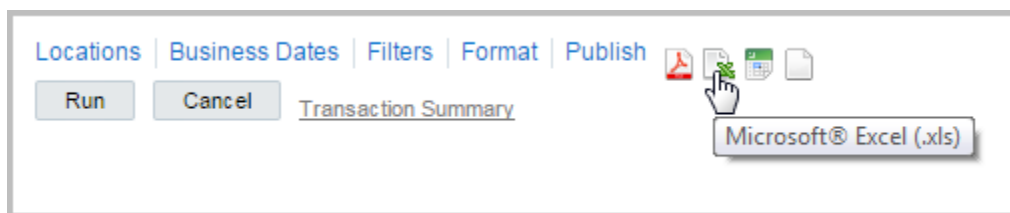
- [Retrieving Information with Check Query](#)
- [Retrieving Transaction Information with Audit & Analysis](#)

**Related Topics**

- [Navigation Path Disclaimer](#)

# 7

# Charts

Reporting and Analytics charts show graphical representations of sales and labor data. Reporting and Analytics provides the following standard charts:

- Adjustments
- Labor
- Operations
- Order Types
- Sales
- Dining Time
- Posting Performance

Your system administrator determines the charts you can access.

- Viewing Charts

## Viewing Charts

1. In Reporting and Analytics, click **Charts**.

   The name of the menu that contains the chart varies depending on your Reporting and Analytics configuration. Contact your system administrator if you cannot find the chart.

2. Click the chart.

3. To change chart settings:

   a. Click **Change Measures**.

   b. On the **Select Dimensions and Measures** page, change the settings.

   c. To apply the settings to the current chart instance, click **OK**. After you close the chart, Reporting and Analytics restores the default chart settings.

   d. To save the settings for future chart instances, click **Save Preferences**.

   **Related Topics**

- Navigation Path Disclaimer

# 8

# Manager Communication

The Reporting and Analytics **Manager Log** is a searchable electronic logbook that enables you to communicate with other managers across shifts and revenue centers. Use the log to:

- Add an **Entry** with priority levels, categorization, tasks, and action items.

- Add a **Note** containing a daily operations note for information purposes.

- Update and track the status of tasks in an entry.

- View and search a history of entries and notes.

- Configuring Manager Log Entry Categories

- Adding an Entry to the Manager Log

- Updating and Closing an Entry

- Adding a Note to the Manager Log

- Searching the Manager Log

## Configuring Manager Log Entry Categories

1. In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Miscellaneous**, and click **Manager Log Config**.

2. Configure the name, column label, and description for each category, and click **Save**.

**Related Topics**

- Navigation Path Disclaimer

## Adding an Entry to the Manager Log

1. In Reporting and Analytics, navigate to the **Manager Log**.

2. Click **Add Entry**, fill out the form, and click **Add**.

   Administrators can configure the list of **Categories**.

**Related Topics**

- Navigation Path Disclaimer

## Updating and Closing an Entry

1. In Reporting and Analytics, navigate to the **Manager Log**.

2. Click the entry you want to update, click **Update Entry**, and then make changes to the form.

3. Click **Update** to finalize the changes to the entry, or click **Mark Completed** to change the status of the entry to `Complete`.

**Related Topics**

• Navigation Path Disclaimer

# Adding a Note to the Manager Log

1. In Reporting and Analytics, navigate to the **Manager Log**.

2. Click **Add Note**, fill out the form, and then click **Save**.

**Related Topics**

• Navigation Path Disclaimer

# Searching the Manager Log

1. In Reporting and Analytics, navigate to the **Manager Log**.

2. Click **View History**, configure the search filters, and then click **View**.

   The Manager Log search does not include notes in the search results.

3. On the results page, click **Select Again** to perform another search.

**Related Topics**

• Navigation Path Disclaimer

# 9

# User Settings

You can configure the content and layout of myPage and change personal application settings.

- *myPage*
- *Configuring myPage Content*
- *Configuring User Preferences*

## myPage

The **myPage** screen appears after you log in to Reporting and Analytics. You can perform the following configurations:

- Add or remove charts or reports to run upon login.
- Change the color scheme.
- Resize windows on the screen.

You can configure up to three myPage screens. Reporting and Analytics shows your first myPage screen after you log in.

**Related Topics**

- *Configuring myPage Content*
- *Configuring User Preferences*

## Configuring myPage Content

1. To add or remove content:
   a. From the myPage menu, click **Content**.
   b. Select or deselect the information you want show on myPage. The system administrator manages the content available in this list.

2. To move or resize content:
   a. From the myPage menu, click **Layout** and then click **OK**.
   b. Drag the center of the content to move it.
   c. Drag the corner of the content to change its size.
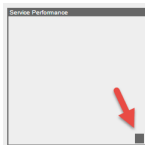
   

**Related Topics**

- *myPage*

**Related Topics**

- Navigation Path Disclaimer

# Configuring User Preferences

1. Click **Preferences** on the menu bar.

2. Configure your preferences as described in the following table:

| Field | Description |
|---|---|
| Language | Select the default language for your myPage.<br><br>If your myPage does not use this setting, your environment does not have the required browser configurations or language files. |
| Time Zone | Select the time zone for your myPage. |
| Style | Select your color scheme. |
| Remember Port Selections | Select this option to configure Reporting and Analytics to save your filter selections for each report. |
| First login of the day | Select to see your myPage or the report you set as the Home Report when you log in to Reporting and Analytics for the first time in a new business day. |
| Subsequent logins | Select to see your myPage or the report you set as the Home Report when you log in to Reporting and Analytics for the second time and in a business day. |
| Current Home Report | Shows the report that you set as the Home Report. If you have not set a Home Report, this field shows `None`. |

**Related Topics**

- myPage

**Related Topics**

- Navigation Path Disclaimer

# 10
# Organizational Hierarchies

An organizational hierarchy provides the structure to an enterprise and its restaurants. The enterprise has only one organizational hierarchy. The hierarchy ensures totals from all locations are available for reports and controls how charts show information in Reporting and Analytics.

The hierarchy consists of levels and locations. A location is a restaurant. A level is a group of levels or a group of locations. You define the hierarchy by creating parent-child relationships between levels and locations. In the following figure of a sample organizational hierarchy, District 1 is the parent to the Las Vegas and Reno locations, and the West Region is the parent to District 1 and District 2.
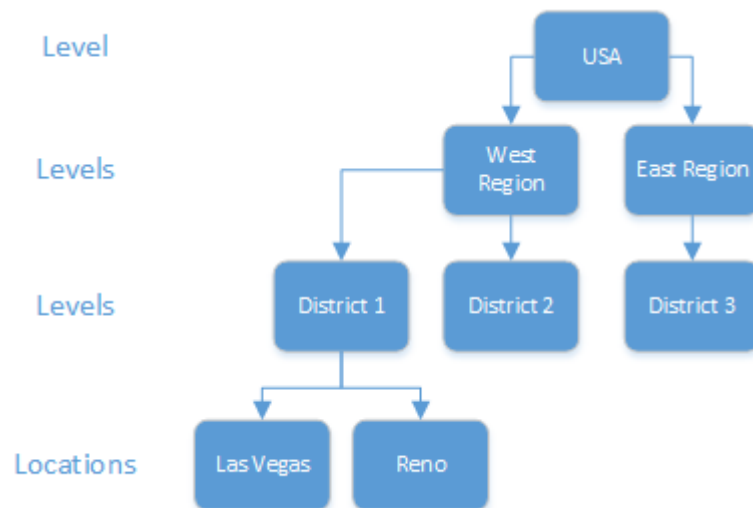


You can use the organizational hierarchy to determine user access to information in the system. Using the sample hierarchy as a model, you can create a District Manager role and then assign the role to Jen, the District Manager for District 1. Because of the system relationship between District 1 and the Las Vegas and Reno restaurants, Jen can see information for those restaurants only. She cannot see information for the restaurants related to the other districts.

- Revenue Centers
- Creating Levels
- Adding Locations
- Establishing Relationships Between Levels and Locations

## Revenue Centers

Revenue centers enable organizations to categorize revenue data by functions within a location. At a fast food restaurant, each register and the drive-thru are examples of cost centers. At a table service restaurant, the bar and dining area are examples of cost centers. If your organization is configured for revenue centers, Reporting and

Analytics enables you to filter by revenue center when you modify and run standard reports. You can also filter by revenue center when you use iQuery to work with reporting data in Microsoft Excel.

# Creating Levels

1.  In Reporting and Analytics, click **Portal**, click **Organizational Structure**, and then click **Levels**.

2.  Click **Add**.

3.  Type a level name.

    For example, type `District 1` for a district level or type `East` to for a region level.

4.  Type a level reference to indicate the level position within the organizational hierarchy.

    Use a value of `0` if the level is the highest corporate level in the organization. Use text or numbers when adding lower levels to the organization. For example, you can use `10` for one district and `20` for another district.

5.  Select the financial calendar for the level.

    For example, if the organization uses a financial calendar based on a fiscal year, select the corresponding calendar.

6.  Specify values for basic level settings on the form, such as address and postal code, and then click **Save**.

    **Related Topics**

    •   Navigation Path Disclaimer

# Adding Locations

1.  In Reporting and Analytics, click **Admin**, click **Portal**, click **Organizational Structure**, and then click **Locations**.

2.  Click **Add**.

3.  In the **Name** field, type a unique name for the location.

    For example, type `Columbia` for a restaurant location in Columbia, Maryland.

4.  In the **Location Reference** field, type a value to indicate the location position within the organizational hierarchy.

    You can use a number to indicate the position. For example, if the location is the fourth location in a district level, you can use a value of `4`. You can also use text to indicate the position. For example, you can use `East` for a location on the Eastern side of a district level.

5.  If the location uses a financial calendar different than the parent level or the organization, select it from the **Financial Calendar** drop-down list.

6.  Specify values for the remaining settings on the form and then click **Save**.

    **Related Topics**

    •   Navigation Path Disclaimer

# Establishing Relationships Between Levels and Locations

1. In Reporting and Analytics, click **Admin**, click **Portal**, click **Organizational Structure**, and then click **Relationships**.

2. Select the highest level in the organization, and then click **Edit**.

3. Select **No Parent** from the **Parent Name** drop-down list.

   Select **No Parent** if there is only one level in the organization.

4. Click **Save**.

5. Select a location and then click **Edit**.

6. Select the parent level for the location and then click **Save**.

7. Repeat steps 5 and 6 to establish relationships for the remaining locations.

**Related Topics**

• Navigation Path Disclaimer

# 11

# Currency and Exchange Rate

You can enter as many types of **currency** as necessary by the organization to control and examine financial data. If your organization uses multiple currencies, you need to create **exchange rates**.

- • Adding a Currency Type
- • Setting the Base Currency
- • Adding and Updating Exchange Rates

## Adding a Currency Type

1. In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Miscellaneous**, and click **Currency**.

2. Fill out the form as described in the following table:

| Field | Description |
|---|---|
| Currency Name | Enter the name of the currency type. For example, `American Dollar.` |
| Abbreviation | Optionally, enter an abbreviation for the currency. For example, `USD.` |
| Multiply | Select to multiply the currency against the base currency. |
| Round To | Enter the number of decimal places for rounding in the 0.0 format. For example, `0.00` to round to two decimal places and `0.0` to round to one decimal place. |

**Related Topics**

- • Navigation Path Disclaimer

## Setting the Base Currency

1. In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Miscellaneous**, and click **Enterprise Options**.

2. Select **Enable Common Currency**.

3. Select the currency type from the **Common Currency** drop-down list.

   This is the currency to which other currencies are exchanged and converted.

**Related Topics**

- • Navigation Path Disclaimer

# Adding and Updating Exchange Rates

1. In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Miscellaneous**, and click **Exchange Rate**.

2. Search for or select a currency and click **Configure**.

3. On the Exchange Rate Administration page, click **Add**, or select an existing exchange rate and then click **Edit**.

4. Fill out the form as described in the following table:

| Field | Description |
|---|---|
| Business Date | Enter or select the date on which this exchange rate goes into effect. |
| Business Date | Optionally, enter or select the date on which this exchange rate stops being used for calculations. |
| Exchange Rate | Enter the multiplier relative to the base currency. |

**Related Topics**

- [Navigation Path Disclaimer](#)

# 12
# Users and Roles

You create user accounts to enable users to access information in Reporting and Analytics. When you add a user to the system, you assign the user to an organization level and a role. The role determines the level of access to information in the system. The following table describes the default roles in Reporting and Analytics:

| Role | Description |
| --- | --- |
| System Administrator | Superuser account with access to every area of the enterprise. System administrators can perform any action and make any change in the system. |
| Enterprise Manager | Manager account with access to view data across the enterprise. Users assigned to this role cannot make changes in the system. |
| Store Manager | Manager account with access to restaurant-level reports and functions. |

Business requirements determine if you create roles to support your organizational hierarchy. For example, your organizational hierarchy has a district level with three districts. Each district has three restaurants. You can create a District Manager role. When you add a District Manager as a user to the system, you assign the user to the district organization level and to the new District Manager role. Because of the district-restaurant relationship settings in Reporting and Analytics, District Managers can view information for only the restaurants in their districts.

- Creating Roles
- Adding Users

## Creating Roles

1. In Reporting and Analytics, click **Admin**, click **Portal**, click **Roles**, and then click **Roles**.
2. Click **Add**.
3. Type a unique name to identify the role in the system.
4. Optionally configure role privileges as described in the following table:

| Field | Description |
| --- | --- |
| Enterprise User | Role members can view data. Role members cannot change data. |
| Personalization | Role members can customize their myPage pages. |
| Password Change | Role members can change their passwords. |

| Field | Description |
|---|---|
| Guest | Role members have guest-level system access and cannot make changes. |
| Active | Indicates the role is active. You cannot delete roles from the system. If you no longer need a role, clear the **Active** check box to deactivate the role. |
| Market Segment | Select **TSR** if the role applies to table service restaurants. |
| | Select **QSR** if the role applies to quick service restaurants. |
| | Select **HTL** if the role applies to leisure and entertainment. |
| Sys Admin | Assigns system administrator rights to role members. |
| Role Access | Select the role access. |
| Power Role | Role members can configure a report to show more than 5,000 rows of data. |
| Enabled my2ndPage | Provides role members with a second myPage. |
| Enabled my3rdPage | Provides role members with a third myPage. |
| Info Distribution Administrator | Enables report mail for role members. Role members can schedule reports for email distribution. |
| Change Info Distribution Preferences | Role members can change report mail created by other users. |
| Can Be Assigned in HR Form | Members of the role can be used in HR forms. |
| Restrict Access to inMotion | Role members do not have permission to log in to the InMotion Mobile application. |
| Can Administer API Users | Role members have system rights to administer API user accounts. API user accounts enable you to integrate with Reporting and Analytics through APIs. |
| Revenue Center Type | Select the revenue center to which members of this role have access. |

5. Click **Save**.

**Related Topics**

- Navigation Path Disclaimer

# Adding Users

1. In Reporting and Analytics, click **Admin**, click **Portal**, click **Users**, and then click **Users**.

2. Click **Add** and then specify basic user information on the form, such as the logon name and password.

3. Select the user role from the **Role** drop-down list.

   The user inherits the system privileges associated with the role.

4. Select the organization level from the **Org Level** drop-down list.

   The level you select determines the level of access to information in the system. For example, if you are adding a District Manager, the District Manager can access information for all the locations related to the level. If you are adding a store manager and you want to restrict access to a specific store, select the store from the drop-down list.

5. To use the account to integrate with Reporting and Analytics through APIs, select **API User**, and then click **Save**.

**Related Topics**

• Navigation Path Disclaimer

# 13

# End User Access to Content

Reporting and Analytics uses portlets to control user access to functionality and information in the system. End users access portlets from side menus on the Reporting and Analytics home page. A report is an example of a portlet. After you create the report portlet, you assign it to a role so users who belong to the role can access the report from the side menu.

- Creating Portlets
- Assigning Portlets to Roles
- Assigning Side Menus to Roles
- Assigning Reports to Roles
- Installing Remote Transfer Agent (RTA) at a Location
- Outage Alerts
- Setting Outage Alert Recipients

## Creating Portlets

1. In Reporting and Analytics, click **Admin**, click **Portal**, click **Portlets**, and then click **Portlets**.

2. Click **Add**.

3. Configure the portlet as described in the following table:

| Field | Description |
|-------|-------------|
| Name | Type a unique name for the portlet. For example, when creating a report portlet, type the report name that appears in the Reporting and Analytics side menu. |
| Type | Select the portlet type. For example, select **Report** to create a report portlet. |
| URL | Type or select the portlet URL. |
| | The portlet type you select determines the values that appear in the **URL** drop-down list. For example, if you select **Report** from the **Type** drop-down list, system reports appear in the **URL** drop-down list. |
| Description | Type a description of the portlet. |
| myPage Title | Type the title for the portlet that appears on the user myPage. |
| Effective Dates | Select a start date for the portlet. |
| to | Select an end date for the portlet. The portlet expires on the date you select. |

**Related Topics**

• Navigation Path Disclaimer

# Assigning Portlets to Roles

1. In Reporting and Analytics, click **Admin**, click **Portal**, click **Roles**, and then click **Portlets**.

2. Select the role, and then click **Configure**.

3. Click **Add**.

4. Configure settings as described in the following table:

| Field | Description |
| --- | --- |
| Portlet | Select the portlet. |
| Side Menu Title | Select the side menu in which the portlet appears on the Reporting and Analytics home page. |
| Sort Order | Specify the order in which the portlet appears in the side menu. For example, if you type 1, the portlet is the first portlet listed in the side menu. |
| Hide | Hides the portlet in the side menu. |
| Enable myPage | Enables users to add the portlet when they customize their myPage. |

5. Click **Save**.

**Related Topics**

• Navigation Path Disclaimer

# Assigning Side Menus to Roles

1. In Reporting and Analytics, click **Admin**, click **Portal**, click **Roles**, and then click **Side Menus**.

2. Select the role, and then click **Configure**.

3. Click **Add**.

4. Type a side menu title.

5. Type a side menu number.

   The number determines the order in which the menu appears in the Reporting and Analytics navigation pane. For example, if you type 1, the menu is the first menu listed in the navigation pane on the Reporting and Analytics home page.

6. Click **Save**.

**Related Topics**

• Navigation Path Disclaimer

# Assigning Reports to Roles

1. In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Reports**, and then click **Report Roles**.

2. Select the role, and then click **Select**.

3. Click **Add**.

4. Select the report, and then click **Save**.

**Related Topics**

- Navigation Path Disclaimer

# Installing Remote Transfer Agent (RTA) at a Location

1. Make sure you know the your location ID and download password:

   a. In Reporting and Analytics, click **Reports**, click **More Reports**, click **Admin Reports**, and then click **Download Report**.

   b. Make a note of the `Restaurant ID` for your location.

   c. Navigate to **.Connect Admin** or **RTA Admin** depending on your system configurations, select your location, and select **Display Password**.

      If **.Connect Admin** or **RTA Admin** do not populate a list of locations, you do not have the **Can View Download passwords** portlet permission enabled for your role.

   d. Make a note of the **Download Password**.

2. Download and install the Remote Transfer Agent (RTA) for your location:

   a. In Reporting and Analytics, click **Admin**, and then click **Store Download**.

   b. Enter the Restaurant ID and the Download Password, and then click **Next**.

      If the installation fails, Reporting and Analytics shows the error log in a text editor.

**Related Topics**

- Navigation Path Disclaimer

# Outage Alerts

System administrators can configure Reporting and Analytics to send an email when communication with the hosting center fails. If there is no communication outage, Reporting and Analytics sends an email every two hours with the status `All OK`.

# Setting Outage Alert Recipients

1. In Reporting and Analytics, click **Admin**, click **Portal**, click **Alerts**, and then click **Outage Alerts**.

2. Enter up to four recipient email addresses and then click **Save**.

**Related Topics**

13-4

- [Navigation Path Disclaimer](#)

# 14

# Fiscal and Business Time Intervals

You can define the following time intervals for the Reporting and Analytics financial calendar and reports:

- **Financial Calendars**: you can create and configure a container to hold settings for fiscal years and periods.

- **Financial Periods** or Accounting Periods: you can create and add financial years to a calendar, and you can configure the quarters, parts, and weeks in each year.

- **Day Parts**: you can configure the hourly breakdown of each business day. Day Parts typically are comprised of periods of time such as lunch and brunch, must span the whole 24-hour period, must account for all days in a week, and cannot overlap.

  For example, if a restaurant designates 11:00 AM to 4:00 PM as the lunch period every day, but designates 10:00 AM to 2:00 PM as the brunch period on Sundays, you must create a day part from 10:00 AM to 1:59 PM for the Sunday brunch period and a 2:00 PM to 3:59 PM day part for the Sunday lunch period.

You can define and align calculations with your organization's fiscal year and fiscal periods using **financial calenders**, or calenders partitioned for accounting purposes. Each calender contains a set of **fiscal years**, with each year broken up into **financial periods** and **business weeks**.

All levels and locations in the organizations are assigned to a default financial calendar and can be configured to adhere to customized financial calenders.

- Setting Up a Financial Calendar
- Creating a Financial Year
- Creating Day Parts
- Overriding Day Parts

## Setting Up a Financial Calendar

1.  Create the Financial Calendar for your organization or location:

    a.  In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Miscellaneous**, and then click **Financial Calendars**.

    b.  Click **Add**, enter a **Name** for the calendar, and then click **Save**.

2.  Add a financial year to the calendar:

    a.  In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Miscellaneous**, and then click **Financial Periods**.

    b.  Select the financial calendar and click **Configure**.

    c.  Click **Add Year Automatically** to use the creation wizard, or click **Add Year Manually** to manually enter all financial year.

3.  Set the **Financial Calendar** field for locations and levels in the organization.

Locations inherit the financial calendar setting for the level to which they belong. You can set an overriding financial calendar directly for the location.

**Related Topics**

• Navigation Path Disclaimer

# Creating a Financial Year

1. In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Miscellaneous**, and then click **Financial Period**.

2. Select the calendar for which you want to define the financial periods and then click **Configure**.

3. To automatically generate the financial periods and weeks for the year:

   a. Click **Add Year Automatically** and then fill out the form as described in the following table:

   | Field | Description |
   | --- | --- |
   | Year Name | Enter a name for the financial year. |
   | Year Number | Enter an order in the list. The financial calendar lists the financial years in an order based on this field. |
   | Year Start Date | Enter or select the first day for the year. |
   | Year End Date | Enter or select the last day for the year. |
   | Accounting Cycle | Select the accounting cycle for the year:<br>• 4/4/5<br>• 5/4/4<br>• 4/5/4<br>• 4/4/4 |

   b. If there are more than seven days in the last week of the year, you can select **Add extra days to the last week** to combine the extra days into the week, or you can select **Create a new financial week with the extra days** to create a new reporting week.

4. To manually set the financial periods and weeks for the year:

   a. Click **Add Year Manually** and then enter a **Name** and **Number** for the year.

   b. Click **Add New Period** to add a new row to the table of periods, then enter a name for the period, the ordering number for the period, and the fiscal quarter to which the period belongs.

   c. Click **Add New Week** to add a new row to the table of weeks, then enter a name for the week, the ordering number for the week, the period to which the week belongs, the starting date of the week, and the ending date of the week.

**Related Topics**

• Navigation Path Disclaimer

# Creating Day Parts

1. In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Miscellaneous**, and click **Day Part**.

2. Click **Add** and fill out the form as described in the following table:

| Field | Description |
|-------|-------------|
| Name | Enter a name for the day part. Enterprise Back Office shows this name in day part reports. |
| Beginning Fixed Period | Select the start time for the day part. The system administrator can configure the interval for the drop-down list. |
| Ending Fixed Period | Enter the end time for the day part while making sure that the time does not overlap with the start time. |
| Report Display Order | Enter the order in which reports list the day part. |
| Apply To | Select or deselect the days of week for which this day part applies. You can click **Clear Days** to deselect all days. |

3. Verify that the day part does not overlap other day parts.

4. Verify that the day parts cover all hours of a business week. If there are untouched hours, the Day Part page shows the following message:

```
Warning: The day parts you've setup do not cover all fixed
periods and days of the week. Please review documentation for
additional details.
```

**Related Topics**

• Navigation Path Disclaimer

# Overriding Day Parts

1. In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Miscellaneous**, and click **Day Part Overrides**.

2. Click **Add** and fill out the form as described in the following table:

| Field | Description |
|-------|-------------|
| Override Day Part | Select the day part you want to override. |
| Location | Select the location for the override. |
| Revenue Center | Select the revenue center for the override. |
| Beginning Fixed Period | Select the start time for the day part. The system administrator can configure the interval for the drop-down list. |

| Field | Description |
|---|---|
| Ending Fixed Period | Enter the end time for the day part while making sure that the time does not overlap with the start time. |
| Report Display Order | Enter the order in which reports list the day part. |
| Apply To | Select or deselect the days of week for which this day part applies. You can click **Clear Days** to deselect all days. |

**Related Topics**

- Navigation Path Disclaimer

# 15
# Reason Codes

Point-of-Sale operations such as voids, returns, time card adjustments, pay rate changes, and leaves of absence typically require the manager or employee to enter a reason. You can use **Enterprise Reason Codes** to define and configure types of reasons and to define the available predefined reasons that managers and employees can select.

- Creating Reason Codes

## Creating Reason Codes

1. In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Miscellaneous**, and click **Enterprise Reason Codes**.

2. Select the action and then click **Select**. For example, you can select **Time Card Adjustments** to configure the list of reasons available to managers when they justify changes to a time card.

3. Click **Add**, or select an existing reason and click **Edit** to open the reason configuration form.

4. Enter the reason in the **Reason Code** field.

5. To set the code as the default for the action, select **Default** and then click **Save**.

**Related Topics**

- Navigation Path Disclaimer

# 16

# Reporting Hierarchies

A **reporting hierarchy** provides the reporting structure to an enterprise and its restaurants. Reporting hierarchies enable you to group restaurant locations for collecting and assembling report totals. A reporting hierarchy is similar to an organizational hierarchy because it consists of levels and locations in parent-child relationships. Depending on your reporting requirements, you can create variations of reporting hierarchies that use the same locations.

The following figure shows examples of reporting hierarchies that use the same Columbia restaurant location:
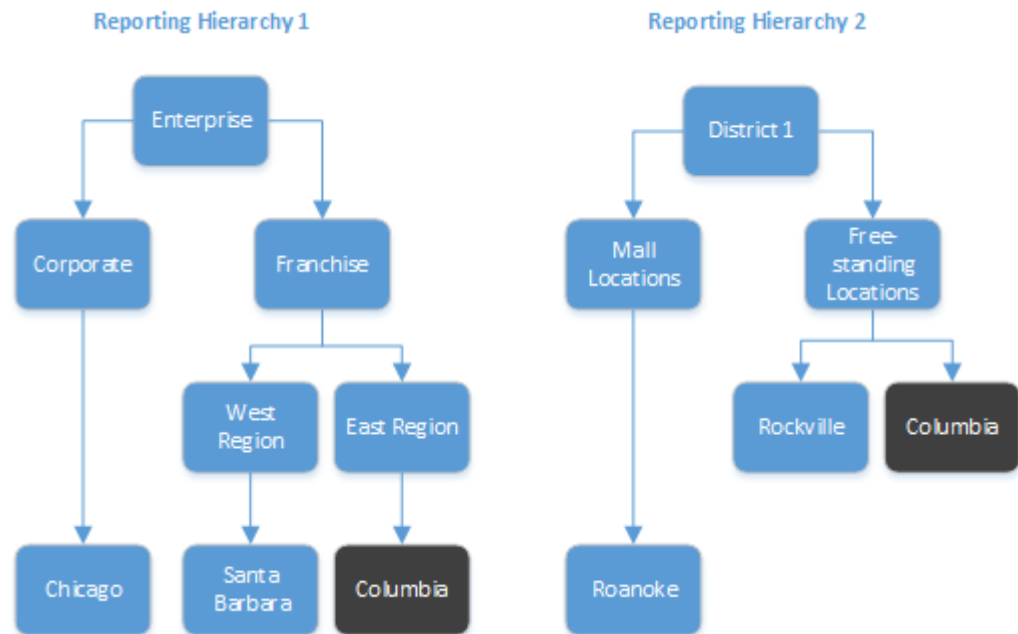


- *Creating Reporting Hierarchies*

## Creating Reporting Hierarchies

1.  In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Reporting Hierarchies**, and click **Hierarchies**.

2.  Click **Add**.

3.  Type a hierarchy name (for example, `District 1`).

4.  Add levels to the hierarchy:

    a.  Click **Admin**, click **Warehouse**, click **Reporting Hierarchies**, and click **Levels**.

    b.  Click **Add**.

    c.  Type a reporting level name (for example, `Free-standing`).

     **d.** Click **Save**.

     **e.** Repeat these substeps to add more levels.

**5.** Establish relationships between levels:

     **a.** Click **Admin**, click **Warehouse**, click **Reporting Hierarchies**, and click **Relationships**.

     **b.** Select the reporting hierarchy name and then click **Select**.

     **c.** Click **Assign Level**.

     **d.** Select the level (for example, **Free-standing**).

     **e.** Select the parent level. If the level you are assigning is the first level, select **No Parent** from the **Parent Level Name** drop-down list.

     **f.** Click **Assign Level**.

     **g.** Repeat these substeps to assign more levels.

**6.** Establish relationships between levels and locations:

     **a.** Click **Assign Location**.

     **b.** Select the location (for example, **Columbia**).

     **c.** Select the parent level for the location (for example, **Free-standing**).

     **d.** Click **Assign Location**.

     **e.** Repeat these substeps to establish remaining level-location relationships.

**Related Topics**

- Navigation Path Disclaimer

# 17
# Item Alignment

When your organization does not use an enterprise management module to control data entry, different locations can enter the same item with slight variances. **Item alignment** allows administrators to configure Reporting and Analytics to recognize same items despite the input variances and force reports to combine their values. Item alignment consists of the following components:

- **Item Alignment Rules**: set the automatic item alignment baseline.
- **Master Stores**: set locations as master stores to define the default master items to which items align.
- **Master Items**: parent item instance under which items post and show in reports.
- **Alias Items**: aligned items designated as an acceptable name for catching alignment matches.

For example, a menu item sales report for an organization handles and shows the following different Coca-Cola entries as separate items:

| Location | Menu Item Name | Number Sold | Revenue |
|---|---|---|---|
| Columbia | Co Cola | 100 | 129.00 |
| Los Angeles | Pop-Cola | 125 | 250.00 |
| Naples | Cola | 100 | 300.00 |
| Chicago | Co-Cola | 400 | 600.00 |
| New York City | Co-Cola | 200 | 400.00 |

While the information shown in the report is useful for an detailed per-location report, a restaurant manager viewing the organization-wide sales report may expect a single consolidated entry for `Coca Cola` so comparisons can be made against other beverages. For example, you can configure item alignment to synchronize by the item name (or `Name1`). Reporting and Analytics automatically links the Columbia, Chicago, and New York City instances together and shows the following entries:

| Menu Item Name | Number Sold | Revenue |
|---|---|---|
| Co Cola | 700 | 1129.00 |
| Pop-Cola | 125 | 250.00 |
| Cola | 100 | 300.00 |

You can then use manual alignment to link the other two instances to the Master Item. The item alignment shows the following:

| Master Item | Aligned Items |
|---|---|
| Co-Cola | Co-Cola |
| | Pop-Cola |
| | Cola |

# Alignment Rules

**Alignment Rules** define the menu item alignment processes by:

- Controlling how unaligned data items are matched.
- Enabling standard food costs.
- Enabling menu item aliasing.
- Setting the start and end times for charts.
- Defining the default methods for identifying new menu items.
- Defining how new menu items are matched to existing values.

Alignment rules do not guarantee that all new menu items are aligned to existing menu items. You can use the rules to increase the likelihood of successfully automated matches. Administrators should continue to perform routine checks of unaligned items and review menu item alignment to ensure accuracy.

# Creating Alignment Rules

1. In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Miscellaneous**, and click **Alignment Rules**.
2. Select one of the following alignment methods from the **Method Item Alignment Based On** drop-down list:
   - **POS Number**
   - **Name 1**
   - **Name 2**

- **Name 1 and POS Number**

3. Select one of the following general alignment methods from the **General Alignment Type** drop-down list:

   - **POS Item Number Only**

   - **POS Name Only**

   - **POS Item Number and Name**

4. Select one of the following back-of-house alignment methods from the **BOH Align Type** drop-down list:

   - **POS Item Number Only**

   - **POS Name Only**

   - **POS Item Number and Name**

5. Enter the start and end time for all charts in the portal using the 24-hour format.

6. Enter the default food cost percentage for when a percentage is not included in the Master table or the data posted from the POS.

7. Select how the system handles new menu items from the **Menu Item Name Change** drop-down list:

   - **Replace an Old Name**

   - **Create a New Menu Item**

8. Enter the **Number of Attempts** to be made to align each menu item.

9. Select **Enable Menu Item Aliasing** to allow one menu item to link to multiple possible names.

10. Select **Enable Other Table Aliasing** to allow unaligned menu items to alias with items found in other database tables.

**Related Topics**

- Navigation Path Disclaimer

# Setting a Master Store

1. In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Miscellaneous**, and click **Store Master**.

2. Click **Add**, fill out the form, and then click **Save**.

3. When configuring more than one Master Store, enter the **Beginning Menu Item Number** and **Ending Menu Item Number** to define the range of menu items governed by the current Master Store.

4. Click **All Subject Areas** if you want the Master Store to define Master Items for all item types, such as discounts and order types.

5. Click **BOH Tables Flag** to enable product management.

**Related Topics**

- Navigation Path Disclaimer

# Manually Aligning Items

1. In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Alignment**, and click the type of database item. In the alignment window, you can:

   • Hold the Shift key to select multiple items.

   • Click **Options** and filter the list of master items.

   • Click **Options** and configure the columns shown in the Unaligned Items and Aligned Items tabs.

   • Click **Run Alignment** to run the alignment process immediately.

2. Perform the following actions:

   • Setting Item Alignment

   • Changing the Alignment of an Item

   • Unaligning an Item

   • Merging Master Items

   • Designating an Unaligned Item as a New Master Item

   • Configuring Alignment Rules

   **Related Topics**

   • Navigation Path Disclaimer

# Setting Item Alignment

1. Click the master item from the **Master Items** list.

2. Click the unaligned item from the **Unaligned Items** tab and then click **Align**.

   **Related Topics**

   • Navigation Path Disclaimer

# Changing the Alignment of an Item

1. Click the master item from the **Master Items** list.

2. Click the item from the **Aligned Items** tab and then click **Transfer**.

3. In the **Select destination master item** window, click the destination master item, and then click **OK**.

   **Related Topics**

   • Navigation Path Disclaimer

# Unaligning an Item

1. Click the master item from the **Master Items** list.

2. Click the item from the **Aligned Items** tab and then click **Unalign**.

**Related Topics**

- [Navigation Path Disclaimer]()

## Merging Master Items

1.  Click the master items from the **Master Items** list and then click **Merge**.

2.  In the **Select master item** dialog box, click the master item you want to keep, and then click **OK**.

**Related Topics**

- [Navigation Path Disclaimer]()

## Designating an Unaligned Item as a New Master Item

1.  Click an item from the **Unaligned Items** tab and then click **Create Master**.

2.  Fill out the **Create Master** form to define the Master Item and then click **OK**.

**Related Topics**

- [Navigation Path Disclaimer]()

## Configuring Alignment Rules

1.  Click **Modify Rules**.

2.  Fill out the form and then click **Create**.

    You can enter the characters to remove or ignore during the alignment process, such as slashes (`/`) and apostrophes (`'`).

**Related Topics**

- [Navigation Path Disclaimer]()

## Menu Item Alignment with Multiple Master Stores

When your organization does not present a uniform menu across all locations, designating a single Master Store may not account for all available menu items throughout the organization. For example:

- The Washington D.C. location, set as the Master Store, serves hamburgers, seafood, and soft drinks.

- The New York location serves hamburgers, seafood, soft drinks, and alcoholic beverages.

- The Michigan location serves hamburgers, meat loaf, soft drinks, and alcoholic beverages.

In this scenario, the Washington D.C. location does not provide a Master Item for the alcoholic beverages nor meat loaf. Instead of using the Menu Item Alignment portlet to create Master Items, you can assign the New York location to function as the Master Store for alcoholic beverages, and likewise the Michigan location to function as the Master Store for meat loaf.

# 18
# Category Groups

**Category Groups** organize database items to control the scope of reports. For example, Reporting and Analytics considers the Major menu item groups and Family menu item groups used in many Point-of-Sale applications as category groups and allows users to run reports against one or both groups. Reporting and Analytics does not limit the number of category groups that you can use and allows you to organize the category groups in **Category Group Hierarchies** so you can run reports against multiple category groups.

For example, one location combines beer, wine, and liquor into the `Alcohol` group. Another location has a combined group named `Beverages` but also organizes each beverage by type, so they have a `Beer` group consisting of domestic, import, and draft. You can use category groups to create a unified set of groups and hierarchies to consolidate information from different systems and produce accurate reports.

- Creating Category Groups
- Creating Category Group Hierarchies

## Creating Category Groups

1. In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Category Groups**, and click **Category Groups**.

2. Enter a name for the category group and then click **Save**.

**Related Topics**

- Navigation Path Disclaimer

## Creating Category Group Hierarchies

1. To create a category group hierarchy:

   a. In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Category Groups**, and click **Hierarchies**.

   b. Click **Add** and then enter a name for the hierarchy.

   c. Select the category type from the drop-down list and then click **Save**.

2. To add category groups to the hierarchy and to configure parent-child relationships:

   a. In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Category Groups**, and click **Relationships**.

   b. Select the hierarchy and then click **Select**.

   c. To add a category group to the hierarchy, click **Assign Group**, select the group and the parent, and click **Save**.

   d. To change the parent-child relationship of a group, select the child group, click **Edit**, change the parent group, and click **Save**.

**Related Topics**

- Navigation Path Disclaimer

# 19

# Cost Tiers

A **cost tier** is a saved set of menu items typically associated with a vendor or source. For example, you can create a cost tier for four different produce suppliers and then assign the menu item `Lettuce` to each cost tier.

- Creating Cost Tiers
- Assigning Menu Items to Cost Tiers

## Creating Cost Tiers

1. In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Miscellaneous**, and click **Cost Tier**.

2. Click **Add**, fill out the form, and click **Save**.

3. You can enter an external database reference link for custom development.

**Related Topics**

- Navigation Path Disclaimer

## Assigning Menu Items to Cost Tiers

1. In Reporting and Analytics, click **Admin**, click **Warehouse**, click **Miscellaneous**, and click **Menu Item Cost Tier**.

2. Select the Point-of-Sale **Major Group**, **Family Group**, or an applicable Reporting and Analytics **Category Group**.

3. Select the group or category from the drop-down list.

4. Select the menu item and then click **Select**.

5. Click **Add**, select the **Cost Tier** from the drop-down list, fill out the form, and click **Save**.

**Related Topics**

- Navigation Path Disclaimer

# 20

# Standard Export

Reporting and Analytics Standard Export supports end-of-day (EOD) and end-of-week (EOW) exports from all Point-of-Sale (POS) applications that can interface with Oracle Hospitality Enterprise Back Office. After the system receives EOD information, the export process creates an export file based on export configurations. Users can then access the export file on an SFTP server hosted by Cloud Services, or can configure Standard Export to upload the file to a third-party SFTP server or attach the file in an email to a designated recipient.

The following table describes the field types, variable types, and maximum sizes used in the export files:

**Table 20-1    Standard Export Field Types**

| Field Type Name | Variable Type and Maximum Size | Example |
| --- | --- | --- |
| Bit | Numeric (1) | 0 or 1 |
| String | Varchar (255) | Coffee |
| Integer | Numeric (10) | 1234567890 |
| Currency | Numeric (12,2) | 13.34 |
| Integer Count | Numeric (7) | 9,999,999 |
| DateTime | YYYYMMDDHHMMSS | 20071231005324 |

- General Ledger Export Files
- Payroll Export Files
- General Ledger (GLD)
- Summary (SUM)
- Discount Records (DSC)
- Service Charge Records (SVC)
- Tender Records (TND)
- Tax Records (TAX)
- Order Type Records (OT)
- General Ledger Custom Records (GLC)
- Paid In/Paid Out Detail Records (PIO)
- Menu Item Sales Records (MI)
- Menu Item Price Records (MNPR)
- Check Header (CHDR)
- Check Detail (CDTL)
- Financial Forms Detail Records (FFD)

- Financial Forms Ledger Records (FFL)
- Cash Management Records (CASH)
- Pay Information (PAY)
- Payroll Identification (PAYID)

# General Ledger Export Files

The Standard Export process archives all general ledger export files in GLExport_*Location ID_MMDDYY*.zip. Each export file records the information as ASCII pipe ("|")-separated variables, and each record is terminated with a carriage return/linefeed pair. The export process removes the pipe character from any strings to prevent parsing errors and ambiguity. The following table provides an overview of the General Ledger record types:

**Table 20-2    General Ledger Export Records**

| Record Name | Record Type | Optional or Required |
| --- | --- | --- |
| General Ledger | GLID | Required |
| Summary | SUM | Required |
| Discount | DSC | Required |
| Service Charge | SVC | Required |
| Tender | TND | Required |
| Tax | TAX | Required |
| Order Type | OT | Required |
| Paid In/Paid Out | PIO | Optional |
| General Ledger Custom | GLC | Optional |
| Menu Item Sales | MI | Optional |
| Menu Item Prices | MNPR | Optional |
| Check Detail | CDTL | Optional |
| Check Total | CHDR | Optional |
| Financial Forms Details | FFD | Optional |
| Financial Form Ledgers | FFL | Optional |
| Cash Management | CASH | Optional |

# Payroll Export Files

The Standard Export process archives all payroll export files in PAYExport_*Location ID_MMDDYY*.zip. Each export file records the information as ASCII pipe ("|")-separated variables, and each record is terminated with a carriage return/linefeed pair. The export process removes the pipe character from any strings to prevent parsing errors and ambiguity. The following table provides an overview of the Payroll record types:

**Table 20-3    Payroll Export Records**

| Record Name | Record Type | Optional or Required |
|---|---|---|
| Pay Information | PAY | Optional |
| Payroll Identification | PAYID | Optional |

# General Ledger (GLD)

**Table 20-4    General Ledger Export Format**

| Field | Field Type | Description |
|---|---|---|
| Record Type | Varchar(255) | String must contain GLID. |
| Store Number | Varchar (255) | Store reference number. |
| Store Name | Varchar (255) | Store name. |
| First Business Date | YYYYMMDD | Earliest business date. |
| Last Business Date | YYYYMMDD | Last business date. |
| Date Created | YYYYMMDD | File creation date. |
| Time Created | HHMMSS | File creation time. |
| Export Version | Varchar (255) | Version of the software used for export. |
| GL Mapping Version | Varchar (255) | General ledger mapping version. |
| POS Model or Type | Varchar (255) | POS application name or type, such as 9700 and 3700. |
| POS Version | Varchar (255) | Version of the POS application, such as 5.5. |

**Related Topics**

- General Ledger Export Files

# Summary (SUM)

**Table 20-5    Summary Export Format**

| Field | Field Type | Description |
|---|---|---|
| Record Type | Varchar (255) | String must contain SUM. |
| Revenue Center Number | Numeric (10) | Local revenue center number. |
| Revenue Center Name | Varchar (255) | Local revenue center name. |
| Net Sales Total | Numeric (12,2) | Total net sales value. |
| Discount Total | Numeric (12,2) | Total value of discounts. |
| Service Charge Total | Numeric (12,2) | Total value of service charges. |
| Void Total | Numeric (12,2) | Total value of voided transactions. |
| Void Count | Numeric (7) | Number of voided transactions. |

**Table 20-5    (Cont.) Summary Export Format**

| Field | Field Type | Description |
|---|---|---|
| Return Total | Numeric (12,2) | Total value of returned transactions. |
| Return Count | Numeric (7) | Number of return transactions. |
| Tax Collected Total | Numeric (12,2) | Total value of collected taxes. |
| Non Taxable Sales | Numeric (12,2) | Total value of non-taxable sales. |
| Tax Exempt Total | Numeric (12,2) | Total value of tax-exempt sales. |
| Transaction Count | Numeric (7) | Number of transactions. |
| Guest Count | Numeric (7) | Total guest count. |
| Num Table Turns | Numeric (7) | Number of tables turned. |
| Total Order Time | Numeric (7) | Total speed of service time, in seconds. |
| Over Short Total | Numeric (12,2) | Over/short totals. |
| Sales Forecast | Numeric (12,2) | Forecasted sales. |
| Revenue Center Master Name | Varchar (255) | Name of the Master Revenue Center. |
| Revenue Center Master Number | Numeric (10) | Point-of-Sale reference number for the Master Revenue Center. |

**Related Topics**

• **General Ledger Export Files**

# Discount Records (DSC)

**Table 20-6    Discount Record Export Format**

| Field | Field Type | Description |
|---|---|---|
| Record Type | Varchar(255) | String must contain DSC. |
| Revenue Center Number | Numeric (10) | Local revenue center number. |
| Discount Number | Numeric (10) | Local discount number. |
| Discount Name | Varchar (255) | Discount name. |
| Total | Numeric (12,2) | Total value of discounts. |
| Count | Numeric (7) | Number of discounts. |
| Discount Master Name | Varchar (255) | Name of the Master Discount. |
| Discount Master Number | Numeric (10) | Point-of-Sale reference number for the Master Discount. |

**Related Topics**

• **General Ledger Export Files**

# Service Charge Records (SVC)

**Table 20-7    Service Charge Record Export Format**

| Field | Field Type | Description |
| --- | --- | --- |
| Record Type | Varchar(255) | String must contain SVC. |
| Revenue Center Number | Numeric (10) | Local revenue center number. |
| Service Charge Number | Numeric (10) | Local service charge number. |
| Service Charge Name | Varchar (255) | Service charge name. |
| Total | Numeric (12,2) | Total value of service charges. |
| Count | Numeric (7) | Number of service charges. |
| Service Charge Master Name | Varchar (255) | Name of the Master Service Charge. |
| Service Charge Master Number | Numeric (10) | Point-of-Sale reference number for the Master Service Charge. |

**Related Topics**

• General Ledger Export Files

# Tender Records (TND)

**Table 20-8    Tender Record Export Format**

| Field | Field Type | Description |
| --- | --- | --- |
| Record Type | Varchar(255) | String must contain TND. |
| Revenue Center Number | Numeric (10) | Local revenue center number. |
| Tender Number | Numeric (10) | Local tender number. |
| Tender Name | Varchar (255) | Tender name. |
| Total | Numeric (12,2) | Total value of tenders. |
| Count | Numeric (7) | Number of tenders. |
| Tender Master Name | Varchar (255) | Name of the Master Tender. |
| Tender Master Number | Numeric (10) | Point-of-Sale reference number for the Master Tender. |

**Related Topics**

• General Ledger Export Files

# Tax Records (TAX)

**Table 20-9    Tax Record Export Format**

| Field | Field Type | Description |
| --- | --- | --- |
| Record Type | Varchar(255) | String must contain TAX. |

**Table 20-9    (Cont.) Tax Record Export Format**

| Field | Field Type | Description |
|---|---|---|
| Revenue Center Number | Numeric (10) | Local revenue center number. |
| Tax Rate Number | Numeric (10) | Local tax rate number. |
| Tax Name | Varchar (255) | Tax rate name. |
| Tax Percentage | Numeric (12,2) | Tax rate percentage. |
| Tax Collected Total | Numeric (12,2) | Total value of collected taxes. |
| Taxable Sales Total | Numeric (12,2) | Total value of taxable sales. |
| Tax Exempt Total | Numeric (12,2) | Total value of tax-exempt sales. |
| Tax Master Name | Varchar (255) | Name of the Master Tax Rate. |
| Tax Master Number | Numeric (10) | Point-of-Sale reference number for the Master Tax Rate. |

**Related Topics**

• General Ledger Export Files

# Order Type Records (OT)

**Table 20-10    Order Type Record Export Format**

| Field | Field Type | Description |
|---|---|---|
| Record Type | Varchar (255) | String must contain OT. |
| Revenue Center Number | Numeric (10) | Local revenue center number. |
| Order Type Number | Numeric (10) | Local order type number. |
| Name | Varchar (255) | Order type name. |
| Count | Numeric (7) | Number of orders for the order type. |
| Net Sales Total | Numeric (12,2) | Total value of taxable sales. |
| Num Guests | Numeric (7) | Total guest count. |
| Num Table Turns | Numeric (7) | Number of tables turned. |
| Order Type Master Name | Varchar (255) | Name of the Master Order Type. |
| Order Type Master Number | Numeric (10) | Point-of-Sale reference number for the Master Order Type. |

**Table 20-10    (Cont.) Order Type Record Export Format**

| Field | Field Type | Description |
|---|---|---|
| Hour or Fixed Period | Numeric (10) | The **OrderTypeTotalByPeriod** parameter determines the period breakdown used in this field. |
| | | If the parameter is set to Hour, this field ranges from 0-36, where 25-36 refers to the first 12 hours of the following calendar day. |
| | | If the parameter is set to FixedPeriod, this field ranges from 1-96, with each number relating to a 15-minute period within a single 24-hour period. For example, 1 refers to 00:00:00 to 00:14:59. |

**Related Topics**

• General Ledger Export Files

# General Ledger Custom Records (GLC)

**Table 20-11    General Ledger Custom Record Export Format**

| Field | Field Type | Description |
|---|---|---|
| Record Type | Varchar(255) | String must contain GLC. |
| GL Account | Varchar(255) | General Ledger account number. |
| Value | Numeric (12,2) | Total value of the account. |

**Related Topics**

• General Ledger Export Files

# Paid In/Paid Out Detail Records (PIO)

**Table 20-12    Paid In/Paid Out Detail Record Export Format**

| Field | Field Type | Description |
|---|---|---|
| Record Type | Varchar (255) | String must contain PIO. |
| Revenue Center Number | Numeric (10) | Local revenue center number. |
| Tender Number | Numeric (10) | Local tender number. |
| Tender Name | Varchar (255) | Tender name. |
| Tender Type | Numeric (10) | The type depends on the number: 2: Paid Out 3: Paid In |
| Value | Numeric (12,2) | Total value of the Paid Out or Paid In transactions. |

**Table 20-12　(Cont.) Paid In/Paid Out Detail Record Export Format**

| Field | Field Type | Description |
|---|---|---|
| Reference | Varchar (255) | Tender reference. |
| Tender Master Name | Varchar (255) | Name of the Master Tender. |
| Tender Master Number | Numeric (10) | Point-of-Sale reference number for the Master Tender. |

**Related Topics**

• General Ledger Export Files

# Menu Item Sales Records (MI)

**Table 20-13　Menu Item Sales Record Export Format**

| Field | Field Type | Description |
|---|---|---|
| Record Type | Varchar (255) | String must contain MI. |
| Revenue Center Number | Numeric (10) | Local revenue center number. |
| Order Type Number | Numeric (10) | Local order type number. |
| Menu Item Number | Numeric (10) | Local menu item number. |
| Menu Item Name | Varchar (255) | Local menu item name. |
| Price Level | Numeric (10) | The value stored in MENU_ITEM_PRICE. |
| Sales Count | Numeric (10) | Number of sales orders that included this item. |
| Sales Total | Numeric (12,2) | Total value of taxable sales for this item. |
| Discount Total | Numeric (12,2) | Total value of discounts for this item. |
| Return Count | Numeric (10) | Number of returned transactions. |
| Volume | Numeric (12,2) | Volume ratio against the number of items sold. |
| Prep Cost | Numeric (12,2) | Total value of costs for preparing the item. |
| Menu Item Master Name | Varchar (255) | Name of the Master Menu Item. |
| Menu Item Master Number | Numeric (10) | Point-of-Sale reference number for the Master Menu Item. |

**Related Topics**

• General Ledger Export Files

# Menu Item Price Records (MNPR)

**Table 20-14    Menu Item Price Record Export Format**

| Field | Field Type | Description |
| --- | --- | --- |
| Record Type | Varchar (255) | String must contain MNPR. |
| Revenue Center Number | Numeric (10) | Local revenue center number. |
| Menu Item Number | Numeric (10) | Local menu item number. |
| Price Level | Numeric (10) | Local price level number. |
| Level Name | Varchar (255) | Local price level name. |
| Price | Numeric (12,2) | Dollar amount associated with the price level. |
| Cost | Numeric (12,2) | Dollar amount for the cost associated with the price level. |
| Effective From | YYYYMMDDHHMMSS | Starting date and time for the price level. |

**Related Topics**

• General Ledger Export Files

# Check Header (CHDR)

**Table 20-15    Check Header Export Format**

| Field | Field Type | Description |
| --- | --- | --- |
| Record Type | Varchar (255) | String must contain CHDR. |
| Revenue Center Number | Numeric (10) | Local revenue center number. |
| Order Type Number | Numeric (10) | Local order type number. |
| Check Number | Numeric (10) | Check number. |
| Open Business Date | YYYYMMDD | Business date the check was opened. |
| Close Business Date | YYYYMMDD | Business date the check was closed. |
| Check Open Date Time | YYYYMMDDHHMMSS | Date and time the check was opened. |
| Check Close Date Time | YYYYMMDDHHMMSS | Date and time the check was closed. If the check was left open at the end of day, this field may be set to null. |
| Employee | Varchar (255) | Point-of-Sale reference number of the employee that owns the check. |
| Num Guests | Numeric (10) | Number of guests on the check. |
| Check Reference | Varchar (255) | Point-of-Sale reference number for the check. |

**Table 20-15    (Cont.) Check Header Export Format**

| Field | Field Type | Description |
|-------|-----------|-------------|
| Total | Numeric (12,2) | Total value of the check. |
| Tax Total | Numeric (12,2) | Total amount of tax. |
| Tax Exempt Total | Numeric (12,2) | Total amount of tax exempted. |
| Void Total | Numeric (12,2) | Total amount voided. |
| Tip Total | Numeric (12,2) | Total amount tipped. |
| Manager Void Total | Numeric (12,2) | Total amount of manager voids. |
| Return Total | Numeric (12,2) | Total amount of returns. |
| Error Correct Total | Numeric (12,2) | Total amount of corrected errors. |
| Transfer Status | Varchar (255) | Status of the check transfer: X: Transfer N: Non Check Transfer A: Check Add |
| Transfer to Check Number | Numeric (10) | The number of the check to which this check was transferred. |
| Service Charge Total | Numeric (12,2) | Total value of service charges. |
| Discount Total | Numeric (12,2) | Total value of discounts. |
| Sub Total | Numeric (12,2) | Check total without service charges and taxes. |

**Related Topics**

- [General Ledger Export Files](#)

# Check Detail (CDTL)

**Table 20-16    Check Detail Export Format**

| Field | Field Type | Description |
|-------|-----------|-------------|
| Record Type | Varchar (255) | String must contain CDTL. |
| Revenue Center Number | Numeric (10) | Local revenue center number. |
| Order Type Number | Numeric (10) | Local order type number. |
| Check Number | Numeric (10) | Check number. |
| Business Date | YYYYMMDD | Business date of the transaction. |
| Transaction Date Time | YYYYMMDDHHMMSS | Date and time of the transaction. |
| Detail Type | Numeric (10) | 1: Menu Item 2: Discount 3: Service Charge 4: Tender/Media 5: Reference 6: Reference with Tender/Media 7: Check Transfer |

**Table 20-16    (Cont.) Check Detail Export Format**

| Field | Field Type | Description |
|---|---|---|
| Price Level | Numeric (10) | Price level at which the item was sold. |
| Record Id | Numeric (10) | Point-of-Sale reference for the detail type. |
| Void Flag | Numeric (10) | Indicates whether the transaction was voided. |
| Return Flag | Numeric (10) | Indicates whether the item was returned. |
| Line Quality | Numeric (10) | Count shown by the check. |
| Line Total | Numeric (12,2) | Total shown by the check. |
| Report Line Quantity | Numeric (10) | Count posted to reports. |
| Report Line Amount | Numeric (12,2) | Total posted to reports. |
| Employee Number | Numeric (10) | Local Point-of-Sale reference number for the employee that processed the transactions. |
| Reference Info | Varchar (255) | Reference recorded for the detail type. |
| Reference Info 2 | Varchar (255) | Reference recorded for the detail type. |
| Do Not Show | Numeric (1) | This line is used for reporting. If the value is set to 1, this line is hidden. |
| Master item POS Reference number | Numeric (10) | Point-of-Sale reference number for the Item Master. |
| User Workstation Number | Numeric (10) | Local Point-of-Sale reference number for the workstation. |

**Related Topics**

- General Ledger Export Files

# Financial Forms Detail Records (FFD)

**Table 20-17    Financial Forms Detail Record Export Format**

| Field | Field Type | Description |
|---|---|---|
| Record Type | Varchar (255) | String must contain FFD. |
| Financial Form Name | Varchar (255) | Name of the financial form. |
| Cell External Reference | Varchar (255) | Name of the cell. |
| Numeric Value | Numeric (10) | Form value in numeric format. |
| Text Value | Varchar (255) | Form value in string format. |

**Related Topics**

- General Ledger Export Files

# Financial Forms Ledger Records (FFL)

**Table 20-18    Financial Forms Ledger Record Export Format**

| Field | Field Type | Description |
|---|---|---|
| Record Type | Varchar (255) | String must contain FFL. |
| Financial Form Name | Varchar (255) | Name of the financial form. |
| Ledger Name | Varchar (255) | Name of the ledger. |
| Posting Category External Reference | Numeric (10) | Reference number for the posting category. |
| Memo 1 | Varchar (255) | Memo line. |
| Memo 2 | Varchar (255) | Memo line. |
| Value | Numeric (12,2) | Form value. |

**Related Topics**

• General Ledger Export Files

# Cash Management Records (CASH)

**Table 20-19    Cash Management Records Export Format**

| Field | Field Type | Description |
|---|---|---|
| Record Type | Varchar (255) | String must contain CASH. |
| Revenue Center Number | Numeric (10) | Local revenue center number. |
| CM Item Number | Numeric (10) | Local cash management item number. |
| CM Item Name | Varchar (255) | Local cash management item name. |
| Receptacle Type | Numeric (10) | 0: Till<br>1: Safe<br>2: Deposit |
| Receptacle Number | Numeric (10) | Local receptacle number. |
| Receptacle Name | Varchar (255) | Local receptacle name. |
| Starting Amount | Numeric (12,2) | Starting bank amount in the Till. |
| Trans Amount | Numeric (12,2) | Total Point-of-Sale transactions for the Till. |
| OverShort Amount | Numeric (12,2) | Total amount over or short for the Till. |
| Deposit Amount | Numeric (12,2) | Total amount withdrawn (negative) or deposited (positive) for the Till. |
| Trans Datetime | YYYYMMDDHHMMSS | Date and time of the transaction. |
| Trans Employee | Numeric (10) | Point-of-Sale reference number of the employee that processed the transaction. |

**Table 20-19    (Cont.) Cash Management Records Export Format**

| Field | Field Type | Description |
|---|---|---|
| Reference Info | Varchar (255) | Reference recorded for the transaction. |

**Related Topics**

• General Ledger Export Files

# Pay Information (PAY)

Standard Export generates a Pay Information record for each employee job code per day.

When using Oracle Hospitality RES 3700 with Oracle Hospitality Labor Management:

• An employee can have Other Pay assigned without a job code reference. The record outputs a payroll entry with an empty Job Code Number and Job Code Name.

• An employee can have more than one Other Pay assigned with the same business day and job code, but with different pay type, rate, and description. The record combines the first Other Pay and Employee_Daily_Job_Code_Total records based on location and business date, and then creates new payroll entries for subsequent Other Pay entries with empty standard regular pay data.

• An employee can have more than one Other Pay assigned with the same business day, job code, pay type, pay rate, and description. The record combines all such Other Pay into a single payroll entry.

**Table 20-20    Pay Information Export Format**

| Field | Field Type | Description |
|---|---|---|
| Record Type | Varchar (255) | String must contain PAYID. |
| PAYID | Varchar (255) | Employee payroll ID. |
| | | When using Oracle Hospitality RES 3700 without Oracle Hospitality Labor Management, the record uses the employee Social Security Number. If the employee does not have a Social Security Number, the record uses the RES 3700 payroll ID. |
| Business Date | YYYYMMDD | Current business date. |
| Job Code Number | Numeric (10) | Job code ID number. |
| Job Code Name | Varchar (255) | Job code name. |
| Regular Hours | Numeric (12,2) | Regular hours worked. |
| Regular Pay | Numeric (12,2) | Amount owed for regular hours. |
| Overtime Hours | Numeric (12,2) | Overtime hours worked. |
| Overtime Pay | Numeric (12,2) | Amount owed for overtime hours. |

**Table 20-20    (Cont.) Pay Information Export Format**

| Field | Field Type | Description |
|---|---|---|
| Other Overtime Hours | Numeric (12,2) | Other overtime hours worked. |
| Other Overtime Pay | Numeric (12,2) | Amount owed for other overtime hours. |
| Other Pay Type | Varchar (255) | Other pay types. |
| Other Pay Hours | Numeric (12,2) | Other pay type hours worked. |
| Other Pay | Numeric (12,2) | Amount owed for other pay types. |
| Other Pay Rate | Numeric (12,2) | Pay rate for other pay type hours. |
| F&B gross Receipts | Numeric (12,2) | Food and Beverage gross receipts. |
| Tips Paid | Numeric (12,2) | Amount of tips paid. |
| Charged Receipts | Numeric (12,2) | Amount of receipts charged. |
| Charged Tips | Numeric (12,2) | Amount of tips charged. |
| Indirect Tips | Numeric (12,2) | Amount owed for indirect tips. |
| Declared Tips | Numeric (12,2) | Amount owed for declared tips. |
| Home Store | Varchar (255) | Not used. |
| NonRvc Regular Hours | Numeric (12,2) | Regular salaried hours worked. |
| NonRvc Regular Pay | Numeric (12,2) | Amount owed for regular salaried hours. |
| NonRvc Overtime Hours | Numeric (12,2) | Overtime salaried hours worked. |
| NonRvc Overtime Pay | Numeric (12,2) | Amount owed for overtime salaried hours. |
| Other Pay Description | Varchar (255) | Description for other pay. |

**Related Topics**

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# Payroll Identification (PAYID)

**Table 20-21    Payroll Identification Export Format**

| Field | Field Type | Description |
|---|---|---|
| Record Type | Varchar (255) | String must contain PAYID. |
| Store Number | Varchar (255) | Store reference number. |
| Store Name | Varchar (255) | Store name. |
| First Business Date | YYYYMMDD | Earliest business date. |
| Last Business Date | YYYYMMDD | Last business date. |
| Date Created | YYYYMMDD | File creation date. |
| Time Created | HHMMSS | File creation time. |
| Export Version | Varchar (255) | Version of the software used for export. |
| GL Mapping Version | Varchar (255) | General ledger mapping version. |

**Table 20-21 (Cont.) Payroll Identification Export Format**

| Field | Field Type | Description |
|---|---|---|
| POS Model or Type | Varchar (255) | POS application name or type, such as 9700 and 3700. |
| POS Version | Varchar (255) | Version of the POS application, such as 5.5. |

**Related Topics**

- Payroll Export Files