

OpsManagement Reports

Reference Guide

Document Details

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Overview

This document contains details for all of the Enterprise Manager and Net-Chef reports.



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What's New

Date	Summary
7/30/26	For the Inventory Efficiency and Inactivity Reports (Local & Consolidated), corrected the formulas for Daily Consumption Rate and Days to Consume On Hand.
6/15/26	Updated the Employee Time Detail reports Tip Pool/Tip Sharing column name.
6/10/26	We added the (missing) Purchase Summary (Cruise only) report in Net-Chef.
12/10/25	We added the FLSA Weekly Overtime Report in Enterprise Manager.
8/13/25	We added a Search field to the Consolidated Vendor Orders report.
1/29/25	We added the Labor Rule Violations reports (Local & Consolidated) in Net-Chef.
11/27/24	We added a listing for User Group control to each report.
11/14/24	We added the (missing) Consolidated Inventory Audit report in Net-Chef.
9/25/24	We added the Attestation Clauses reports (Local & Consolidated) in Net-Chef.
8/7/24	We added the Labor Rule Compliance report in Enterprise Manager.





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Enterprise Manager Reports

Document Details

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Overview

This section includes the following Enterprise Manager reports:

- Consolidated PO Report
- Contract Discrepancy Report
- FLSA Weekly Overtime Report (Restaurant only)
- Labor Rule Compliance Report (Restaurant only)
- Login Audit Report
- Menu Mix Status Summary
- Post Analysis Report
- Purchase Detail Report
- Vendor Delivery Performance Report



Consolidated Purchase Order Report

This report displays purchase order data for all submitted, unreconciled vendor orders for one or more vendors, from multiple locations. This report can be used both for reporting purposes and to submit PO's from multiple locations to each vendor in a single document or file. *(In this instance, the "VO Mode" for these vendors = 'Phone', and this report/file is submitted AS the purchase order.)*

The data displayed in this report will be grouped by Purchase Order. Each order will have a header line containing information specific to that order. Within each order, product details will be displayed. Orders will be listed by Location and, within each location, in numeric order by Order Number.

User Group Control: Report > Consolidated Purchase Order

Transactions Included: Unreconciled Vendor Orders

Report Controls

Search field (Cruise only): Search by Vendor Code/Name, Vendor Product Number, Product Number/Name.

Hierarchy: Select the desired hierarchy level from the drop-down

Period: Current Month, Current Post, Current Week, Day, Period (limited to 31 days), Post

Funnel (Filters): Location, Account #, Vendor, Order #, Order Date, Expected Delivery Date, Value, Vendor Product Number, Product Number, Vendor Units, Order Quantity, Price, Extended Value

Printer (Export): PDF, Excel, CSV formats

Order Header Details:

- *Location* – The name of the location that created the purchase order.
- *Account #* – From the Vendor Details screen.
- *Vendor* – The name of the vendor for which the order was created.
- *Order #* – The system-generated transaction number; based on the Numbering scheme defined.
- *Submit Date* – The date the order was submitted to the vendor.
- *Expected Delivery Date* – The date the order was expected to arrive; entered upon order creation.
- *Value* – Sum of the "Extended Value" fields for all products on the order.

Report Columns (Product Rows): Click any column header to sort by the data in that column.

- *Vendor Product Number* – From the product's Bid Sheet.
- *Product Number* – The Company Product Number.
- *Product Name* – The Company Product Name.
- *Vendor Units* – From the product's Bid Sheet.
- *Order Quantity* – The quantity ordered, in vendor units.
- *Price* (per Vendor Unit) – The vendor's bid/contract price.
- *Extended Value* = [Order Quantity x Price]

Grand Total – Sum of the "Value" fields for all orders displayed.





Contract Discrepancy Report

This report shows vendor orders containing quantity and/or price discrepancies that were reconciled during the selected time frame, in any market linked to the user's profile. The report compares the invoiced and received quantities and the invoiced and contract/bid prices for both contracted and non-contracted products. It shows the quantities and prices, the variances between them, and the total variance value. This allows management to identify vendors that are not meeting the terms of their contracts or bid prices, and to see each instance that the company was overcharged or shorted quantities for a delivered product.

Franchise Note: When "Locations" = 'All', franchisees can retrieve data for their own locations but franchisors can retrieve data for all locations.

User Group Control: Report > Contract Discrepancy

Transactions Included: Reconciled Vendor Orders

Report Controls

Search field (Cruise only): Search by Reference Number, Location Name, Invoice Number, Product Number, or Product Description.

Location: All (default), or select a location from the drop-down

Period: Current Month, Current Post, Current Week, Day, Period (limited to 31 days), Post

Group by: Delivery Date, Invoice Number, Location Name, Product Number, Reference Number

Sort by: Any report column (ASC, DESC)

Funnel (Filters): Any report column; Location Code, Market

Printer (Export): PDF, Excel, CSV formats

Report Columns:

- *Vendor Name* and *Vendor Code* (default grouping) – Denotes the vendor associated with the order.
- *Reference Number* – Entered when the order was created. For Cruise Lines, this is the Voyage Number.
- *Location Name* (displayed if Location = 'All')
- *Invoice Number* – From the vendor's invoice; entered during reconcile.
- *(Actual) Delivery Date* – The date the order arrived; entered at reconcile.
- *Product Number* and *Product Description* - The Company Product Number and Name.
- *Pack Size* – The Company Product inventory unit.
- *Physical Quantity* – The quantity actually received (in vendor units); entered at reconcile.
- *Invoice Quantity* – The quantity delivered, according to the vendor's invoice; entered at reconcile.
- *Variance Quantity* = [Invoice Quantity – Physical Quantity]
 - A positive Variance Quantity indicates you were charged for more than you received.
- *Contract Price* – The contract/bid price per vendor unit for that vendor on the Actual Delivery Date.
- *Invoice Price* – The price per vendor unit, according to the vendor's invoice; entered at reconcile.
- *Variance Price* = [Invoice Price – Contract Price]
 - A positive Variance Price means you were over-charged compared to the vendor's bid price.
- *Contract Total* = [Contract Price x Physical Quantity]
- *Invoice Total* = [Invoice Price x Invoice Quantity]
- *Variance Total* = [Invoice Total – Contract Total]

Note: The values in this report are expressed in the Vendor's base currency. For vendors with the "Non-Contract Items Use Invoice Price Override" pricing rule enabled, this report will not include non-contracted products with a discrepancy between the Contract and Invoice price.





FLSA Weekly Overtime Report (Restaurant only)

This report allows Corporate to track and identify the source of weekly overtime for each hourly employee. The report calculates simple weekly overtime, which is defined as all non-exempt hours worked beyond 40 in a designated 7-day work week. Users will be able to retrieve data for locations and weeks where Payroll has been exported, for up to four (4) weeks at a time, within the last 2 years (24 months). The report will retrieve data for employees who are linked to a Location within the selected Hierarchy and who have worked over 40 total hours within the selected period; salaried employees and those who work less than 40 hours are excluded. The retrieved hours will include all time worked from every location, even those outside of the currently selected Hierarchy.



Important: The report calculations are based on the federal baseline for weekly overtime, which is 1.5 x pay for hours worked > 40. The report does NOT include hours or pay incurred by any other overtime labor rules or other labor violations.

User Group Control: Report > FLSA Weekly Overtime Report

Report Controls

Week Start/End Date: Drop-downs; can select Post Period dates

Hierarchy: Select the desired hierarchy level from the drop-down

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- Week Ending Date – The last day of the reporting period.
- Primary Location Code – The Code for the employee's Primary Location.
- Primary Location Name – The Name of the employee's Primary Location.
- Employee Number – The Employee Number from the employee record.
- Employee Name – The First and Last Name from the employee record.
- Total Hours Worked – The total number of hours the employee worked during the period; including Paid Breaks.
- Weekly FLSA Overtime Hours – The total number of weekly overtime hours worked, calculated as [Total Hours Worked – 40].
- Total Overtime Pay – The total pay for Overtime Hours worked, calculated as [FLSA Overtime Worked Pay + FLSA Overtime Premium Pay].
- FLSA Overtime Worked Pay – The total regular pay for weekly Overtime Hours worked, calculated as [Weekly FLSA Overtime Hours x Employee's Regular Pay Rate]
- FLSA Overtime Premium Pay – The premium paid for weekly Overtime Hours worked, calculated as [(Weekly FLSA Overtime Hours x Employee's Overtime Pay Rate {Regular or Blended}) x 0.5].





Labor Rule Compliance Report (Restaurant only)

This report displays a list of jurisdictions within the application where Labor Rules **might** need to be configured. The report focuses on jurisdictions with complicated labor laws and those that have the most locations 'using labor' in them. For these complicated jurisdictions, we will suggest all applicable rules. Additionally, we will suggest Minimum Wage, Tipped Minimum Wage and Weekly Overtime for all 50 U.S. States. The suggestions will be customer-specific, in that the report will only suggest rules for jurisdictions where one of more locations exist.



Important: *The report may not contain an exhaustive list of all statutes, ordinances, laws, and regulations in the listed jurisdictions, and they may not be error free or complete. Depending on many factors, such as the type of industry, company size and number of employees, different statutes, ordinances, laws, and regulations may apply.*

User Group Control: Report > Labor Rule Compliance

Report Controls

Funnel (Filters): Any report column

Report Columns: Click any column header to sort by the data in that column.

- **Jurisdiction Name** – The name of a jurisdiction associated with at least one active location.
- **Jurisdiction Type** – Will display either 'City', 'State/Province', or 'Country'.
- **Rule Type** – The type of labor rule that may need to be configured. Options include: Wage Regulations, Clopening, Good Faith Estimates, Schedule Change, Reporting Pay, Minimum Paid Shift, Split Shift, Spread of Hours, Scheduling Restriction, Meal Period, Paid Break, Overtime, and Minor Laws
- **Compliance Type** – This indicates the level of attention recommended.

***Note:** To determine the type, the report checks the rules currently configured in Enterprise Manager and compares them to a list of existing and known upcoming labor laws.*

Types include:

- 'No Rules Configured' – When no current or future Labor Rules are configured for the jurisdiction.
- 'Needs Review' – When there is a difference between the configured rules and the known rules for a jurisdiction's current Effective Date.
- 'Upcoming Change' – When there is a difference between the configured rules and the known rules for a jurisdiction's future Effective Date.
- 'No Suggestions' – When there is no difference between the configured rules and the known rules for a jurisdiction's current or future Effective Date.
- 'Jurisdiction not Recognized' – When a City, State/Province or Country name associated with at least one active location cannot be matched to any associated with the known rules.
- 'No Jurisdiction Rules Found' – When a City, State/Province or Country name associated with at least one active location does not have any known rules defined.
- **# of Locations** – The number of active Locations associated with the jurisdiction.





Login Audit Report

This report displays all successful and unsuccessful attempts to log in to the core Crunchtime applications.

***Franchise Note:** When "Locations" = 'All', franchisees can retrieve data for their own locations and franchisors can retrieve data for their own locations.*

User Group Control: Report > Login Audit

Report Controls

Search field (Cruise only): Search by User ID, Application, or Location.

Location: All (default), or select a location from the drop-down

Period: Current Month, Current Post, Current Week, Day, Period (limited to 31 days), Post

Group By: Any report column

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Date/Time* – Date and time the user attempted to log in.
- *User ID* – User ID with which the user attempted to log in.
- *Application* – Application to which the user attempted to log in – 'Enterprise Manager', 'Enterprise Manager Web', or 'Net-Chef'.
- *Location* – The location to which the user logged in, when successful.
- *Successful* – 'Y' or 'N'





Menu Mix Status Summary

This report allows corporate users to monitor Menu Mix files at multiple locations for multiple dates. In particular, this report will identify Location/Date combinations without any Menu Mix files processed and those that require action because of failed, undone, or missing data.

***Cruise Note:** This report is only available to Ships.*

User Group Control: Report > Menu Mix Status Summary

Report Controls

File Date Range Start/Finish: Select the date range for which to view files; limited to 31 days

Funnel (Filters): Any report column;

Location Filter: Concept, Hierarchy, User Defined Category

Filter for Locations/Dates with: Show All Records, No Menu Mix Files, Failed Files, Undone Files, All Files That Require Action

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Location Code* and *Location* – Denotes the location associated with the file(s).
- *Menu Mix File Date* – The date for which the file was imported.
- *Successful Files* – Total number of successfully imported files. This may include files that were imported or reprocessed.
- *CDP Imported Files* – Total number of files imported via the CDP. This may include files that were successful, reprocessed, failed, or undone.
- *Last CDP Import Date and Time* – The last date and time a file was imported.
- *Reprocessed Files* – The total number of reprocessed files.
- *Last Reprocess Date and Time* – The last date and time a file was reprocessed.
- *Failed Files* – The total number of failed files.
- *Last Failed Date and Time* – The last date and time a file failed to import.
- *Undone Files* – The total number of undone files.
- *Last Undo Date and Time* – The last date and time a file was undone.

***Note:** The "file count" columns function as status bins for the current status of the files; no individual file can be represented in more than one column at a time. However, a column can show zero files yet show a date and time stamp for the action. For example, if 2 files were undone and then successfully reprocessed, the screen would show '0' in the Undone Files bin (because they are now in the Reprocessed Files bin), but still show the date and time when the files were last undone.*





Post Analysis Report

This report displays detailed inventory data about each location product over the selected post cycle. The report aids management in analyzing product usage, and provides a snapshot of a location's inventory for any post period. The default view shows product quantities, grouped by Storage Location.

User Group Control: Report > Post Analysis

Transactions Included: Inventory

Report Controls

Search field (Cruise only): Search by Product Number or Product Description

Location: Select a location from the drop-down

Period: Current Month, Current Post, Current Week, Day, Period (limited to 31 days), Post

Group By: Category, GL Description, GL Number, Microcategory, Product Number, Storage Group (if applicable), Storage Location (default), Subcategory, User Defined Category

(View): 'by quantity' (number of inventory units), 'by value' (in location base currency).

Funnel (Filters): Any report column; Category, GL Description, GL Number, Microcategory, Storage Group (if applicable), Storage Location, Storage Type, Subcategory, User Defined Category

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Product Number, Product Description, Storage Location* (visible for certain groupings)
- *Storage Group* (if applicable) – The group linked to the product's storage location.
- *Unit* – The company product inventory unit.
- *Begin* – The amount on hand at the beginning of the period.
- *Receives* – The amount received from reconciled incoming orders, location transfers, posted production, and vendor returns (which reduce incoming vendor orders).
- *Issues* – The amount issued by reconciled outgoing customer orders, warehouse orders, and commissary orders.
- *Adjustments* – The amount depleted by inventory adjustments, buffet consumption & waste, POS depletion, production depletion, mid-period inventory variances, outgoing location transfers, incoming/outgoing customer & storage transfers.
- *In Transit* – The amount on invoiced/unreconciled outgoing customer orders, warehouse orders, commissary orders, and location transfers.
- *Book* = [Begin + Receives – Issues – Adjustments]
- *Physical* – The actual on hand quantities entered during Inventory, entered manually or "By Exception".
- *Variance* = [Physical + In Transit – Book]
- *Usage* = [Begin + Receives – Physical]





Purchase Detail Report

This report lets users analyze purchasing activity (not including Purchases By Invoice) for one location or the entire company for the selected period of time. When a specific location is selected, report values are expressed in the Location's base currency. When Location = 'All', users may select the Company or Location base currency (if not the same).

Franchise Note: When "Locations" = 'All', franchisees can retrieve data for their own locations but franchisors can retrieve data for all locations.

User Group Control: Report > Purchase Detail

Transactions Included: Reconciled Vendor Orders, Physical and Final Reconciled "Hybrid" Orders, Reconciled Location Transfers.

Report Controls

Search field (Cruise only): Search by Location Name/Code (Corp only), Supplier Name, Supplier Code, or Invoice Number

Location: All (default), or select a location from the drop-down

Period: Current Month, Current Post, Current Week, Day, Period (limited to 31 days), Post

Group by: Category, Product, Supplier, Delivery Date, Invoice Date, Microcategory, Reconcile Date, Subcategory, Supplier/Invoice (default).

For multiple locations: also Location, Location/{option}, Market, Market/Category, Market/Supplier.

Summarize by: Product, Category, Subcategory, Microcategory, GL

Sort by: Any report column (ASC, DESC)

Funnel (Filters): Any report column; Supplier Code, Supplier Name, Location Code, Location Name.

Printer (Export): PDF, Excel, CSV formats, Unformatted view (Cruise only)

Note: Filter and Summarize options will vary based on the "Group By" setting.

Report Columns: The actual columns shown will depend on how the report is grouped, and on whether or not it has been summarized. The report data includes:

Click any column header to sort by the data in that column.

- *Supplier Code* and *Supplier Name* – Denotes the supplier associated with the order
- *Reconcile Date*, (Actual) *Delivery Date*, and *Invoice Date*
- *Transaction Number* – The system-generated transaction number; based on the Numbering scheme defined.
- *Invoice Number* – From the vendor's invoice; entered during reconcile.
- *Quantity* – Physical quantity received (in inventory units); from the reconciled order.
- *Product Number* and *Product Name*
- *Price Used* – The unit price used to update the inventory valuation (contract price or invoice price, depending on the vendor's Pricing Rules setting).
- *Invoice Total* = [Invoice Quantity x Invoice Price]; from the reconciled order.
- *Inventory Total* = [Quantity x Price Used]
- *Other* – Tax, Freight/Shipping, Misc. 1, & Misc. 2 charges; from the reconciled order.
- *Contract Discrepancy* = [Invoice Total – Inventory Total]
- *Trans. Type* – The type of transaction (VO, CO, WO, LT).





Recipe Margin Report

This report displays recipe data for a single location. It enables authorized users to quickly view information about a recipe's selling price, its actual and ideal costs, as well as these values calculated as a percentage of selling-price. The report will also display the difference between the actual recipe cost and the ideal recipe cost.

User Group Control: Recipe Summary > Margin Report

Report Controls

Search field (Cruise only): Search by Product Number or Recipe Name

Group By: N/A (default), Category, Subcategory, Microcategory, GL Code

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats, Unformatted view (Cruise only)

View Recipe Detail: Downloads a more detailed report showing cost and price details for the recipe and its components

Report Columns: Click any column header to sort by the data in that column.

- *Product Number* – The recipe Product Number, from the header.
- *Recipe Name* ("Drill Down" link) – The Recipe Name, from the header; click the link to display recipe setup details.
- *PLU* – The PLU # for the selected location, from the Location tab of the Recipe Details screen if populated. If not, will display the entry from the Recipe tab.
- *Selling Price* – The Recipe Price for the selected location, from the Location tab if populated. If not, will display the Ideal Price per Portion from the Recipe tab.
- *Recipe Cost* – The Cost per Portion, calculated based on the location's "POS Decrement" setting.
 - If "POS Decrement" = 'Component', this is the sum of the Issue Cost values of the recipe components (i.e. the cost per portion if made today). If a component does not have an Issue Cost value, the product's contract or lowest bid price in the location's market will be used.
 - If "POS Decrement" = 'Item', this is the Issue Cost for the recipe's Location Product (i.e. the cost per portion of current inventory). *Note: If this value is displayed, it may not match the "Recipe Details" view, which always shows the current component costs and their sum.*
- *Difference: Price - Cost* = [Selling Price – Recipe Cost]
- *Ideal Recipe Cost* = [Selling Price x Ideal Recipe Cost %]
- *Actual Recipe Cost %* = [(Recipe Cost ÷ Selling Price) x 100]; the cost per portion as a percentage of the selling price.
- *Ideal Recipe Cost%* = "Ideal Cost %" entered in the recipe header.
- *Value Difference* = [Recipe Cost – Ideal Recipe Cost]
- *Category* – The Category assigned to the company product.
- *Subcategory* – The Subcategory assigned to the company product.
- *Microcategory* – The Microcategory assigned to the company product.





Vendor Delivery Performance Report

This report will identify products on Vendor Orders and Warehouse Orders that were received within the selected date range and that have either a Qualitative Judgment linked to them and/or a quantity or price discrepancy. This report provides an audit trail of vendor performance, which can facilitate better tracking of quality and accuracy of orders, and allows users to follow up on product defects with vendors that have several orders.

Retrieval Notes: The locations displayed in this report are based on the selected Hierarchy. When retrieved for multiple locations, report values are expressed in the Company base currency; when retrieved from Corporate for a single location, the user can select either the Company or Location base currency if they are different.

Cruise Note: When retrieved from a specific location, report values are expressed in the Location base currency. Hierarchy selection will not be necessary (or available) at Ship locations.

User Group Control: Report > Vendor Delivery Performance

Transactions Included: Reconciled Vendor Orders and Warehouse Orders

Report Controls

Search field (Cruise only): Search by Location, Transaction Number, Invoice Number, Recon. User, Supplier Name, Supplier Code, Product Name, or Voyage Number

Hierarchy: Select the desired hierarchy level from the drop-down

Period: Current Month, Current Post, Current Week, Day, Period (limited to 31 days), Post

Funnel (Filters): Any report column or group header, Recon. User

Printer (Export): PDF, Excel, CSV formats

Group By: Delivery Date, Invoice Number, Location, Product, Qualitative Judgment, Reconcile Date, Supplier (default), Transaction Number, Voyage Number (for Cruise Lines)

Report Columns: Click any column header to sort by the data in that column.

- *Location* – Visible when retrieved for multiple locations and not grouped by location.
- *Transaction Number* – The system-generated transaction number; based on the Numbering scheme defined.
- *Invoice Number* – From the vendor's invoice; entered during reconcile.
- *Recon. Date* – The date the order was reconciled.
- *Product Number, Product Name* - The Company Product Number and Name.
- *Discrep. Quantity* = [Invoice Quantity – Contract Quantity]
- *Discrep. Value* = [Invoice Value – Contract Value]
- *Qualitative Judgment* – The judgment applied by the user during reconcile.
- *Delivery Date* – The date the order was delivered, entered during reconcile.
- *Recon. User* – The user that reconciled order.
- *Vend. Unit* – The vendor unit for the product, from the product's bid sheet.
- *Order Quantity* – The quantity entered when the order was created.
- *Physical Quantity* – The quantity actually received, entered during reconcile.
- *Invoice Quantity* – The quantity from the vendor's invoice, entered during reconcile.
- *Invoice Price* – The price from the vendor's invoice, entered during reconcile.
- *Contract Price* – The contracted price for the product, from the product's bid sheet.
- *Contract Value* = [Physical Quantity x Contract Price]
- *Invoice Value* = [Invoice Quantity x Invoice Price]



Net-Chef Purchasing Reports

Document Details

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Overview

This section includes the following Net-Chef Purchasing reports:

- *Load Balancing*
- *Master Order Report*
- *Product Pipeline*
- Purchase Journal
- *Purchase Summary*
- Purchases by GL
- *Quantity Discrepancy*
- Supplier Product Pricing
- Consolidated Commodity Pricing Trends
- Consolidated Purchases by GL
- *Consolidated Quantity Discrepancy*
- Consolidated Vendor Orders

Italics = Currently available only for Cruise Lines.



Load Balancing (Cruise only)

This report is available to cruise companies using Enterprise Manager's containerization function (the "Use Containerization" preference is selected). The report is retrieved for one upcoming receiving date, and shows the user how the products being received on that date will affect the weight of products in each storage location. All weights are displayed in kilograms (KG), and are based on the per-unit weight entered for each product in Enterprise Manager.

Product Weights: *If the weight of a particular product is in grams, pounds or ounces, Net-Chef will convert the weight to kilograms for reporting purposes. This only works properly if the package types for the Weight Unit are set up correctly as 'GM', 'GRM', 'LB' or 'OZ'. Any other weight unit cannot be converted, so the product's weight will be reported as '0.00'.*

User Group Control: NC-View Reports > Load Balancing

Menu Paths: Net-Chef > Purchasing: Reports > Load Balancing

Net-Chef > Reports: Purchasing > Load Balancing

Note: *This report is only available to Ships.*

Transactions Included: Unreconciled Vendor Orders with a status of "Confirm Receipt", "Confirm Terms", or "Consolidated"

Report Controls

Receipt Date: Choose a Date/Voyage/Loading Port combination.

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats, Unformatted view

Report Columns: Click any column header to sort by the data in that column.

- **Storage Code, Storage Name** – The storage location to which the product is linked. This will be the location product's primary storage and any other storages in which the product is kept.
- **Storage Type** – Displays "Central Storage" or "Customer Storage".
- **On Hand Weight (KG)** – The total current on hand weight for each product in the storage location.
- **Receiving Weight (KG)** – The total weight of goods on order for each product in the storage location.
- **Total Weight (KG)** = [On Hand Weight + Receiving Weight]





Master Order Report (Cruise only)

The *Master Order Report* displays the details of a master order that has already been parsed into individual vendor and/or warehouse orders. This report displays all products from all orders associated with a particular master order.

User Group Control: NC-View Reports > Master Order Report

Menu Paths: Net-Chef > Reports: Purchasing > Master Order Report

Net-Chef > Purchasing: Reports > Master Order Report

Net-Chef > Purchasing: Recent Vendor Orders > Actions column links

Report Controls

Ordering Location: (Corporate only) – Choose the location that placed the order.

Cruise # : (Corporate & Ships only) – Choose a Cruise for the selected Ordering Location.

Master Order #: Choose a Master Order for the selected Cruise.

Group By: No Grouping, Purchase Order #, Category, Subcategory, Microcategory, Storage Location, Storage Group (for a warehouse with “Use Non Default Storage Locations” enabled), Container #, Container # and Pallet #, Vendor.

Funnel (Filters): Product Name, Product #, Vendor Name, PO#, Container #, Pallet #

Printer (Export): PDF, Excel, CSV formats; Include Bar Codes in export, Unformatted view

Report Columns: Click any column header to sort by the data in that column.

- *Product #* – The company product number.
- *Product Name* – The company product name.
- *Vendor Name* – The name of supplier that filled the order.
- *PO#* – The transaction number assigned to the order.
- *Inventory Unit* – The company product inventory unit.
- *Vendor Unit* – The unit provided by the designated supplier.
- *Order*
 - *Order Qty (Inv)* – The Order quantity, in inventory units.
 - *Order Qty* – The Order quantity, in vendor units.
- *Confirm Terms*
 - *Confirm Qty (Inv)* – The Confirm Terms quantity, in inventory units.
 - *Confirm Qty* – The Confirm Terms quantity, in vendor units.
 - *Confirm Price* – The Confirm Terms price per vendor unit.
- *Reconcile*
 - *Recon. Qty (Inv)* – The Physical quantity, in inventory units.
 - *Recon. Qty* – The Physical quantity, in vendor units.
 - *Recon. Price* – The Price Used per supplier unit.

Note: Price Used is either the Contract Price or the Invoice Price, based on the vendor's pricing rules.

- *Lot #* – The Lot #(s) entered/assigned in the Allocate screen during Consolidation or Reconcile.
- *Extended Cost* = [Qty x Price] based on the current status of the order.
- *Case Count* – The value from the Consolidate Vendor Order screen.

(Continued)



Master Order Report

(Continued)

Additional Columns (hidden by default):

- *Seq.* (only available if grouped by Storage Location) – The product's assigned sequence within its storage location.
- *Universal Product #* – The Universal Product Number, from the Company Product detail screen.
- *Brand Name* – The Brand from the Vendor Bids screen.
- *More Info* – Displays entries in the Remarks field on the Purchasing tab of the Company Product details screen.
- *Conv. to Inv. Unit* – For Vendor Orders, the Conversion from the Vendor Bids screen; for Warehouse Orders, the Issue Unit 2 Conversion from the Company Product details screen.
- *Invoice*
 - *Invoice Qty (Inv)* – The Invoice quantity, in inventory units.
 - *Invoice Qty* – The Invoice quantity, in supplier units.
 - *Invoice Price* – The Invoice price per supplier unit.
 - *Vendor Lot #* – The Lot #(s) for products received on a Warehouse Order; entered/assigned when initially received at the warehouse.
- *Consolidation*
 - *Consol. Qty (Inv)* – The Consolidation quantity, in inventory units.
 - *Consol. Qty* – The Consolidation quantity, in supplier units.
 - *Container #* – The Container #(s) entered in the Allocate screen during Consolidation.
 - *Pallet#* – The Pallet#(s) entered in the Allocate screen during Consolidation.





Product Pipeline (Cruise only)

This report displays a summary of available product quantities, average requests, anticipated vendor order quantities over the next eight weeks or voyages, and overdue vendor order quantities. This report allows management to view the quantity of products currently on hand and to track outstanding vendor orders.

User Group Control: NC-View Reports > Product Pipeline

Menu Paths: Net-Chef > Purchasing: Reports > Product Pipeline
Net-Chef > Reports: Purchasing > Product Pipeline

Transactions Included: Customer Orders, Warehouse Orders, Commissary Orders, Vendor Orders, Master Orders, Inventory & Recipe Adjustments, Transfers, Daily Prep, Inventory, POS Depletion

Report Controls

Location: (Corporate only) – Select the desired location from the drop-down

Lead Time: (Ships only) – Enter the estimated Lead Time (in weeks)

Group By: N/A (default), Active Products, Category, GL Description, GL Number, Product Type, User Defined Category

Funnel (Filters): Any report column; Active, Product Type, User Defined Category

Printer (Export): PDF, Excel, CSV formats, Unformatted view

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

- *Product #* – The company product number.
- *Product Name* – The company product name.
- *Inv. Unit* – Report quantities are expressed in inventory units, not vendor units).
- *Lead Time (Wks)* – Displays one of the following values:
 - For a Ship location – Displays the number entered by the user prior to retrieval.
 - For a non-Ship location – Displays the “Lead Time” from the Vendor record for the Contracted Vendor. This will be ‘0.00’ if the vendor’s “Lead Time” is blank or the product is not under contract.
- *Book Qty* = [Beginning + Received – Issues – Adjustments]
- *Average Request Qty* – The sum of all customer order quantities within the last eight weeks (56 days) for non-ship locations or eight voyages for ship locations, divided by eight. Vendor Returns and canceled orders are not included in this calculation.
- *Suggested Order Qty* = (2 x Average Request Qty) + [(Company Optimal Days on Hand , 7) x Average Requests]
- *Overdue Qty* – Displays the total quantity on vendor orders that have been submitted but not yet reconciled with an Expected Delivery Date < Today.
- *Anticipated Delivery Quantity* – Displays the quantity on vendor orders that have been submitted but not yet reconciled for the next eight weeks/voyages.
- *Other Qty* – Displays the total quantity on vendor orders that have been submitted but not yet reconciled for weeks/voyages beyond the next eight.

(Continued)



Product Pipeline

(Continued)

Additional Columns (hidden by default):

- *GL Number* – The GL Code associated with the product's assigned category.
- *GL Description* – The GL Description associated with the product's assigned category.
- *Category* – The category assigned to the company product.
- *Subcategory* – The subcategory assigned to the company product.
- *Microcategory* – The microcategory assigned to the company product.





Purchase Journal

This report lists all purchases reconciled over a specific period, indicating the supplier, delivery date, invoice date & total, with subtotals by category. Grand totals for the period are displayed at the bottom of the report.

User Group Control: NC-View Reports > Purchase Journal

Menu Paths: Net-Chef > Purchasing: Reports > Purchase Journal
Net-Chef > Reports: Purchasing > Purchase Journal

Transactions Included: Reconciled – Vendor Orders, Vendor Returns, Commissary/Customer Orders (Physical & Final), Purchases By Invoice, Location Transfers

Report Controls

Location: (Cruise, Corporate only) – Select the desired location from the drop-down

Date Range Start/Finish: Calendar widgets; can select any dates

Default Date Range: Last 30 Days, Last 60 Days, Last 90 Days, Last 120 Days

Group By: Supplier, Invoice Date, Delivery Date, Reconcile Date

Funnel (Filters): Any report column; “Supplier” drop-down includes all those linked to the same market as the current location

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Invoice (Number)* – Hyperlink that opens the *View* screen for the selected transaction.
- *Transaction #* – Displays the system assigned transaction number; based on the numbering schemes defined in *Enterprise Manager*.
- *Transaction Type* – Displays ‘CO’, ‘VO’, ‘VR’, ‘LT’, or ‘PBI’
- *Invoice Date* – From the vendor’s invoice; entered by the user.
- *(Actual) Delivery Date* – The date the purchased was received; entered by the user.
- *Reconcile Date* – The date the transaction was reconciled.
- *Supplier* – The vendor or supply location that filled the order.
- *Invoice Total* – Sum of [Invoice Qty x Invoice Price] for all products + (for vendor orders) shipping and other charges, according to the vendor’s invoice.
- *Actual Total* – Sum of Category columns, calculated as [Physical Qty x Price Used] for all products in each category; Price Used is either Contract or Invoice, based on the vendor’s pricing rules. “Misc” includes all other categories, shipping and other charges.
- *Variance* = [Invoice Total – Actual Total]. When the Invoice Total > Actual Total, the resulting value is a positive number, which is displayed in red text. This indicates that the location is owed a credit.

Notes: The remaining columns show data for the Categories with the “Report” box checked in the Category setup screen in *Enterprise Manager*. The values in this report are expressed in the Location’s base currency.





Purchase Summary (Cruise Only)

This report lists each product that was purchased over the selected period of time, indicating the quantity, value and average cost of what was received. This includes incoming commissary orders and location transfers.

User Group Control: NC-View Reports > Purchase Summary

Menu Paths: Net-Chef > Purchasing: Reports > Purchase Summary
Net-Chef > Reports: Purchasing > Purchase Summary

Transactions Included: Reconciled Vendor Orders, Incoming Physical Reconciled and Final Reconciled Warehouse Orders, Incoming Location Transfers

Report Controls

Location: (Corporate only) – Select the desired location from the drop-down

Group By: Category, Subcategory, GL Description

Period: Current Fiscal Period, Current Fiscal Year, Current Month, Current Post, Current Reporting Period, Current Week, Current Year, Day, Fiscal Period, Fiscal Year, Period, Post, Reporting Period, Year

Date widget(s): Selector varies based on the chosen Period.

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

-><- , <-->: Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column. The values in this report are expressed in the Location's base currency.

- *Product Number* – The company product number.
- *Product Name* – The company product name.
- *Category* – The category assigned to the company product.
- *Unit: Usage* – Issue Unit 1 for Customer Orders; Issue Unit 2 for Warehouse Orders.
- *Unit: Inventory* – The company product inventory unit.
- *Purchase Units* – The total quantity received, in inventory units.
- *Value* – Total value of the purchased quantity, including sales tax (when applicable).
- *Avg. Cost* = [Value ÷ Purchase Units]





Purchases by GL

This report displays each invoice that was reconciled over the selected period. The Location Summary section at the top displays the total for each General Ledger account from all of the invoices displayed. The Location Details section at the bottom shows the details for each invoice - the supplier, the invoice number and date, the delivery and reconcile dates, the subtotal per General Ledger account, and the invoice total.

Click the **V** (Expand) or **^** (Collapse) controls at the right of a section header to show/hide the details for the desired section.

User Group Control: NC-View Reports > Purchases By GL

Menu Paths: Net-Chef > Purchasing: Reports > Purchases by GL
Net-Chef > Reports: Purchasing > Purchases by GL

Transactions Included: Reconciled – Vendor Orders, Vendor Returns, Commissary/Customer Orders (Physical & Final), Purchases By Invoice, Location Transfers

Report Controls

From/To: Calendar widgets; can select any dates

Funnel (Filters): Supplier, Supplier Code, GL Description, Invoice Number, GL Code, Reconcile Date, Delivery Date

Printer (Export): PDF, Excel, CSV formats

Gear (Sort By): Supplier, Supplier Code, Invoice Date, Invoice Number, Delivery Date, Reconcile Date, Invoice Total; the selected sort option is applied to the invoices in the Location Details section.

***Notes:** The values in this report are expressed in the Location's base currency.*

Report Columns:

- *GL Code* – The Code for the GL account.
- *GL Description* – The Description for the GL account.
- *Purchase Amount* – Total value of the purchases for the GL account.

Invoice Details:

- *Invoice Number, Invoice Date* – From the vendor's invoice; entered by the user.
- *Supplier Code* – The vendor or supply location code.
- *Supplier* – The vendor or supply location name.
- *Submitted (Date & By)* – The transaction Create Date and Create User.
- *(Actual) Delivery Date* – The date the purchase was received; entered by the user.
- *Reconcile Date* – The date the transaction was reconciled.
- *Total* – The total cost of the invoice; includes vendor order surcharges.

"Drill Down" Links – Location Summary:

- *GL Code* – Opens a "GL Details" sub-report w/totals by Product within the selected GL account at that location. (See Page 30 for example.)
- *Total* label – The sum of the Purchase Amounts for all GLs. Opens a "Location Totals" sub-report w/totals by GL Code for all purchases at that location. (See Page 30 for example.)





Quantity Discrepancy (Cruise only)

This report lists products for which there was a discrepancy between the ordered, submitted, confirmed, physical, or invoiced quantities. The report also displays the percentage difference between the physical and invoiced quantities. The application reviews all orders reconciled during the selected period of time, and displays only orders with a discrepancy.

User Group Control: NC-View Reports > Quantity Discrepancy

Menu Paths: Net-Chef > Purchasing: Reports > Quantity Discrepancy
Net-Chef > Reports: Purchasing > Quantity Discrepancy

Transactions Included: Reconciled Vendor Orders

Report Controls

Ordering Location: (Corporate only) – Select the desired location from the drop-down

Post Date: Drop-down; can select post period End Dates.

Begin/End Date: Calendar widgets; can select any dates.

Group By: No Group (default), PO Number, Reference Number, Invoice Number, Vendor Name, Vendor Type, Category, Subcategory, Microcategory

Funnel (Filters): Any report column; Category, Subcategory, Microcategory, Vendor Type

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Product #* – The company product number.
- *Product Name* – The company product name.
- *PO #* – The system-generated transaction number.
- *Reference #* – The number entered/edited during order creation or reconcile.
- *Vendor Name* – The vendor that filled the order.
- *Vendor Invoice #* – From the vendor's invoice; entered during reconcile.
- *Inv. Unit* – Report quantities are expressed in inventory units, not vendor units).
- *Order Quantity* – The quantity originally ordered.
- *Submit Quantity* – The quantity saved when the order was submitted to the vendor.
- *Confirm Quantity* – The quantity saved during "Confirm Terms".
- *Invoice Quantity* – The quantity shipped, according to the vendor's invoice; entered during reconcile.
- *Consol. Quantity* – The quantity saved during Consolidation. If the order was not consolidated; this will be "-----". {Note}: *This column will be available only if the "Vendor Consolidation is Available" Purchasing preference enabled.*
- *Phys. Reconcile Quantity* – The actual quantity received; entered during reconcile.
- *Phys./Inv. %* = [(Physical Quantity ÷ Invoice Quantity) x 100]





Supplier Product Pricing

This report displays all vendor prices and the contract status per Location Product for the selected Effective Date, in the current location's Market. Commissary and Warehouse issue prices will also be displayed, if applicable. The report provides the user with a comprehensive view of all available pricing for Location Products that are eligible for purchase.

Note: When the report is retrieved at a Ship location, the user selects an Effective Date/ Market combination in the Market field.

User Group Control: NC-View Reports > Supplier Product Pricing

Menu Paths: Net-Chef > Purchasing: Reports > Supplier Product Pricing
Net-Chef > Reports: Purchasing > Supplier Product Pricing

Report Controls

Location: (Cruise, Corporate only) – Select the desired location from the drop-down

Effective Date: Calendar widget; can select any date

Group By: Supplier, Product (default), No Grouping

Funnel (Filters): Any report column, Master Order Type, Template, Category/Subcategory/Microcategory, User Defined Category (for 'Product'/'Location'), Department

Printer (Export): PDF, Excel, CSV formats

Report Columns:

Click any column header to sort by the data in that column.

- *Universal Product Number* (Cruise only) – The company product's universal product number.
- *Supplier Product Number* – The vendor's product number. If none, this displays the company product number.
- *Inventory Unit* – The company product inventory unit.
- *Supplier Code, Name* (hidden when grouped by Supplier) – The code/name of the supplier.
- *Supplier Unit* – The unit of measure offered by the supplier.
- *Supplier Price* – The price per Supplier Unit, in the market currency.
- *Conv. to Inv. Unit* – The number of Inventory Units in 1 Supplier Unit.
- *Unit Price* – The price per Inventory Unit, in the market currency.
- *Begin Date, End Date* – Dates for the bid sheet to which the product is linked.
- *Brand* – The brand entered for the product in the vendor bid record.
- *Supplier Currency* – The base currency for the supplier.
- *Exchange Rate* – The rate used to convert prices from the supplier currency to the market currency.
- *Supplier Currency Price* – The price per Supplier Unit, in the supplier's currency.
- *Contract* – Displays 'Y' (checked) or 'N' (not checked); indicates whether the product is contracted to the supplier.
- *Split* – Displays 'Y' (checked) or 'N' (not checked) to indicate whether the supplier unit can be "split".

(Continued)



Supplier Product Pricing

(Continued)

Additional Columns (hidden by default):

- *Alternate Primary* – Displays 'Y' (checked) or 'N' (not checked) to indicate whether the product is an alternate primary vendor product.
- *Tax Code* – The tax code assigned to the product, either in the Company Product record or in Bid Master.
- *Price Incl. Tax* – The price per Supplier Unit with the tax included.
- *Reference #* – The name or number for the external contract document that includes this product.
- *Reference Line #* – The line number within the contract document that refers to this product.
- *Contract Expiration Date* – The expiration date of the bid/contract price as negotiated in the contract document; this is NOT the End Date for the bid/contract within the application.
- *Pricing Type* – Displays 'Vendor Bid', 'Warehouse', or 'Commissary' to indicate the price source.
- *Primary Market* – Displays 'Y' (checked) or 'N' (not checked) to indicate whether the market is the Primary Market for the location.
- *Market Currency* – The base currency for the market.
- *Market* – The market from which the vendor price was derived.

Additional Columns (other groupings):

- *Master Order Type* – The master order type assigned to the company product.
- *Category, Subcategory, Microcategory* – The category/subcategory/microcategory assigned to the product.
- *Product Type* – The product type assigned to the company product - 'Stock', 'Non Stock', 'Sales', or 'Intermediary'.
- *Product Name, Number* – The company product name/number.
- *Issue Cost* – The current per-unit cost of the location product.
- *Active* – Displays 'Y' (checked) or 'N' (not checked) to indicate whether the product is active.





Consolidated Commodity Pricing Trends

This report allows users to compare product costs and prices in one reference market with product costs and prices in other markets. The summary report displays data at the Location level, which can be used to compare and rank locations, markets, and concepts based on aggregated consumption, purchases, pricing variances, and total net sales. This view will also help identify locations for which the cost fluctuation is significant compared to sales. The detailed "drill-down" report displays data at the Product level, which can be used to compare and rank products based on aggregated consumption, purchases, pricing variances, and total net sales. This view can also be used to rank products by how much their individual costs and purchase prices have fluctuated over the selected period.

Retrieval Note: Unlike other consolidated reports, the user does not need to select a hierarchy; the report will include all locations associated with the highest hierarchy level associated with the user.

User Group Control: NC- Consolidated Reports > Consolidated Commodity Pricing Trends

Menu Paths: Net-Chef > Purchasing: Reports > Consolidated Commodity Pricing Trends
Net-Chef > Reports: Purchasing > Consolidated Commodity Pricing Trends

Reference Data: When "Calculation Type" is 'Variance', retrieve by Market or Location, select a specific option and reference date. This will provide a set of reference prices against which a location's actual prices can be compared. (When a location is selected, the report looks at bid prices in the location's market, NOT the Location Product prices.)

Objective Locations: Select a Concept, Hierarchy, Market, Single Location or User Defined Category to display data for only the related locations/products; defaults to 'All'.

Objective Date Range: Select a Begin/End date range based on either the Financial or Post Calendar.

Data Type: Select whether the report should display Consumption or Purchase data.

- *Consumption* – Calculated as [Beginning Inventory + Purchases – Ending Inventory]
- *Purchase* – Includes reconciled Vendor Orders (and Vendor Returns), Commissary Orders, and Location Transfers.

Calculation Type: Select whether the report should display Variance or Actual data.

- *Variance* – Compares actual prices against reference prices and displays variances.
- *Actual* – Displays actual prices for the locations over the periods retrieved.

Group Locations By: Concept, Market, or State

Filter Included Products By: Active, Category, Subcategory, Microcategory, GL, Product Type, Template, User Defined Category.

Show Period Detail: Check this to display period-specific columns.

Ascending Order: When "Show Period Detail" is checked, check this box to display the period-specific columns in ascending order by date. If not checked, these columns will appear in descending order by date.

Missing Reference Bids: Downloads a PDF showing all products with no valid bid in the reference market.

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Retrieval Combinations (Data Type/Calculation Type):

- *'Purchase' / 'Actual'* – Shows pricing trends based on actual purchases.
- *'Purchase' / Variance'* – Shows the difference between actual purchases and what the purchase values would be if the costs were based on those in a reference market.
- *'Consumption' / 'Actual'* – Shows consumption based on actual inventory costs.
- *'Consumption' / 'Variance'* – Shows the difference between actual consumption and what the consumption values would be if the costs were based on those in a reference market.

(Continued)



Consolidated Commodity Pricing Trends

(Continued)

Report Columns: The columns displayed differ based on the "Data Type" and "Calculation Type" selected.

Note: When Calculation Type = 'Variance', the values in this report are expressed in the Reference Market's base currency (if selected); otherwise the values are displayed in the Company base currency.

Click any column header to sort by the data in that column.

Columns: Data = 'Consumption'; Calculation = 'Variance'

- *Location Code, Location Name* – The code and name for the location.
- *Total Net Sales* = Sum of [(POS Sales – Comps & Discounts) + value of Reconciled Commissary and Customer Orders] for all days across all periods retrieved.
- *Consumption Value* = Sum of [(Beginning Inventory Qty in the first retrieved period + Purchased Qty in all retrieved periods – Ending Inventory Qty in the last retrieved period) x Inventory Cost] for all products consumed across all periods.
- *Consumption Value % of Sales* = [(Consumption Value ÷ Total Net Sales) x 100]
- *Reference Consumption Value* = Sum of [(Beginning Inventory Qty in the first retrieved period + Purchased Qty in all retrieved periods – Ending Inventory Qty in the last retrieved period) x Reference Price] for all products consumed across all periods. (*Reference Price = contract or lowest bid; if no valid bid, will use Avg. Unit Price.*)
- *Consumption Value Variance* = [Consumption Value – Reference Consumption Value]
- *Consumption Value Variance % of Sales* = [((Consumption Value – Reference Consumption Value) ÷ Total Net Sales) x 100]
- *[Date] - [Date] Consumption Value Variance* = [Period Consumption Value – Period Reference Cons. Value]
- *[Date] - [Date] Consumption Value Variance % of Sales* = [((Period Consumption Value – Period Reference Consumption Value) ÷ Period Total Net Sales) x 100].

Note: For "Variance" calculations, a negative value represents a better actual value than the reference market and a positive value represents a worse actual value than the reference market.

Columns: Data = 'Consumption'; Calculation = 'Actual'

- *Location Code, Location Name* – The code and name for the location.
- *Total Net Sales* = Sum of [(POS Sales – Comps & Discounts) + value of Reconciled Commissary and Customer Orders] for all days across all periods retrieved.
- *Consumption Value* = Sum of [(Beginning Inventory Qty in the first retrieved period + Purchased Qty in all retrieved periods – Ending Inventory Qty in the last retrieved period) x Inventory Cost] for all products consumed across all periods.
- *Consumption Value % of Sales* = [(Consumption Value ÷ Total Net Sales) x 100]
- *[Date] - [Date] Consumption Value* = Sum of [(Beginning Inventory Qty in the first retrieved period + Purchased Qty in all retrieved periods – Ending Inventory Qty in the last retrieved period) x Inventory Cost] for the period.
- *[Date] - [Date] Consumption Value % of Sales* = [(Period Consumption Value ÷ Period Total Net Sales) x 100].

(Continued)



Consolidated Commodity Pricing Trends

(Continued)

Columns: Data = 'Purchase'; Calculation = 'Variance'

- *Location Code, Location Name* – The code and name for the location.
- *Total Net Sales* = Sum of [(POS Sales – Comps & Discounts) + value of Reconciled Commissary and Customer Orders] for all days across all periods retrieved.
- *Purchase Value* = Sum of [Quantity Received x Unit Price] for all products received across all retrieved periods.
- *Purchase Value % of Sales* = [(Purchase Value ÷ Total Net Sales) x 100].
- *Reference Purchase Value* = Sum of [Quantity Received x Reference Price] for all products received across all retrieved periods. (*Reference Price = the contract or lowest bid price; if a product has no valid bid, will use the Avg. Unit Price.*)
- *Purchase Value Variance* = [Purchase Value – Reference Purchase Value]
- *Purchase Value Variance % of Sales* = [((Purchase Value – Reference Purchase Value) ÷ Total Net Sales) x 100]
- *[Date] - [Date] Purchase Value Variance* = [Period Purchase Value – Period Reference Purchase Value]
- *[Date] - [Date] Purchase Value Variance % of Sales* = [((Period Purchase Value – Period Reference Purchase Value) ÷ Period Total Net Sales) x 100]

Columns: Data = 'Purchase'; Calculation = 'Actual'

- *Location Code, Location Name* – The code and name for the location.
- *Total Net Sales* = Sum of [(POS Sales – Comps & Discounts) + value of Reconciled Commissary and Customer Orders] for all days across all periods retrieved.
- *Purchase Value* = Sum of [Quantity Received x Unit Price] for all products received across all retrieved periods.
- *Purchase Value % of Sales* = [(Total Purchase Value ÷ Total Net Sales) x 100]
- *[Date] - [Date] Purchase Value* = Sum of [Quantity Received x Unit Price] for all products received during the period.
- *[Date] - [Date] Purchase Value % of Sales* = [(Period Purchase Value ÷ Period Total Net Sales) x 100]

Note: Some columns have the same name as columns in other reports. Columns are specific to each individual report and therefore the calculations may not be equivalent. As a result, columns with the same name may not contain the same value across reports.

“Drill Down” Links:

- *Location Name* – Opens a “Product Detail” sub-report for the location.
- *Grand Total (label)* – Opens a “Product Detail” sub-report for all locations.

(Continued)



Consolidated Commodity Pricing Trends

(Continued)

Product Detail sub-report

Group Products By: Active, Category, Subcategory, Microcategory, Product Type, GL, Location.

Filter Included Products By: Active, Category, Subcategory, Microcategory, GL, Product Type, Template, User Defined Category.

Show Period Detail: Check this to display period-specific columns.

Ascending Order: When "Show Period Detail" is checked, check this to display the period-specific columns in ascending order by date.

Missing Reference Bids: Downloads a PDF report that shows all products with no valid bid in the reference market.

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

Report Columns:

The columns displayed differ based on the "Data Type" and "Calculation Type" selected.

Click any column header to sort by the data in that column.

Columns: Data = 'Consumption'; Calculation = 'Variance'

- *Product Number, Product Name* – The number and name for the product.
- *Inventory Unit*
- *Avg. Unit Cost* = [Consumption Value ÷ Consumption Qty]
- *Reference Price* = [Contract or Lowest Bid Price ÷ Conversion Factor]. (If no valid bid, will use Avg. Unit Cost.)
- *Unit Cost Variance* = [Avg. Unit Cost – Reference Price]
- *Unit Cost Variance %* = [((Avg. Unit Cost – Reference Price) ÷ Avg. Unit Cost) x 100]
- *Consumption Qty* = Sum of [Beginning Inventory Qty in the first retrieved period + Purchased Qty in all retrieved periods – Ending Inventory Qty in the last retrieved period]
- *Consumption Value* = Sum of [Beginning Inventory Value in the first retrieved period + Purchased Values in all retrieved periods – Ending Inventory Value in the last retrieved period]
- *Consumption Value % of Sales* = [(Consumption Value ÷ Total Net Sales) x 100]
- *Reference Consumption Value* = Sum of [(Beginning Inventory Qty in the first retrieved period + Purchased Qty in all retrieved periods – Ending Inventory Qty in the last retrieved period) x Reference Price]. (If a product has no valid bid, will use the Avg. Unit Cost.)
- *Consumption Value Variance* = [Consumption Value – Reference Consumption Value]
- *Consumption Value Variance % of Sales* = [((Consumption Value – Reference Consumption Value) ÷ Total Net Sales) x 100]
- *[Date] - [Date] Consumption Value Variance* = [Period Consumption Value – Period Reference Consumption Value].
- *[Date] - [Date] Consumption Qty* = Sum of [Beginning Inventory Qty + Purchased Qty – Ending Inventory Qty] for the period.

(Continued)



Consolidated Commodity Pricing Trends

(Continued)

Columns: Data = 'Consumption'; Calculation = 'Actual'

- *Product Number, Product Name* – The code and name for the product.
- *Inventory Unit*
- *Avg. Unit Cost* = [Consumption Value ÷ Consumption Qty]
- *Consumption Qty* = Sum of [Beginning Inventory Qty in the first retrieved period + Purchased Qty in all retrieved periods – Ending Inventory Qty in the last retrieved period]
- *Consumption Value* = Sum of [Beginning Inventory Value in the first retrieved period + Purchased Values in all retrieved periods – Ending Inventory Value in the last retrieved period]
- *Consumption Value % of Sales* = [(Consumption Value ÷ Total Net Sales) x 100]
- *[Date] - [Date] Consumption Value* = Sum of [(Beginning Inventory Qty + Purchased Qty – Ending Inventory Qty) x Inventory Cost] for the period.
- *[Date] - [Date] Consumption Qty* = Sum of [Beginning Inventory Qty + Purchased Qty – Ending Inventory Qty] for the period.
- *[Date] - [Date] Avg. Unit Cost* = Inventory Cost at the end of the period.

Columns: Data = 'Purchase'; Calculation = 'Variance'

- *Product Number, Product Name* – The number and name for the product.
- *Purchase Unit* – Preferred Vendor Pack Type from the Purchasing tab in the Company Products screen. *(If not populated, will use the Inventory Unit.)*
- *Avg. Unit Price* = [Purchase Value ÷ Purchase Qty]
- *Reference Price* = [Contract or Lowest Bid Price ÷ Conversion Factor x Preferred Purchasing Unit conversion]. *(If a product has no valid bid, will use the Avg. Unit Price.)*
- *Unit Price Variance* = [Avg. Unit Price – Reference Price]
- *Unit Price Variance %* = [((Avg. Unit Price – Ref. Price) ÷ Avg. Unit Price) x 100].
- *Purchase Qty* = Sum of [Quantity Received ÷ Pref. Vendor Pack Type Conversion] for all retrieved periods.
- *Purchase Value* = Sum of [Quantity Received x Unit Price] for all retrieved periods.
- *Purchase Value % of Sales* = [(Purchase Value ÷ Total Net Sales) x 100]
- *Reference Purchase Value* = Sum of [Quantity Received x Reference Price] for all retrieved periods.
- *Purchase Value Variance* = [Purchase Value – Reference Purchase Value]
- *Purchase Value Variance % of Sales* = [((Purchase Value – Reference Purchase Value) ÷ Total Net Sales) x 100]
- *[Date] - [Date] Purchase Value Variance* = [Period Purchase Value – Period Reference Purchase Value] for the period.
- *[Date] - [Date] Purchase Qty* = [Period Quantity Received ÷ Preferred Vendor Pack Type Conversion]

(Continued)



Consolidated Commodity Pricing Trends

(Continued)

Columns: Data = 'Purchase'; Calculation = 'Actual'

- *Product Number, Product Name* – The code and name for the product.
- *Purchase Unit* = Preferred Vendor Pack Type from the Purchasing tab in the Company Products screen. (If not populated, will use the Inventory Unit).
- *Avg. Unit Price* = [Purchase Value ÷ Purchase Qty]
- *Purchase Qty* = Sum of [Quantity Received ÷ Pref. Vendor Pack Type Conversion] for all retrieved periods.
- *Purchase Value* = Sum of [Quantity Received x Unit Price] for all retrieved periods.
- *Purchase Value % of Sales* = [(Purchase Value ÷ Total Net Sales) x 100]
- *[Date] - [Date] Purchase Value* = [Period Quantity Received x Unit Price]
- *[Date] - [Date] Purchase Qty* = [Period Quantity Received ÷ Preferred Vendor Pack Type Conversion]
- *[Date] - [Date] Avg. Unit Price* = [Period Purchase Value ÷ Period Purchase Qty]

Related Setup

- *Application Users* – Users must be linked to at least one hierarchy and to the reference market.
- *Financial & Post Calendars* – The report will retrieve data for a maximum of 13 financial or post periods. To see trends over the course of a year, financial periods should not be less than 1 month.
- *Currency Ratios* (multi-currency environments only) – Conversion factors for alternate currencies must be defined.
- *Company Products* – When "Data Type" = 'Purchase', the report displays all quantities and values in terms of the "Preferred Vendor Pack Type" unit. The "Conversion to Inventory Unit" must also be defined in order to convert inventory quantities to purchase quantities accurately. If these have not be defined for a product, the report will display all quantities and values for that product in terms of the Inventory Unit.
- *Concepts* – Each location should be linked to only one concept (if used), to eliminate double counting of location data in the summary report.

Recommended Setup

- *Markets* – A non-functional "Reference Market" (with no associated locations) should be defined.
- *Vendor Bids* – Standardized product pricing (i.e. at least one bid price) should be entered for all relevant products in the reference market.
 - To eliminate double counting of products, finalized Production recipes made by a commissary will not be included in the retrieval of Location or Product data for that commissary. For comparison purposes at the non-commissary purchasing locations, these recipes should be added to a bid sheet with a bid entered in the reference market.





Consolidated Purchases by GL

This report displays invoice data that was reconciled over a specific period for all locations within the selected hierarchy. The purchasing data in this report is grouped and subtotaled by location.

Click the **V** (Expand) or **^** (Collapse) controls at the right of a section header to show/hide the details for the desired section.

User Group Control: NC- Consolidated Reports > Consolidated Purchases by GL

Menu Paths: Net-Chef > Purchasing: Reports > Consolidated Purchases by GL
Net-Chef > Reports: Purchasing > Consolidated Purchases by GL

Transactions Included: Reconciled – Vendor Orders, Vendor Returns, Commissary/Customer Orders (Physical & Final), Purchases By Invoice, Location Transfers

Report Controls

From/To: Calendar widgets; can select any dates

Hierarchy: Select the desired hierarchy level from the drop-down

Funnel (Filters): Location Code, Location Name, GL Code, GL Description, Purchase Amount

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Location Code & Name* (Location Detail groups) – The Code and Name for the location.
- *GL Code* – The Code for the GL account.
- *GL Description* – The Description for the GL account.
- *Purchase Amount* – Total value of the purchases for each GL account.

“Drill Down” Links - Grand Totals:

- *(Grand Total) GL Code* – Opens a "GL Details" sub-report w/totals by Product within the selected GL account at all locations within the selected hierarchy.
- *Grand Total* – Opens a "Location Totals" sub-report w/totals by GL Code for all purchases at all locations within the selected hierarchy.

“Drill Down” Links - Location Details:

- *Location Name* – Opens a report with transaction details for all purchases within the selected date range at the selected location; equivalent of the Purchases by GL report for that location.
- *GL Code* – Opens a "GL Details" sub-report w/totals by Product within the selected GL account at that location.
- *Total label* – Opens a "Location Totals" sub-report w/totals by GL Code for all purchases at that location.

Note: The values in this report are expressed in the Company base currency.

(Continued)



Consolidated Purchases by GL

(Continued)

GL Details sub-report

Group By: Supplier

Sub-report Columns: Click any column header to sort by the data in that column.

- *Product Number* – The company product number.
- *Product Name* – The company product name.
- *Inventory Unit* – The company product inventory unit.
- *Quantity* – The total quantity received for the product.
- *Extended Value* – Total value of the purchases for each product.

“Drill Down” Links:

- *Product Name* – Opens a “Transaction Details” sub-report w/transaction details for the selected product.
- *Group TOTAL* (displayed if report is grouped) – Opens a “Transaction Details” sub-report w/transaction details for all products within that grouping.
- *Report TOTAL* – Opens a “Transaction Details” sub-report w/transaction details for all products.

Location Totals sub-report

Group By: GL Code (default), Supplier

Sub-report Columns: Click any column header to sort by the data in that column.

- *Product Number* – The company product number.
- *Product Name* – The company product name.
- *Inventory Unit* – The company product inventory unit.
- *Quantity* – The total quantity received for the product.
- *Extended Value* – Total value of the purchases for each product.

“Drill Down” Links:

- *Product Name* – Opens a “Transaction Details” sub-report w/transaction details for the selected product.
- *Group TOTAL* – Opens a “Transaction Details” sub-report w/transaction details for all products in the grouping.
- *Report TOTAL* – Opens a “Transaction Details” sub-report w/transaction details for all products.

(See next page for example.)

(Continued)



Consolidated Purchases by GL

(Continued)

Transaction Details sub-report

Group By: Location Code, Supplier

Sub-report Columns: Click any column header to sort by the data in that column.

- *Location Code* – The code for the location that received the product.
- *Supplier* – The vendor or supply location that filled the order.
- *Invoice Number* – From the vendor’s invoice; entered by the user.
- *Receipt Date* – The “Actual Delivery Date” on which the purchased was received.
- *Product Number* – The company product number.
- *Product Name* – The company product name.
- *Inv. Unit* – The company product inventory unit.
- *Quantity* – The total quantity received for the product.
- *Unit Price* – The purchase price per inventory unit from the transaction.
- *Extended Value* – Total value of the purchases for each product.





Consolidated Quantity Discrepancy (Cruise only)

This report lists products for which there was a discrepancy between the ordered, submitted, confirmed, physical, or invoiced quantities at each location in the selected hierarchy level. The report also displays the percentage difference between the physical and invoiced quantities. The application reviews all orders reconciled during the selected period of time, and displays only orders with a discrepancy.

User Group Control: NC- Consolidated Reports > Consolidated Quantity Discrepancy

Menu Paths: Net-Chef > Purchasing: Reports > Consolidated Quantity Discrepancy
Net-Chef > Reports: Purchasing > Consolidated Quantity Discrepancy

Transactions Included: Reconciled Vendor Orders

Report Controls

Hierarchy: Select the desired hierarchy level from the drop-down

Post Date: Drop-down; can select post period End Dates.

Begin/End Date: Calendar widgets; can select any dates

Group By: No Group (default), PO Number, Reference Number, Invoice Number, Vendor Name, Vendor Type, Category, Subcategory, Microcategory

Funnel (Filters): Any report column; Category, Subcategory, Microcategory, Vendor Type

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Location* – The location that received the order.
- *Product #* – The company product number.
- *Product Name* – The company product name.
- *PO #* – The system-generated transaction number.
- *Reference #* – The number entered/edited during order creation or reconcile.
- *Vendor Name* – The vendor that filled the order.
- *Vendor Invoice #* – From the vendor's invoice; entered during reconcile.
- *Inv. Unit* – Report quantities are expressed in inventory units, not vendor units).
- *Order Quantity* – The quantity originally ordered.
- *Submit Quantity* – The quantity saved when the order was submitted to the vendor.
- *Confirm Quantity* – The quantity saved during "Confirm Terms".
- *Invoice Quantity* – The quantity shipped, according to the vendor's invoice; entered during reconcile.
- *Consol. Quantity* – The quantity saved during Consolidation. If the order was not consolidated; this will be "----". {Note}: *This column will be available only if the "Vendor Consolidation is Available" Purchasing preference enabled.*
- *Phys. Reconcile Quantity* – The actual quantity received; entered during reconcile.
- *Phys./Inv. %* = [(Physical Quantity ÷ Invoice Quantity) x 100]





Consolidated Vendor Orders

This report displays a list of vendor orders for all locations in a selected hierarchy and allows users to view the details of any Vendor Order. This will enable users to see which vendor orders have not been reconciled and which orders are missing electronic invoices so they can follow up with the vendor.

User Group Control: NC- Consolidated Reports > Consolidated Vendor Orders

Menu Paths: Net-Chef > Purchasing: Reports > Consolidated Vendor Orders
Net-Chef > Reports: Purchasing > Consolidated Vendor Orders

Report Controls

Search: Enter the Location Name, Vendor, Ref #, PO #, Vendor Invoice # for the order(s) you want to locate.

Hierarchy: Select the desired hierarchy level from the drop-down

Filter By Date: N/A, Order Date (default), Expected Delivery Date, Actual Delivery Date, Invoice Date

Date Range Start/Finish: Calendar widgets; can select any dates

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Location Name* – The name of the location that created the order.
- *Vendor* – The name of the vendor for which the order was created.
- *Ref #* – Entered/edited during order creation or reconcile.
- *PO #* – Purchase order number; based on Numbering setup in Enterprise Manager.
- *Vendor Invoice #* – Entered by the user during reconcile.
- *Order Date* – Date the order was created.
- *Expected Delivery Date* – Date the order should be delivered; entered during creation.
- *Actual Delivery Date* – Date the order was received; entered during order reconcile.
- *Invoice Date* – Date the order was invoiced; entered during order reconcile.
- *Order Type* – “VO” for Vendor Order or “VR” for Vendor Return.
- *Order Status* – New Order, Submitted, Submitted/Not Transmitted, Confirmed Receipt, Awaiting Invoice, Awaiting Invoice/Confirmed Receipt, Invoice Received, Reconciled, Canceled.
- *Invoice Total* – The total value of the order based on the Invoice Quantity, calculated as [Sum of (Invoice Quantity x Invoice Price) for all products + Order Surcharges (Tax, Freight/Shipping, Misc 1, Misc 2)].
- *Reconciled Invoice Total* – The total value of the order based on the Physical Quantity, calculated as [Sum of (Physical Quantity x Invoice Price) for all products + Order Surcharges (Tax, Freight/Shipping, Misc 1, Misc 2)].
- *Payment* – Displays an icon if payment data has been uploaded for reconciled orders.
- *File(s)* – Displays an icon if one or more files has been attached to the order. *Authorized users can click on these icons to display the files/payment data.*

Note: The values in this report are expressed in the Location's base currency.

“Drill Down” Links:

- *PO #* – Opens the selected vendor order in view-only mode.



Net-Chef Inventory Reports

Document Details

Document #: 160_OMRG_260730

Release Version: 20.26.06.11

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Overview

This section includes the following Net-Chef Inventory reports:

- Actual Cost
- Actual/Theoretical Cost
- Adjustment Summary
- *Average Usage*
- Booking Journal
- *Consumption Journal*
- Cost Analysis
- Current Inventory
- *Customs Report*
- Daily Inventory Counts
- Inventory Efficiency
- Inventory Efficiency and Inactivity
- Inventory Extended Value
- Physical Inventory Summary
- *Product Analysis*
- Profit & Loss
- Stock Card
- Consolidated Actual Cost
- Consolidated Actual/Theoretical Cost
- Consolidated Adjustment Summary
- *Consolidated Consumption Journal*
- Consolidated Cost Analysis
- Consolidated Current Inventory
- Consolidated Daily Inventory Counts
- Consolidated Indexed Theoretical Cost
- Consolidated Inventory Aging Summary
- Consolidated Inventory Audit
- Consolidated Inventory Efficiency
- Consolidated Inventory Efficiency and Inactivity
- Consolidated Inventory Summary
- Consolidated Location Transfers
- Consolidated Profit and Loss

Italics = Currently available only for Cruise Lines.



Actual Cost

This report is used to review actual cost details for all products at the current location that are associated with the "Cost of Goods Sold" P&L Grouping and that have "Actual" costs and/or a Beginning or Ending Inventory value that is represented in any of the transactions used to calculate Actual or Theoretical Costs. The "Actual" cost refers to the value of the inventory that the location used over the selected post period(s).

User Group Control: NC-View Reports > Actual Cost Detail

Menu Paths: Net-Chef > Inventory: Reports > Actual Cost
Net-Chef > Reports: Inventory > Actual Cost

Transactions Included: Vendor Orders, Vendor Returns, Commissary/Customer Orders, Purchases by Invoice, Location Transfers, Inventory Adjustments, Recipe Adjustments, Production, Daily Prep, POS Depletion, Buffet Consumption, Inventory Variances

Report Controls

From/To: Drop-downs; can select Post Period dates.

View By: Value (in Location currency), Quantity (in inventory units), Custom (user-selected columns; default)

Group By: Category, Subcategory, Microcategory, GL Code/Description, P&L Substructure

Funnel (Filters): Any report column, P&L Substructure, GL Code/Description, Category/Subcategory/Microcategory

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Product Number* – The company product number.
- *Product Name* – The company product name. "Drill Down" link; see below for details.
- *Inventory Unit* – The company product inventory unit.
- *Value/Qty Beginning* – The inventory of the product on the Begin Date.
- *Value/Qty Purchase* – The total of all Purchases for the product within the dates retrieved.
- *Value/Qty Production* – The total of Production for recipes flagged as an "A/T Cost Item".
- *Value/Qty Transfers Out* – The total of all outgoing Location Transfers for the product .
- *Value/Qty Prod. Cons. Reversal* – For the components of recipes flagged as an "A/T Cost Item", the component costs/quantities that are backed out of the Actual (since they are part of the "Value/Qty Production" for the recipe item).
- *Value/Qty Ending* – The inventory for the product on the End Date.
- *Actual Cost/Qty Used* = [Beginning + Purchase + Production - Transfers Out – Prod. Cons. Reversal – Ending]
- *Value/Qty Inv. Adj.* – The total of all Inventory Adjustments for the product.
- *Value/Qty Inv. Variance* – The total of all Inventory Variances for the product.

Additional Columns (hidden by default):

- *Value/Qty Sales* – This reflects what the total cost/quantity would be if everything that was depleted was sold (i.e. – the Theoretical Cost).
- *Value/Qty Net Inventory* – This reflects the total value/quantity of beginning inventory, plus everything that was added, minus non-sales depletion. (Variances are not included; they appear in a separate column). Calculated as [Beginning + Purchases + Production – Production Consumption Reversal – Transfers Out – Inventory Adjustments].
- *Unit Price* – The current Inventory Cost of the product at the current location.

(Continued)



Actual Cost

(Continued)

“Drill Down” Links:

- *Product Name* – Opens a **Consumption Detail** sub-report showing costs based on inventory transactions and depletion for that product at the location. This report compares the total Actual Costs to the total Consumption Values, which should match.

Consumption Detail sub-report

Sub-report Columns: Click any column header to sort by the data in that column.

- *Transaction Date/Type* – The type/date of each transaction, as follows:
 - Vendor Orders/Returns: Actual Delivery Date.
 - Location Transfers, Commissary/Customer Orders: Reconcile Date.
 - POS Consumption: POS Date.
 - Buffet Consumption: Consumption Date
 - Inventory & Recipe Adjustments, Variances: Entry Date.
 - Production Consumption: Production Date.
- *Transaction Number* – The number assigned to each transaction, as follows:
 - Vendor Order/Return: Invoice Number.
 - Location Transfer, Commissary/Customer Order, Inventory Adjustment: Assigned based on scheme defined in the Numbering screen.
 - Production Consumption: Production Plan name.
- *Transaction Source/Destination* – The source/destination of each transaction.
 - Vendor Order/Return: Vendor Name.
 - Commissary/Customer Order: Location Name.
 - Inventory & Recipe Adjustments: Qualitative Judgment.
- *“Value” columns* – The total value of each transaction will appear in the appropriate column.

Check box Controls:

- *Include A/T Costs for non-A/T Cost Production Recipe Items* – When checked, the retrieval will display Actual and Theoretical costs at the recipe level for recipes not flagged as an “A/T Cost Item” in Enterprise Manager. If this box is checked, the application will automatically check the *Display All Production Recipe Items* box if it is not checked.
- *Include A/T Costs for Components of A/T Cost Production Recipe Items* – When checked, the retrieval will display Actual and Theoretical costs at the component level for recipes that are flagged as an “A/T Cost Item” in Enterprise Manager.

(These check boxes will be available only if the "Allow access to Component and Recipe-level cost data in A/T Cost Report" preference is enabled in Enterprise Manager.)





Actual/Theoretical Cost

This report is used to review and compare a location's actual and theoretical costs, for all products associated with the "Cost of Goods Sold" P&L Grouping. The "Actual" cost refers to the value of the inventory the location used over the post period(s) being viewed. The "Theoretical" cost of goods sold refers to the cost of the items and recipe components sold, according to the POS system or via Commissary/Customer Order. The report also shows the variance between actual and theoretical, and shows the total variance as a percentage of net sales.

User Group Control: NC-View Reports > Actual/Theoretical Cost Report

Menu Paths: Net-Chef > Inventory: Reports > Actual/Theoretical Cost
Net-Chef > Reports: Inventory > Actual/Theoretical Cost

Transactions Included: Vendor Orders, Vendor Returns, Commissary/Customer Orders, Purchases by Invoice, Location Transfers, Inventory Adjustments, Recipe Adjustments, Production, Daily Prep, POS Depletion, Buffet Consumption, Inventory Variances

Report Controls

From/To: Drop-downs; can select Post Period dates.

Search field: Enter the P&L Substructure or GL Code/Description you want to locate

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

Header Totals: *(Values in this report are expressed in the Location's base currency.)*

- *Total Net Sales* = [(Sum of Sales Totals – "Sales" Comps & Discounts) from the *Enter Sales Transactions* screen + total value of reconciled outgoing Commissary/Customer orders]. Sales from Commissary/Customer orders include products linked to both "Sales" GL accounts and accounts with "GL for Sales" defined.
- *Total Cost of Goods Sold* – Displays the Total Cost of Goods Sold value from the "Actual Value" column.
- *Cost %* = [Total Cost of Goods Sold ÷ Total Net Sales]

Report Columns: Click any column header to sort by the data in that column

- *P&L Substructure* – The substructure with which the GL Accounts in that section are associated.
- *GL Code/Description* – The GL Accounts with which the costs are associated; "Drill Down" link; see below for details.
- *Actual Value* = [Beginning + Purchases + Production - Transfers Out – Production Consumption Reversal – Ending]
- *Actual %* = [(Actual Value ÷ Sales for GL) x 100]
- *Theoretical Value* – Total cost of recipe components and "A/T Cost Item" recipes sold through the POS interface or via Commissary/Customer Order.
- *Theoretical %* = [(Theoretical Value ÷ Sales for GL) x 100]
- *Variance Value* = [Theoretical Value – Actual Value]
- *Variance %* = [(Variance Value ÷ Sales for GL) x 100]
- *Logged Waste Value* – Total cost of inventory and recipe adjustment transactions.
- *Logged Waste %* = [(Adjustment Value ÷ Sales for GL) x 100]
- *A vs T %* (hidden by default) = [(Variance Value ÷ Theoretical Value) x 100]

Note: The "Sales for GL" values used in the percentage calculations above are determined based on the "Sales" GL account linked to that account in the View/Edit Budget Data screen; uses P&L Subtotal if no Sales account is linked.

(Continued)



Actual/Theoretical Cost

(Continued)

“Drill Down” Links:

Each of the following hyperlinks opens a **Product Detail** sub-report.

- *GL Code/Description* – Opens a sub-report with costs for all products at the location that are associated with that GL account.
- *P&L Substructure Total* – Opens a sub-report with costs for all products at the location that are associated with that P&L Substructure.
- *Total Cost of Goods Sold* – Opens a sub-report with costs for all products at the location that are associated with the “Cost of Goods Sold” P&L Grouping.

Product Detail sub-report

Report Controls

Search field: Enter the Number or Name of the product you want to locate

Filter buttons:

- *All* (default) – This option displays cost values at the Product level for components of non-“A/T Cost Item” Recipes and at the Recipe level for Prep Recipes flagged as an “A/T Cost Item”.
- *Recipe* – This option displays cost values only at the Recipe level for all recipe items and will exclude the recipe components.
- *Product* – This option displays cost values only at the Product level for components of all recipes and will exclude the recipe items themselves.

Sub-report Columns:

- *Product Number* – The number assigned to the product or recipe.
- *Product Name* – The name assigned to the product or recipe.
- *Inv. Unit* – The company product inventory unit.
- *Actual Value* = [Beginning Inventory + Purchases + Production - Transfers Out – Production Consumption Reversal – Ending Inventory]; “Drill Down” link.
- *Actual %* = [(Actual value ÷ Sales for GL) x 100]
- *Theoretical Value* – Total cost of recipe components and “A/T Cost Item” recipes sold through the POS interface or via Commissary/Customer Order; “Drill Down” link.
- *Theoretical %* = [(Theoretical Value ÷ Sales for GL) x 100]
- *Variance Value* = [Theoretical Value – Actual value]
- *Variance %* = [(Variance Value ÷ Net Sales) x 100]
- *Approx. Units* – The approximate number of Inventory Units to which the Variance value refers.

Sub-report Totals:

- *Total row* – This row displays calculated values based on the check box options and filters applied to the data retrieved. Note that this may include increased totals and percentages because each component used to make a recipe is being counted for itself as well as in any production recipe of which it is a component (at any level). Therefore these are not the “official” costs.
- *“Official” Total COGS row* – This row displays the GL-level totals from the main report; these values are consistent with those displayed in the Cost Analysis and Profit & Loss reports; the Total Actual Cost value is a “Drill Down” link.

(Continued)



Actual/Theoretical Cost

(Continued)

Product Detail “Drill Down” Links:

- *Actual values* – Opens a **Consumption Detail** sub-report. (See Page 36).
- *Theoretical values* – Opens a **Theoretical Cost Detail** sub-report (see next page) showing costs and sales data for the location, from POS transactions and commissary/customer order sales for that product or recipes that include that product. It also shows the quantity of each product or recipe sold.
- *“Official” Total Actual COGS value* – Opens a sub-report showing cost subtotals for all products displayed; this is the equivalent of the *Actual Cost* report for the location. (See Page 35.)

Check box Controls (in filter pop-up):

- *Display All Production Recipe Items* – This box is checked by default. When checked, retrieval will include any “Production” recipes where the Actual and Theoretical Costs are being calculated at the Component level. When the box is not checked, the retrieval will hide these recipes, in case users do not wish to view rows for “Prep” recipes that will only have an Actual Cost (but no Theoretical Cost) if units of that recipe still exist in inventory at the end of the period.
- *Include A/T Costs for non-A/T Cost Production Recipe Items* – When checked, the retrieval will display Actual and Theoretical costs at the recipe level for recipes not flagged as an “A/T Cost Item” in Enterprise Manager. If checked, the application will automatically check the “Display All Production Recipe Items” box if it is not checked.
- *Include A/T Costs for Components of A/T Cost Production Recipe Items* – When checked, the retrieval will display Actual and Theoretical costs at the component level for recipes that are flagged as an “A/T Cost Item” in Enterprise Manager.

(The Filter buttons noted on the previous page and the two “Include A/T Cost” check boxes will be available only if the preference to “Allow access to Component & Recipe-level cost data in A/T Cost Report” is enabled in Enterprise Manager.)

Theoretical Cost Detail sub-report

Check box Controls: See definitions above.

Sub-report Columns:

- *Product (Recipe) Number* – The product number assigned to the recipe item.
- *PLU Number* – Populated for recipe items sold via POS; from the recipe location record or recipe header.
- *Product (Recipe) Name* – The name assigned to the recipe item.
- *Sold Quantity* – Total quantity of the item sold, in Sale Units.
- *Sale Unit* – If sold via POS, the recipe Portion amount/unit. If sold via Commissary/Customer Order, the Issue 1 Unit.
- *Theoretical Depletion* – Total quantity of the product (in Inventory Units) needed to make/fill the Sold Quantity of the item.
- *Theoretical Cost* = [Theoretical Depletion quantity X stored Unit Price]

Theoretical Cost Detail “Drill Down” Links:

- *Product (Recipe) Name* – Opens a location-specific **Recipe Detail** sub-report; see next page for more details.

(Continued)



Actual/Theoretical Cost

(Continued)

Recipe Detail sub-report

Sub-report Columns:

- *Seq.* – Sequence number assigned to the component in the recipe.
- *Product Number* – Product Number of the component company product.
- *Product Name* – Product Name of the component company product. If this component is a sub-recipe, the application will show that recipe's components indented under the sub-recipe name.
- *Quantity* – The Quantity of the component required to make 1 batch of the recipe.
- *Recipe Package* – The Package Type selected for component; based on company product recipe units.
- *Conversion Rate* – The number of Inventory Units in 1 Recipe Package.
- *Inventory Unit* – The Inventory Unit assigned to the component.
- *Major Ingr.* – Based on recipe setup; if 'Y', indicates that this item should be depleted from inventory when the recipe is produced.
- *A/T Cost Item* – Applied to sub-recipe items, based on recipe setup; if 'Y', indicates that the Actual and Theoretical costs are applied to the recipe item, not its components.





Adjustment Summary

This report shows the quantity and/or value of each product adjusted out of (or into) inventory. Transactions shown include inventory and recipe adjustments, transfers, produced recipes, and depletion from daily prep, and point-of-sale, as well as variances that result during physical inventory.

User Group Control: NC-View Reports > Adjustment Summary

Menu Paths: Net-Chef > Inventory: Reports > Adjustment Summary
Net-Chef > Reports: Inventory > Adjustment Summary

Retrieval Note: *On initial selection, users will be given the option to exclude POS, Recipe Depletion, Internal Variance Adjustment, and Internal Customer Order Transfer transactions in order to allow for faster retrieval.*

Transactions Included: Inventory Adjustments, Recipe Adjustments, Transfers, Customer Orders (Issues), Production/Daily Prep, POS Depletion, Buffet Consumption, Inventory Variances

Report Controls

From/To: Calendar widgets; can select any dates.

Post Period: Drop-down; displays past and current Post Dates.

Group By: Product, Transaction #, Adjustment Type, Adjustment Type - Combined, Daypart, Weekday, GL Code/Description (Product), GL Code/Description (Qualitative Judgment), Storage Location, Comments, Category, Subcategory, Microcategory. (*'Adjustment Type – Combined' groups Inventory and Recipe Adjustments together.*)

Funnel (Filters): Product Name, Product #, GL Code-Description (for Product or Qualitative Judgment), Storage Location, Transaction Type, Daypart, Weekday, Ingredient Type (Major, Minor), Storage Type (Central, Customer), Storage Group, Category (Subcategory/Microcategory), Unit, Qualitative Judgment, Comments, Transaction #, Department, Quantity, Unit Price, Adjustment Value, Adjustment Date

- **Transaction Type** (Can select more than one) – Options include: Buffet Consumption, Customer Order, Inventory Adjustment, Inventory /Recipe Adjustment by Component, Inventory Variance, POS, Production, Production Depletion, Recipe Adjustment by Component, Recipe Adjustment by Recipe, Transfer-Customer, Transfer-Location, Transfer-Storage. (*If 'Recipe Adjustment by Component' and 'Recipe Adjustment by Recipe' are both selected, the report will display increased totals because components used to make a recipe are being counted along with the recipe that contains them.*)
- **Daypart, Weekday** (Can select more than one) – Lists all dayparts and weekdays respectively.

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- **Product Number, Product Name** – The company product number/name.
- **Storage Location** – The storage that the adjusted quantity was subtracted from (positive value) or added to (negative value).
- **Storage Group** (for Cruise, only when "Non-Default Storage Locations" are enabled) – The group that the storage location belongs to.
- **Adjustment Date** – The date the transaction was saved.
- **Adjustment Type** – Displays 'Buffet Consumption', 'Customer Order', 'Inventory Adjustment', 'Inventory/Recipe Adjustment by Component', 'Inventory Variance', 'POS', 'Production', 'Production Depletion', 'Recipe Adjustment by Component', 'Recipe Adjustment by Recipe', 'Transfer-Customer', 'Transfer-Location', 'Transfer-Storage'.

(Continued)



Adjustment Summary

(Continued)

Report Columns (continued):

- *Qualitative Judgment* – Displays for Inventory & Recipe Adjustment transactions.
- *Quantity* – The amount subtracted from (positive value) or added to (negative value) the storage location's inventory.
- *Unit* – The unit (inventory, recipe, or alternate count) used in the transaction.
- *Unit Price* – The unit price of the product from the transaction details.
- *Adjustment Value* = Total value of the product subtracted from (positive value) or added to (negative value) inventory; this may not equal "Price x Quantity" as it may include a value variance not reflected in either of those variables.

Additional Columns (hidden by default):

- *Daypart* – Displays the Daypart for which the transaction was performed, as elected by the user; will be left blank if none is selected. For Daily Prep (Production or Production Depletion) transactions, this may include "All Day".
- *Transaction Destination* – For outgoing location transfers, this is the location where the transfer was sent. Not populated for any other transaction.
- *Lot Number* – The lot number associated with the transaction; only populated if Lot Tracking is enabled for the location and product/recipe.





Average Usage (Cruise only)

This report displays a summary of product usage (consumption) over the previous 12 (posted) voyages. Usage is calculated as the beginning inventory quantity plus the quantities received minus the ending physical inventory quantity. The report also displays the actual usage per product for each of those twelve voyages. This gives management the ability to analyze a product's popularity.

Note: This report is not available at Warehouse locations.

User Group Control: NC-View Reports > Average Usage

Menu Paths: Net-Chef > Inventory: Reports > Average Usage
Net-Chef > Reports: Inventory > Average Usage

Transactions Included: Posted Inventory

Report Controls

Location: (Corporate only) – Select the desired location from the drop-down

Group By: Category, Subcategory, Microcategory, GL Number, GL Description

Funnel (Filters): Any report column; Category, Subcategory, Microcategory

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Product Number* – The company product number.
- *Product Description* – The company product name.
- *Inv. Unit* – The company product inventory unit.
- *Consumption* (per voyage): These columns show the dates of the last 8 voyages (in reverse order) and "Other", which represents the 4 voyages prior to those.
 - Consumption = [Beginning Quantity + Received Quantity – (Physical Quantity + In Transit Quantity)]
- *Average Over 12 Voyages*
 - Average = [Sum of all Consumption columns ÷ Number of Periods included]





Booking Journal

This report displays transaction details for a selected product at the current location over a range of post periods. It lists each transaction in which the product was added to or removed from any storage location, and the “Cumulative Quantity” column keeps a running total of the quantity on hand. This report is retrieved differently than most others, as explained below.

User Group Control: NC-View Reports > Booking Journal

Transactions Included: Vendor Orders, Vendor Returns, Commissary/Customer Orders, Transfers, Inventory Adjustments, Recipe Adjustments, Production/Daily Prep, POS Depletion, Buffet Consumption, Inventory Variances

Report Controls

Search field: Enter the Product Name or Product # for the product you want to locate

Funnel (Filters): Product Number, Product Name, User Defined Category, Category/Subcategory/ Microcategory

Printer (Export): PDF, Excel, CSV formats

Retrieving the Booking Journal:

1. From the *Reports* menu, click **Inventory**, then click **Booking Journal**.
Cruise Tip: If viewing at Corporate, select a **Location** from the drop-down, then click **Retrieve**. If not, skip to the next step.
2. The screen will display the list of products.
3. Click the **Product Name** hyperlink corresponding to the desired product or use the **Filter** control to filter the products list by any of the options listed above.
4. Select a **From** date using the drop-down and a **To** date using the calendar control.
5. Click **Retrieve** to view the report details.
6. If necessary, **Search** by Transaction Type, Transaction Source/Destination, or Transaction Storage Location and/or use the **Funnel (Filters)** control to filter the report by one or more of the columns below:
 - *Transaction Date* (no filter) – The date the transaction was reconciled/processed.
 - *Transaction Type* – View all transactions of a specific type. Each type is a hyperlink to a detail screen with more information about the original transaction.
 - *Transaction Source/Destination* – The vendor, supply location, customer, or storage location from which the product came or to which it went, depending on the transaction type. (This field will be blank for Production, Adjustment, and Variance transaction types.)
 - *Transaction Number* – Transaction number for the transaction.
 - *Vendor Invoice #* – For Vendor Orders>Returns, the Invoice/Credit number entered by the user.
 - *User* – The User ID of the user that created the transaction.
 - *Transaction Storage Location* – The storage location at this location from which the product was subtracted or to which it was added.
 - *Transaction Value* – The total value of this product for the transaction.
 - *Quantity In/Quantity Out* – The quantity added to or depleted from inventory on the transaction.
 - *Cumulative Quantity* (no filter) – A running total of the On Hand Quantity.
7. If necessary, click the **View Cost Changes** button to display the *Cost Changes Detail* window, which shows all changes to the Issue Cost and/or Inventory Cost of the product at the designated location during the selected time period.
8. Click the **Printer (Export)** button to print a copy of the report.
9. Close the report detail screen to return to the summary screen. From there, another product can be selected if necessary.
10. When finished, click **Close**.





Consumption Journal (Cruise only)

This report displays total consumption (beginning inventory + receives - ending inventory) for a range of post dates. It then shows the distribution of the consumption value across inventory variances, issues, POS sales, and inventory adjustment transactions. It gives values for each General Ledger account, and can be shown summarized by GL or grouped by (internal) customer.

User Group Control: NC-View Reports > Consumption Journal

Menu Paths: Net-Chef > Inventory: Reports > Consumption Journal
Net-Chef > Reports: Inventory > Consumption Journal

Transactions Included: Reconciled – Vendor Orders, Customer Orders, Transfers, Final Reconciled Warehouse or Commissary Orders; Daily Prep, Buffet Consumption, POS Depletion, Inventory, Inventory Adjustments, Inventory Variances. *Note: At the source location, outgoing Location Transfers involving at least one ship will be included in this report only after the location receives a replication file which includes confirmation that the receiving location reconciled the transfer.*

Report Controls

Location: (Corporate only) – Select the desired location from the drop-down

Begin/End Date: Drop-downs; can select Post Period dates.

Group/Summarize: Group by 'Customer' OR Summarize by 'GL' (default)

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

(> <), (< >): Click to minimize/maximize the report header

Report Columns – Summarized by GL Click any column header to sort by the data in that column.

- *Code* – The General Ledger Number.
- *Name* – The General Ledger Description.
- *Non Inventory* – Any non-product-related costs for the date range, such as reconciled purchase-by-invoice transactions and shipping charges.
- *Beginning* – Beginning inventory value for the period(s).
- *Receive* – The value of products received for the period(s), including reconciled vendor orders, incoming warehouse or commissary orders and location transfers, and prepped items added to inventory.
- *Physical* – The value at the end of the last post period in the selected range.
- *Consumption* = [Beginning + Received – Physical].
- *Inventory Variance* – The value of consumption not accounted for in adjustments, issues and sales (next four columns).
- *Inventory Adjust* – The value of adjustments, including inventory adjustments, buffet consumption & waste, mid-period variances, production depletion, outgoing location transfers, incoming/outgoing storage transfers.
- *Issue Adjust* – The value issued to internal customers.
- *Sales* – The value of sales from the point-of-sale system.
- *Issue* – The value of products issued from central storage.
- *Inv. Change Int. Cust.* (Inventory Change for Internal Customers) = [Physical – Beginning] for all internal customers.

(Continued)



Consumption Journal

(Continued)

Report Columns – Grouped by (Internal) Customer

- *Location* – The Location Name.
- *Code* – The General Ledger Number.
- *Name* – The General Ledger Description.
- *Beginning* – Beginning inventory value for the period(s).
- *Issue Receive* – The value of products received from central storage.
- *Direct Receive* – The value of products received on reconciled vendor orders, incoming warehouse or commissary orders and location transfers, and production items added to inventory.
- *Physical* – The value at the end of the last post period in the selected range.
- *Consumption* = [Beginning + Issue Received + Direct Receive – Physical].
- *Inventory Variance* – The value of consumption not accounted for in adjustments, issues and sales (next four columns).
- *Inventory Adjust* – The value of adjustments, including inventory adjustments, buffet consumption & waste, mid-period variances, production depletion, outgoing location transfers, incoming/outgoing storage transfers.
- *Net Transfer* – The value of products transferred out of the customer's storage location.
- *Sales* – The value of sales from the point-of-sale system.
- *Inv. Change Int. Cust.* (Inventory Change for Internal Customers) = [Physical – Beginning] for all internal customers.

Note: In both views, the sum of the values to the right of the "Consumption" column should equal the Consumption value; the two sides of the report should balance out.





Cost Analysis

This report serves as a gross profit analysis for store managers, presenting top-line revenue, cost of goods sold (by General Ledger account) and gross profits. It displays total sales, and shows each cost as a percentage of sales. This report allows managers to conduct financial analysis for a specific date range. At a glance, a manager can determine the profitability of the business as well as factors affecting that profitability. This report only includes data related to General Ledger accounts associated with the "Sales", "Cost of Goods Sold", and "Operating Expenses" P&L Groupings.

User Group Control: NC-View Reports > Cost Analysis

Menu Paths: Net-Chef > Inventory: Reports > Cost Analysis
Net-Chef > Reports: Inventory > Cost Analysis

Transactions Included: Vendor Orders, Vendor Returns, Commissary/Customer Orders, Purchases By Invoice, Location Transfers, Production/Daily Prep, Inventory, Total Sales, Sales Paid Outs, Sales Comps and Discounts

Report Controls

From/To: Drop-downs; can select Post Period dates.

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

Note: Values in this report are expressed in the Location's base currency.

Report Columns: Click any column header to sort by the data in that column.

Click the > (Expand) or ▼ (Collapse) controls to the left of a P&L Substructure to show/hide the details for the desired substructure.

- *P&L Substructure* – The substructure with which the GL Accounts in that section are associated.
- *GL Code/Description* – The GL Accounts with which the Sales and Costs are associated.
- *Sales* = [(Sum of Sales Totals – "Sales" Comps & Discounts) from the *Sales Transactions* screen + total value of reconciled outgoing Commissary/Customer orders]. Sales from Commissary/Customer orders include products linked to both "Sales" GL accounts and accounts with "GL for Sales" defined.
- *Beginning Inventory* – Total value on hand at the beginning of the period.
- *Purchases* - Reconciled vendor orders, purchases by invoice, incoming commissary orders and incoming location transfers, sales paid-outs.
- *Production* – Total value of Production for recipes flagged as an "A/T Cost Item".
- *Transfers Out* – Total cost of outgoing location transfers.
- *Prod. Cons. Reversal* – Total value of Production Consumption reversed for components of recipes flagged as an "A/T Cost Item".
- *Ending Inventory* – Total book value on hand at the end of the period; this includes any In Transit (outgoing) products.
- *Cost of Goods* = [Beginning Inventory + Purchases + Production – Transfers Out – Prod. Cons. Reversal – Ending Inventory]

(Continued)



Cost Analysis

(Continued)

Report Columns (Continued):

- *Cost %* – Expresses sales and subtotals as a percent of net sales and COGS as a percent of sales
 - Sales: [(Value for GL account or subtotal ÷ Total Net Sales) x 100]
 - COGS: [(Cost of Goods for the “Cost” GL Account , amount for the “Sales” GL account linked to this account in the View/Edit Budget Data screen) x 100]; uses P&L Subtotal if no Sales account is linked.

Example: $\text{Cost \%} = (\text{Liquor COGS}) \div (\text{Liquor Sales}) \times 100$

$26.01 \% = \$2,182.50 \div \$8,391.98 \times 100$ (rounded)

- *Cost Per Guest* = [Total Cost of Goods Sold ÷ Total Guest Count]

Report Totals

- *Total Net Sales* = Sum of the Net Sales subtotals.
- *Total Guest Count* = The “Ending Guest Count” from the *Sales Transactions* screen.
- *Total Cost of Goods Sold* = Sum of the Cost of Goods Sold subtotals.
- *Total Gross Profit* = [Total Net Sales – Total Cost of Goods Sold]
- *Total Gross Profit %* = [(Total Gross Profit ÷ Total Net Sales) x 100]
- *Total Operating Expenses* = Sum of the Operating Expenses subtotals.
- *Total Costs* = [Total Cost of Goods Sold + Total Operating Expenses]
- *Total Operating Profit* = [Total Gross Profit – Total Operating Expenses]
- *Total Operating Profit %* = [Total Operating Profit ÷ Total Net Sales) x 100]





Current Inventory

This report displays the current On Hand, In Transit, and Total Quantity for each product in the location's inventory. It uses the current Unit Price (Inventory Cost) of each item to calculate the corresponding value.

User Group Control: NC-View Reports > Current Inventory

Menu Paths: Net-Chef > Inventory: Reports > Current Inventory
Net-Chef > Reports: Inventory > Current Inventory

Transactions Included: Inventory

Report Controls

Group By: Storage Location (default), Product, Category, Subcategory, Microcategory, GL Code - Description, Storage Location Group (if applicable); enabled when "Summarize" is unchecked.

Summarize: Product (default), Category, Subcategory, Microcategory, GL Code / Description.

Funnel (Filters): Any report column; User Defined Category, Product Type, Storage Location, Storage Type, Storage Location Group (if applicable)

Printer (Export): PDF, Excel, CSV formats, Unformatted view (Cruise only)

Report Columns: Click any column header to sort by the data in that column.

- *Product Number* – The company product number.
- *Product Name* – The company product name.
- *Lot* (if applicable) – The lot number for the product/storage/quantity combination.
- *Storage Location* – The storage location for each product/quantity combination.
- *Inv. Unit* – The company product inventory unit.
- *Unit Price* – The current Inventory Cost from the Location Product record. Click the hyperlink to view cost change details for the selected product.
- *On Hand Quantity* - The total quantity on hand at the current location.
- *On Hand Value* = [On Hand Quantity x Unit Price]
- *In Transit Quantity* – The total quantity on unreconciled outgoing commissary/customer orders & location transfers.
- *In Transit Value* = [In Transit Quantity x Unit Price]
- *Total Quantity* = [On Hand Quantity + In Transit Quantity]
- *Total Value* = [On Hand Value + In Transit Value]

Additional Columns (hidden by default):

- *Category* – The category assigned to the company product.
- *Subcategory* – The subcategory assigned to the company product.
- *Microcategory* – The microcategory assigned to the company product.
- *GL Code/Description* – The GL Code/Description associated with the company product's assigned category.
- *Retail Price* – The "Standard" Retail Price from the Location Product record.
- *Retail Value* = [On Hand Quantity x Retail Price]
- *Cost %* = [(Unit Price ÷ Retail Price) x 100]





Customs Report (Cruise only)

This report allows a ship to declare the weight and value of its inventory when it docks in a port. Customs authorities in many countries require ships to report what type of goods there are on board, and the ship may be taxed based on this inventory. This report can only be retrieved for current information (i.e. not looking back at a posted period). The report shows the quantity, value and weight on board for each package type within each category, subcategory and/or microcategory. All weights are displayed in kilograms (KG), and are based on the per-unit weight entered for each product in Enterprise Manager.

***Product Weight:** Values in this report are expressed in the Location's base currency. This report shows weights in kilograms (KG) only. If the weight of a particular product is in grams, pounds or ounces, the application will convert the weight to kilograms for reporting purposes. This only works properly if the package types for the Weight Unit are set up correctly as 'GM', 'GRM', 'LB' or 'OZ'. Any other weight unit cannot be converted, so the product's weight will be reported as '0.00'.*

***Note:** This report is only available to Ships.*

User Group Control: NC-View Reports > Customs Report

Menu Paths: Net-Chef > Inventory: Reports > Customs Report
Net-Chef > Reports: Inventory > Customs Report

Transactions Included: Reconciled Vendor Orders

Report Controls

Group By: Category, Subcategory, Microcategory, Storage Location

Funnel (Filters): Storage Location, Storage Type, Category, Subcategory, Microcategory, Bonded Products

Printer (Export): PDF, Excel, CSV formats, Unformatted view

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

- *Group Description* – Displays the name of each entry in the selected Group By option. By default, this is the name of each subcategory.
- *Unit* – The company product inventory unit.
- *Stock On Hand* – Summarized total for all storage locations of each inventory unit within the grouping = [Quantity On Hand + Quantity In Transit]
- *Weight (KG)* – The total weight of the stock on hand based on the weight field for each product included in the "Unit" grouping.
- *Value (Location Currency Code)* – The total value of each product included in the "Unit" grouping.





Daily Inventory Counts

This report is used to monitor inventory levels for items counted multiple times during the course of a day. The report displays physical inventory count records in the order in which they were entered and calculates an Intraday Book Quantity and Value for each product count record by applying variances accumulated during prior inventory count events for the same product and inventory date to the Book Quantity and Value.

User Group Control: NC-View Reports > Daily Inventory Counts

Menu Paths: Net-Chef > Inventory: Reports > Daily Inventory Counts
Net-Chef > Reports: Inventory > Daily Inventory Counts

Transactions Included: Scheduled Inventory Counts by Template

Report Controls

From/To: Calendar widgets; 31-day limit based on selected "From" date.

Group By: Date

Funnel (Filters): Product Name, Product #, Category/Subcategory/Microcategory, GL Code/Description, Template, User Defined Category, Inventory Type.

- If generated for more than one day, you can filter by the "generic" template for a single intraday event to see the counts and variances for just that one event.
- To focus on the results of a single product, filter the report to display just that product since the report cannot be grouped at this time.

Printer (Export): PDF, Excel, CSV formats

Sort: This report automatically sorts product rows based on the date of the scheduled count and the time the counts were entered; it does not allow for any other sort options at this time.

Report Columns:

- *Date* – The date of the scheduled inventory count.
- *Time* – The time of day that the count was entered.
- *Inv. Description* – The name of the template used for the scheduled count.
- *Product #* – The company product number.
- *Product Name* – The company product name.
- *Inv. Unit* – The company product inventory unit.
- *Phys. Qty.* – The count entered during scheduled inventory.
- *Intraday Book Qty.* – For first product count this = Book Qty; for each successive count, this is calculated as [Book Qty + Cumul. Variance Qty.]
- *Intraday Variance Qty.* = [Physical Qty + In Transit Qty – Intraday Book Qty]
- *Cumul. Variance Qty.* = The sum of the Intraday Variance Qty. for that product
- *Intraday Variance Value* = [Physical Value + In Transit Value – Intraday Book Value]
- *Cumul. Variance Value* – The sum of the Intraday Variance Value for that product

Report Totals:

- *Intraday Variance Qty.* = The sum of the Intraday Variance Qty. for all products
- *Intraday Variance Value* = The sum of the Intraday Variance Value for all products

Note that although "In Transit" is used to calculate the Intraday Variance Qty/Value, it is not displayed as a column in the report.





Inventory Efficiency

This report shows a 30-day summary of product consumption value for each location product, as well as the current on-hand value, the estimated days the current on-hand should last, and the sum of all inventory value variances. It helps managers see a snapshot of what they have and how long it's likely to last.

User Group Control: NC-View Reports > Inventory Efficiency

Menu Paths: Net-Chef > Inventory: Reports > Inventory Efficiency
Net-Chef > Reports: Inventory > Inventory Efficiency

Transactions Included: Posted Inventory

Report Controls

Post Date: Drop-down; can select Post Period dates or the current date.

Group By: Category, Subcategory, Microcategory, General Ledger

Funnel (Filters): Any report column; Category, Subcategory, Microcategory, General Ledger

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

- *Product Number* – The company product number.
- *Product Name* – The company product name.
- *On Hand Value* = [Physical Value + In Transit Value] from the chosen posted period OR [Current On Hand Quantity x Inventory Cost] if for the current period.
- *30 Day Consumption Value* = [Beginning Inventory Value + Received Value – Ending Inventory Value – Reconciled Outgoing Transfers Value - Production Depletion Value]
- *Days on Hand* = [(On Hand ÷ 30 Day Consumption Value) x Number of Days in the 30 Day Consumption period]; this refers to the estimated number of days it will take to deplete the current on-hand quantity, based on the year-to-date rate of consumption.
- *Accumulated Inv. Variance Value* - The sum of all variance values for all posted periods in the 30 Day Consumption period.
- *Variance %* = [(Accumulated Inv. Variance Value ÷ 30 Day Consumption Value) x 100]

***Note:** For "Days on Hand", the number of days in the 30 Day Consumption period includes the beginning and ending date. This period must be calculated for each product, as it may be different based on how long each product has been in inventory.*





Inventory Efficiency and Inactivity

This report will identify which products are the slowest to be used. The report will display the list of products currently in inventory and show when each product was last received and issued by the location, and the number of days since it was last received. It will also show the product's projected number of days on hand (which refers to how many days the current amount will last based on historical consumption), the daily consumption rate, and each product's unit price, and on hand and ending value.

Note: Values in this report are expressed in the Location's base currency. Cruise Note: When retrieved from Corporate for a single location, you can select either the Company or Location's base currency (if not the same).

User Group Control: NC-View Reports > Inventory Efficiency and Inactivity

Menu Paths: Net-Chef > Inventory: Reports > Inventory Efficiency and Inactivity
Net-Chef > Reports: Inventory > Inventory Efficiency and Inactivity

Transactions Included: Vendor Orders, Final Reconciled Commissary or Warehouse Orders, Customer Orders to non-Internal Customers, Inventory, Production Depletion, POS Depletion, Buffet Consumption

Report Controls

Location: (Cruise, Corporate only) – Select the desired location from the drop-down

Group By: N/A (default), Bid Sheet, Category, GL, Market Master Status, Microcategory, Product, Product Type, Storage Group (if applicable), Storage Location, Storage Type, Subcategory

Summarize: N/A, Product (default)

Period: Current Month, Current Week, Day, Period, Post

Date widget(s): Selector varies based on the chosen Period

Include Inventory Data in Report Range Based on: Begin Date, Post Date, Cruise End Date (Cruise only)

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

- *Product Number* – The company product number.
- *Product Name* – The company product name.
- *Inv. Unit* – The company product inventory unit.
- *Storage Location* – The storage location for this location/product/lot combination.
- *Unit Price* – The location product's Issue Cost OR Inventory Cost, depending on whether the retrieval End Date includes the current date; see note below.
- *Qty On Hand/Ending* – The On Hand OR Ending quantity for the location/product/storage combination; see note on next page.
- *Value On Hand/Ending* = [Qty On Hand OR Ending x Unit Price]; see note on next page.
- *Daily Consumption Rate* = [Product Consumption ÷ # of Days in the Retrieval Range]; see note below.
 - Product Consumption = [Reconciled Customer Orders to non-internal customers + POS Depletion + Production Depletion + Final Reconciled Outgoing Commissary or Warehouse Orders] during all applicable periods.
- *Days to Consume On Hand* = [Qty On Hand OR Ending ÷ Daily Consumption Rate]

Note: If "Daily Consumption Rate" = 0.00, this column will be blank.

(Continued)



Inventory Efficiency and Inactivity

(Continued)

Report Columns (Continued):

- *Beginning* – The quantity on hand at the beginning of the first post period in selected date range.
- *Received* – Includes all reconciled incoming orders, finalized daily prep, incoming location transfers, vendor returns (which reduce incoming vendor orders).
- *Issued* – Includes reconciled outgoing customer, warehouse, and commissary orders.
- *Inventory Adjusted* – Includes inventory adjustments, buffet consumption & waste, mid-period variances, production depletion, outgoing location transfers, incoming/outgoing storage transfers.
- *Issues Adjusted* – The quantity or value “received” by internal customers. These issues are removed from central storage but remain in the location’s inventory; they are added to and counted in the internal customer’s storage location.
- *(Qty) On Vendor Order* – The sum of the quantities on vendor orders with a status of Submitted or Invoiced during all applicable periods.
- *(Qty) In Transit* – The sum of the quantities on warehouse and commissary orders with a status of Invoiced or Physical Reconciled.
- *Last Issue Date* – The date the product was last issued via customer order, warehouse order, or commissary order.
- *Last Received Date* – The date the product was last received at the location.
- *Days Since Received* = [“Date To” Retrieval Date – Last Received Date]

Note: When the selected dates include the current date, the columns noted above will display/use the “On Hand” amounts and the current Issue Cost; when the selected dates are prior to the current date, these columns will display/use the “Ending” amounts and the Inventory Cost for the last posted period in the range.

Additional Columns: Visible only if at least one location included in the retrieval set has these features enabled.

- *Storage Group* (if applicable) – The storage group to which the product’s storage location belongs.
- *Lot #* (if applicable) – The lot number for this product/storage/lot combination.





Inventory Extended Value

This report displays the inventory totals for products in each category for the selected post period.

User Group Control: NC-View Reports > Inventory Extended Value

Menu Paths: Net-Chef > Inventory: Reports > Inventory Extended Value
Net-Chef > Reports: Inventory > Inventory Extended Value

Transactions Included: Posted Inventory

Report Controls

Post Date: Drop-down; can select Post Period dates.

Group By: Category, Storage Location, GL Code-Description

Funnel (Filters): Any report column, Category, Subcategory, Microcategory, GL Code-Description, User-Defined Category, Storage Location, Product Type, On Hand, Order Activity, Active Products

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column; defaults to Product Name.

- *Product Number* – The company product number.
- *Product Name* – The company product name.
- *(Inventory) Unit* – The company product inventory unit.
- *Physical Quantity* – “Total Quantity” from the Final for Post inventory for the selected period.
- *Unit Price* – The Inventory Cost of the product at the current location, from the Final for Post inventory.
- *Extended Value* = [Physical Quantity x Unit Price]





Physical Inventory Summary

This report displays the inventory data for each product for the selected post period(s). It defaults to being summarized by storage location, so users can see subtotals by storage as well as the grand total for the location. The inventory data can be viewed either by "Quantity" (number of inventory units) or by "Value" (each quantity multiplied by the product's Unit Price).

User Group Control: NC-View Reports > Physical Inventory Summary

Menu Paths: Net-Chef > Inventory: Reports > Physical Inventory Summary
Net-Chef > Reports: Inventory > Physical Inventory Summary

Transactions Included: Inventory, Inventory Variances

Report Controls

Location: (Cruise, Corporate only) – Select the desired location from the drop-down

From/To: Drop-downs; can select Post Period dates, including the current period after the Final for Post inventory has been reviewed

View By: Value (in Location currency), Quantity (in inventory units), Custom (user-selected columns; default)

Group By: Storage Location (default), Product, Category, Subcategory, Microcategory, GL Code – Description, Storage Location-Lot (if applicable); all enabled when "Summarize" is unchecked;

Summarize: Product (default), Category, Subcategory, Microcategory, GL Code - Description

Funnel (Filters): Any report column; Storage Location, Product Type, GL Code/Description, User Defined Category, Storage Type, Category/Subcategory/Microcategory, Lot (if applicable), On Hand <> 0, Order Activity

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Product Number* – The company product number.
- *Product Name* – The company product name.
- *Unit Price* – The current Inventory Cost of the product at the current location. Appears as a hyperlink; click to view cost change details for the selected product.
- *Unit* – The company product inventory unit.
- *Begin Quantity/\$* – The amount on hand at the beginning of the post period.
- *Received Quantity/\$* – Includes all reconciled incoming orders, finalized daily prep, and incoming transfers; also includes vendor returns (which reduce total incoming vendor orders).
- *Sold Quantity/\$* – Includes POS Depletion, Buffet Consumption, and reconciled outgoing commissary/customer orders.
- *Adjusted Quantity/\$* – Includes inventory adjustments (manually entered or system-generated for Buffet Consumption waste), mid-period variances, production depletion, outgoing location transfers, and incoming/outgoing storage transfers.
- *Book Quantity/\$* = [Begin + Received – Sold – Adjusted]
- *Physical Quantity/\$* – Actual On Hand quantity/value for counts entered during Physical Inventory.
- *In Transit Quantity/\$* – Includes unreconciled outgoing commissary/customer orders & location transfers.
- *Variance Quantity/\$* = [Physical Qty + In Transit Qty – Book Qty]
- *Variance \$* = [Physical Value + In Transit Value – Book Value]
- *Cumulative Variance* – The sum of all variances for each included post period; this includes mid-period variances (which also appear in the "Adjusted" column.)

(Continued)



Physical Inventory Summary

(Continued)

Additional Columns (hidden by default):

- *Category* – The category assigned to the company product.
- *Subcategory* – The subcategory assigned to the company product.
- *Microcategory* – The microcategory assigned to the company product.
- *GL Code/Description* – The GL Code/Description associated with the company product's assigned category.
- *Inventory Change Quantity/\$* = [Beginning – Physical]
- *Retail Price* – The “Standard” Retail Price from the Location Product record.
- *Retail Book \$* = [Book Quantity x Retail Price]
- *Retail Physical \$* = [Physical Quantity x Retail Price]
- *Retail Variance \$* = [Retail Book \$ – Retail Physical \$]





Product Analysis (Cruise only)

This report shows all in-coming and out-going transactions for one product over a selected time period. The transactions are grouped by their "direction," showing all Receives first and then all Issues. The "Issues" section shows both the cost and the selling price for each issue. All saved transactions are displayed, indicating the transaction's status (e.g. 'Confirmed Terms' or 'Reconciled') and type (e.g. 'VO' for a vendor order or 'LT' for a location transfer).

User Group Control: NC-View Reports > Product Analysis

Menu Paths: Net-Chef > Inventory: Reports > Product Analysis
Net-Chef > Reports: Inventory > Product Analysis

Transactions Included:

Receives:

- Master Orders – Submitted and Confirmed
- Vendor Orders – Submitted, Confirmed Receipt, Confirmed Terms, and Reconciled
- Warehouse Orders – Approved, Picklisted, Invoiced, Physical Reconciled, and Final Reconciled
- Location Transfers – In Transit and Reconciled

Issues:

- Customer Orders – Approved, Picklisted, Invoiced, and Reconciled
- Warehouse Orders – Approved, Picklisted, Invoiced, Physical Reconciled, and Final Reconciled
- Location Transfers – In Transit and Reconciled

Note: At the source location, outgoing Location Transfers involving at least one ship will be considered reconciled only after the location receives a replication file which includes confirmation that the receiving location reconciled the transfer.

Report Controls

Product: – Select the desired product from the drop-down

Period: Current Fiscal Period, Current Fiscal Year, Current Month, Current Post, Current Reporting Period, Current Week, Current Year, Day, Fiscal Period, Fiscal Year, Period, Post, Reporting Period, Year

Date widget(s): Selector varies based on the chosen Period

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

Note: All quantities and values are displayed based on Inventory Units.

- *Date: Submit* – The Create/Submit Date for the transaction.
- *Date: Delivery* – The Delivery/Invoice Date for the transaction.
- *Date: Reconcile* – The Reconcile Date for the transaction.
- *Date: Post* – The Post Date for the transaction period.
- *Transaction: Type* – Displays 'MO' (Master Orders), 'VO' (Vendor Orders), 'CO' (Customer Orders), 'HY' (Warehouse Orders), and 'LT' (Location Transfers).
- *Transaction: Number* – The system-generated transaction number.
- *Transaction: Status* – The current status of the transaction.

(Continued)



Product Analysis

(Continued)

Report Columns (Continued):

- *Vendor/Customer* – The supplier for Receives; the customer for Issues.
- *Quantity: Order* – The "Confirm Terms" quantity for vendor orders; the Order Quantity for Issues.
- *Quantity: Deliv.* – The Invoice Quantity.
- *Quantity: Reconcile* – The Reconcile Quantity, saved at Physical or Final Reconcile.
- *Cost* – Displays one of the following:
 - For Vendor Orders – The Price Used, either Contract or Invoice, based on the vendor's pricing rules.
 - For Warehouse Orders – The Reconcile Price.
 - For Customer Orders and Location Transfers – The location product's Inventory Cost.
- *Reconcile Value: Cost* – The total value of the transaction, based on the Cost.
- *Reconcile Value: Charge* – The total value for issued products; will be blank for Receives. For Customer Orders, this is based on Customer Order Pricing.

Note: Values for incoming Vendor Orders and Warehouse Orders are expressed in the Location Base Currency.





Profit & Loss

This report compares the budget for a given period of time with the actual sales and costs, and displays the variance values and percentages. The “actual” sales values displayed are taken from the *Sales Transactions* screen (which may be automatically populated by imported point-of-sale files). The “actual” cost values displayed come from reconciled purchases (vendor orders, commissary orders, and customer orders), purchase by invoice transactions and budgeted allocations. Sales from commissary orders and customer orders include products linked to both “Sales” GL accounts and accounts with “GL for Sales” defined.

User Group Control: NC-View Reports > Profit & Loss

Menu Paths: Net-Chef > Inventory: Reports > Profit & Loss

Net-Chef > Reports: Inventory > Profit & Loss

Transactions Included: Vendor Orders, Vendor Returns, Commissary/Customer Orders, Purchases By Invoice, Location Transfers, Daily Prep, Inventory, Total Sales, Sales Paid Outs, Sales Comps and Discounts (excludes those linked to “Sales” & “Other Revenue” P&L groupings)

Report Controls

Begin/End Post Date: Drop-downs; can select Post Period dates.

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Note: Values in this report are expressed in the Location's base currency.

Report Columns:

- *P&L Grouping/P&L Substructure* - The grouping/substructure with which the GL Accounts in that section are associated.
- *GL Code/Description* – The GL Accounts with which the Sales and Costs are associated.
- *Actual Value*
 - Sales: [(Sum of Sales Totals – “Sales” Comps & Discounts) from the *Enter Sales Transactions* screen + total value of reconciled outgoing Commissary/Customer orders]. Sales from Commissary/Customer orders include products linked to both "Sales" GL accounts and accounts with “GL for Sales” set up
 - COGS: [Beginning Inventory + Purchases + Production – Transfers Out – Production Consumption Reversal – Ending Inventory]
- *Actual %*
 - Sales: [(Actual Sales ÷ Actual Total Net Sales) x 100].
 - COGS: [(Actual Cost ÷ Actual Sales subtotal for P&L Substructure) x 100].
- *Budget Value* – (calculated using ‘Actual’ or ‘Budget’ sales values, based on setup in Enterprise Manager)
 - Sales: [(Actual or Budget Total Net Sales x Budget %) ÷ 100]
 - COGS: [(Actual or Budget Sales subtotal for P&L Substructure x Budget %) ÷ 100].
- *Budget %* = Budget % values entered in the View/Edit Budget Data screen, or calculated using Budget \$ amount entered.

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Profit & Loss

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Report Columns (Continued):

- *Variance Value*
 - For Sales, Other Revenue, Gross Profit, and Net Profit: [Actual Value – Budget Value]
 - For Cost of Goods Sold, Operating Expenses, Payroll, and Other Expenses: [Budget Value – Actual Value]
- *Variance %*
 - For Sales, Other Revenue, Gross Profit, and Net Profit: [Actual % – Budget %]
 - For Cost of Goods Sold, Operating Expenses, Payroll, and Other Expenses: [Budget % – Actual %]

Report Totals:

- *Total Net Sales* = Sum of the Net Sales subtotals.
- *Total Cost of Goods Sold* = Sum of the Cost of Goods Sold subtotals.
- *Gross Profit* = [Total Net Sales – Total Cost of Goods Sold]
- *Total Operating Expenses* = Sum of the Operating Expense subtotals.
- *Total Payroll Expenses* = Sum of the Payroll subtotals.
- *Total Other Expenses* = Sum of the Other Expense subtotals.
- *Net Profit* = [Gross Profit – Sum of all Expenses subtotals]





Stock Card

This report displays detailed inventory information for a specific location product at the selected location during the current post period. Report data includes the Beginning, On-Hand, and Available quantities, the product's Min & Max Par values, and the current Inventory Cost. The report also displays a summary of all Purchases (reconciled and incoming Vendor Orders and Location Transfers) and a summary of all Issues (reconciled, in transit, and picklisted Customer Orders).

User Group Control: NC-View Reports > Stock Card

Menu Paths: Net-Chef > Inventory: Reports > Stock Card
Net-Chef > Reports: Inventory > Stock Card

Transactions Included: Vendor Orders & Returns, Commissary/Customer/Warehouse Orders, Location Transfers

Report Controls

Location: Defaults to the current location but can select any location associated with the user

Product: Can select any active Location Product for the selected location

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

The bottom portion of the report is divided into two sections, Purchases and Issues. The two sections are then divided into a total of six sub-sections, which show a breakdown by transaction status.

Click the **V** (Expand) or **^** (Collapse) controls at the right of a section header to show/hide the details for the desired section.

Purchases

- *Reconciled* – Shows how many units of the selected product have been received and reconciled during the current post period. The columns represent the Transaction Number, Vendor/Location Name, Reconcile Date, and Reconcile Quantity.
- *On Vendor Order* – Shows how many units of the selected product have been ordered from vendors but have not yet been received (reconciled). The columns represent the Transaction Number, Vendor Name, Expected Delivery Date, and Order Quantity.
- *Incoming Location Transfers* – Shows how many units of the selected product have been transferred from other locations but have not yet been received (reconciled). The columns represent the Transaction Number, Source Location, Transfer Date, and Transfer Quantity.

Issues

- *Reconciled* – Shows how many units of the selected product have been issued and reconciled during the current post period. The columns represent the Transaction Number, Customer/Location Name, Reconcile Date, and Reconcile Quantity.
- *In-Transit* – Shows how many units of the selected product have been invoiced to customers but not yet reconciled. The columns represent the Transaction Number, Customer/Location Name, Invoice Date, and Invoice Quantity.
- *On Customer Order* – Shows how many units of the selected product have been picklisted for customers but have not yet been invoiced. The columns represent the Transaction Number, Customer Name, Expected Delivery Date, and Order Quantity.

***Note:** For Cruise Lines, outgoing Location Transfers (displayed in the Issues section) will be considered reconciled at the source location only after the location receives a CORP replication file which includes confirmation that the receiving location has reconciled the transfer. The reconcile date for these transactions is the date on which the source location considers them reconciled.*





Consolidated Actual Cost

This report is used to review actual cost details for all products at all locations in the selected hierarchy that are associated with the "Cost of Goods Sold" P&L Grouping and that have "Actual" costs and/or a Beginning or Ending Inventory value that is represented in any of the transactions used to calculate Actual or Theoretical Costs. The "Actual" cost refers to the value of the inventory that the locations used over the post period(s) being viewed.

User Group Control: NC-Consolidated Reports > Consolidated Actual Cost

Menu Paths: Net-Chef > Inventory: Reports > Consolidated Actual Cost
Net-Chef > Reports: Inventory > Consolidated Actual Cost

Transactions Included: Vendor Orders, Vendor Returns, Commissary/Customer Orders, Purchases by Invoice, Location Transfers, Inventory Adjustments, Recipe Adjustments, Production, Daily Prep, POS Depletion, Buffet Consumption, Inventory Variances

Report Controls

From/To: Drop-downs; can select Post Period dates

Hierarchy: Select the desired hierarchy level from the drop-down

View By: Value (in Location currency), Quantity (in inventory units), Custom (user-selected columns; default)

Group By: Category, Subcategory, Microcategory, GL Code/Description, P&L Substructure

Funnel (Filters): Any report column, P&L Substructure, GL Code/Description, Category/Subcategory/Microcategory

Printer (Export): PDF, Excel, CSV formats

Report Columns (default view): Click any column header to sort by the data in that column

- *Product Number* – To the left of each number is an expander control [>]. When clicked, this control will display location-specific details for the selected product just below the product line; these values will appear in italics.
- *Product Name* – The company product name.
- *Inventory Unit* – The company product inventory unit.
- *Value/Qty Beginning* – The inventory of the product on the Begin Date.
- *Value/Qty Purchase* – The total of all Purchases for the product within the dates retrieved.
- *Value/Qty Production* – The total of Production for recipes flagged as an "A/T Cost Item".
- *Value/Qty Transfers Out* – The total of all outgoing Location Transfers for the product .
- *Value/Qty Prod. Cons. Reversal* – For the components of recipes flagged as an "A/T Cost Item", the component costs/quantities that are backed out of the Actual (since they are part of the "Value/Qty Production" for the recipe item).
- *Value/Qty Ending* – The inventory for the product on the End Date.
- *Actual Cost/Qty Used* = [Beginning + Purchase + Production - Transfers Out – Prod. Cons. Reversal – Ending]
- *Value/Qty Inv. Adj.* – The total of all Inventory Adjustments for the product.
- *Value/Qty Inv. Variance* – The total of all Inventory Variances for the product.

Additional Columns (hidden by default):

- *Value/Qty Sales* – The total cost/quantity of the product directly sold based on sales-related depletion.
- *Value/Qty Net Inventory* – The total Ending Inventory amount based on sales-related depletion.





Consolidated Actual/Theoretical Cost

This report compares actual and theoretical costs at each physical location within the selected hierarchy, for all products associated with the “Cost of Goods Sold” P&L Grouping. The “Actual” cost refers to the value of the inventory that the locations used over the post period(s) being viewed; The “Theoretical” cost of goods sold refers to the cost of the products and recipes (based on the component products) that were sold according to the point-of-sale system.

The report will also notify the user if data could not be retrieved for certain locations within the selected hierarchy and date range. Any location that is not eligible for display will be listed beneath the “Grand Total” row and will include the reason for the exclusion in parentheses following the location name.

***Notes:** The values in this report are expressed in the location’s base currency. Locations within the selected Hierarchy that have no relevant data (even if it is all of them), will be listed in the “Exceptions” section at the bottom of the screen. When there are no physical locations associated with the selected Hierarchy, the report will display a “No Data” message and the Export control will be disabled.*

User Group Control: NC-Consolidated Reports > Consolidated Actual/Theoretical Cost

Menu Paths: Net-Chef > Inventory: Reports > Consolidated Actual/Theoretical Cost
Net-Chef > Reports: Inventory > Consolidated Actual/Theoretical Cost

Transactions Included: Vendor Orders, Vendor Returns, Commissary/Customer Orders, Purchases by Invoice, Location Transfers, Inventory Adjustments, Recipe Adjustments, Production, Daily Prep, POS Depletion, Buffet Consumption, Inventory Variances

Report Controls

From/To: Drop-downs; can select Post Period dates

Hierarchy: Select the desired hierarchy level from the drop-down

Search field: Enter the P&L Substructure or GL Code/Description you want to locate

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column

- *Location Code* – The code for the location.
- *Location Name* – The name of the location; “Drill Down” link; see below for details.
- *Net Sales* = [(Sum of Sales Totals – “Sales” Comps & Discounts) from the *Sales Transactions* screen + total value of reconciled outgoing Commissary/Customer orders]. Sales from Commissary/Customer orders include products linked to both “Sales” GL accounts and accounts with “GL for Sales” set up.
- *Total Cost of Goods Sold* = [Beginning + Purchases + Production - Transfers Out – Production Consumption Reversal – Ending]
- *CGS %* = [(Total COGS ÷ Net Sales) x 100]
- *Theoretical Value* – Total cost of recipe components and “A/T Cost Item” recipes sold through the POS interface or via Commissary/Customer Order.
- *Theoretical %* = [(Theoretical Value ÷ Net Sales) x 100]
- *Variance Value* = [Theoretical Value – Total Cost of Goods Sold]
- *Variance %* = [(Variance Value ÷ Net Sales) x 100]
- *Logged Waste Value* – Total cost of inventory and recipe adjustment transactions.
- *Logged Waste %* = [(Adjustment Value ÷ Sales for GL) x 100]
- *A vs T %* (hidden by default) = [(Variance Value ÷ Theoretical Value) x 100]

(Continued)



Consolidated Actual/Theoretical Cost

(Continued)

“Drill Down” Links:

- *Location Name* – Opens a sub-report with totals by GL Account and subtotals by P&L Substructure for costs at the selected location; equivalent of the Actual/Theoretical Cost report for that location.
- *Grand Total* – Opens a sub-report with totals by GL Account and subtotals by P&L Substructure for costs at all locations within the selected hierarchy.

Actual/Theoretical Cost Detail sub-report for multiple locations

- This report includes the following links, each of which opens the **Product Detail** sub-report:
 - *GL Code/Description* – Opens a report showing costs for all products associated with that GL account, for all locations in the selected Hierarchy.
 - *P&L Substructure Total* – Opens a report showing costs for all products associated with that P&L Substructure, for all locations in the selected Hierarchy.
 - *Total Cost of Goods Sold* – Opens a report showing costs for all products associated with the “Cost of Goods Sold” P&L Grouping, for all locations in the selected Hierarchy.

Each of the 3 sub-reports above include the following links:

- *Actual (value)* – Opens a report w/cost values based on inventory transactions/ depletion for the product at all locations in the selected Hierarchy. This report includes the following link:
 - *Location Name* – Opens the **Consumption Detail** sub-report.
- *Total “Official” Actual Cost (value)* – Opens a report w/cost subtotals for each product under the selected GL account, P&L Substructure, or for all products (based on which link above was clicked) for all locations in the selected Hierarchy – i.e. the **Consolidated Actual Cost** report (see Page 63).
- *Theoretical (value)* – Opens the **Theoretical Cost Detail** sub-report. Includes the following links:
 - *Product (Recipe) Name* (for Production Recipes) and *Location Name* (when expanded) – Opens the **Recipe Detail** sub-report.

Notes: See Pages 38-40 for more on the sub-reports noted above. Some will include an expander control [>], which will display location-specific costs just below the item line; these values will appear in italics.





Consolidated Adjustment Summary

This report shows the quantity and/or value of each product adjusted out of (or into) inventory. Transactions shown include inventory and recipe adjustments, transfers, produced recipes, and depletion from daily prep, and point-of-sale, as well as variances that result during physical inventory.

User Group Control: NC-Consolidated Reports > Consolidated Adjustment Summary

Menu Paths: Net-Chef > Inventory: Reports > Consolidated Adjustment Summary
Net-Chef > Reports: Inventory > Consolidated Adjustment Summary

Retrieval Note: *On initial selection, users will be given the option to exclude POS, Recipe Depletion, Internal Variance Adjustment, and Internal Customer Order Transfer transactions in order to allow for faster retrieval.*

Transactions Included: Inventory Adjustments, Recipe Adjustments, Transfers, Customer Orders (Issues), Production/Daily Prep, POS Depletion, Buffet Consumption, Inventory Variances

Report Controls

From/To: Calendar widgets; can select any dates.

Hierarchy: Select the desired hierarchy level from the drop-down

Post Period: Drop-down; displays past and current Post Dates.

Group By: Product, Location, Transaction #, Adjustment Type, Adjustment Type - Combined, Daypart, Weekday, GL Code/Description (Product), GL Code/Description (Qualitative Judgment), Storage Location, Comments, Category, Subcategory, Microcategory. (*'Adjustment Type – Combined' groups Inventory and Recipe Adjustments together.*)

Funnel (Filters): Product Name, Product #, GL Code-Description (for Product or Qualitative Judgment), Storage Location, Transaction Type, Daypart, Weekday, Ingredient Type (Major, Minor), Storage Type (Central, Customer), Storage Group, Category (Subcategory/Microcategory), Unit, Qualitative Judgment, Comments, Transaction #, Department, Quantity, Unit Price, Adjustment Value, Adjustment Date

- **Storage Location** – Displays storage locations only for locations within hierarchies linked to the current application user.
- **Transaction Type** (Can select more than one) – Options include: Buffet Consumption, Customer Order, Inventory Adjustment, Inventory /Recipe Adjustment by Component, Inventory Variance, POS, Production, Production Depletion, Recipe Adjustment by Component, Recipe Adjustment by Recipe, Transfer-Customer, Transfer-Location, Transfer-Storage. (*If 'Recipe Adjustment by Component' and 'Recipe Adjustment by Recipe' are both selected, the report will display increased totals because components used to make a recipe are being counted along with the recipe that contains them.*)
- **Daypart, Weekday** (Can select more than one) – Lists all dayparts and weekdays respectively.

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- **Product Number, Product Name** – The company product number/name.
- **Unit** – The unit (inventory, recipe, or alternate count) used in the transaction.
- **Unit Price** – The unit price of the product from the transaction details.
- **Adjustment Value** = Total value of the product subtracted from (positive value) or added to (negative value) inventory; this may not equal "Price x Quantity" as it may include a value variance not reflected in either of those variables.

(Continued)



Consolidated Adjustment Summary

(Continued)

“Drill Down” Links:

- *Product Name* – Opens a sub-report with adjustment totals for that product for locations in the selected hierarchy; the sub-report includes a [+] expander control in the Location Name column that displays additional details. The data is similar to that in the "Adjustment Summary" report for those locations.

The “Totals” section at the bottom of the report displays location subtotals. Click the Expand (V) or Collapse (^) control at the right of the section header to show/hide the details.

- *Location Name* – Opens the “Adjustment Summary” report for that location.





Consolidated Consumption Journal (Cruise only)

This report displays total consumption (beginning inventory + receives - ending inventory) for each location in the selected hierarchy level. It then shows the distribution of the consumption value across inventory variances, issues, POS sales, and inventory adjustment transactions. It gives values for each General Ledger account, and can be shown summarized by GL or grouped by (internal) customer.

User Group Control: NC-Consolidated Reports > Consolidated Consumption Journal

Menu Paths: Net-Chef > Inventory: Reports > Consolidated Consumption Journal
Net-Chef > Reports: Inventory > Consolidated Consumption Journal

Transactions Included: Reconciled – Vendor Orders, Customer Orders, Transfers, Final Reconciled Warehouse or Commissary Orders; Daily Prep, Buffet Consumption, POS Depletion, Inventory, Inventory Adjustments, Inventory Variances. *Note: At the source location, outgoing Location Transfers involving at least one ship will be included in this report only after the location receives a replication file which includes confirmation that the receiving location reconciled the transfer.*

Report Controls

Hierarchy: Select the desired hierarchy level from the drop-down

Begin/End Date: Drop-downs; can select Post Period dates.

Group/Summarize: Group by 'Customer' OR Summarize by 'GL' (default)

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

(> <), (< >): Click to minimize/maximize the report header

Report Columns – Summarized by GL Click any column header to sort by the data in that column.

- *Code* – The General Ledger Number.
- *Name* – The General Ledger Description.
- *Non Inventory* – Any non-product-related costs for the date range, such as reconciled purchase-by-invoice transactions and shipping charges.
- *Beginning* – Beginning inventory value for the period(s).
- *Receive* – The value of products received for the period(s), including reconciled vendor orders, incoming warehouse or commissary orders and location transfers, and prepped items added to inventory.
- *Physical* – The value at the end of the last post period in the selected range.
- *Consumption* = [Beginning + Received – Physical].
- *Inventory Variance* – The value of consumption not accounted for in adjustments, issues and sales (next four columns).
- *Inventory Adjust* – The value of adjustments, including inventory adjustments, buffet consumption & waste, mid-period variances, production depletion, outgoing location transfers, incoming/outgoing storage transfers.
- *Issue Adjust* – The value issued to internal customers.
- *Sales* – The value of sales from the point-of-sale system.
- *Issue* – The value of products issued from central storage.
- *Inv. Change Int. Cust.* (Inventory Change for Internal Customers) = [Physical – Beginning] for all internal customers.

(Continued)



Consolidated Consumption Journal

(Continued)

Report Columns – Grouped by (Internal) Customer

- *Location* – The Location Name.
- *Code* – The General Ledger Number.
- *Name* – The General Ledger Description.
- *Beginning* – Beginning inventory value for the period(s).
- *Issue Receive* – The value of products received from central storage.
- *Direct Receive* – The value of products received on reconciled vendor orders, incoming warehouse or commissary orders and location transfers, and production items added to inventory.
- *Physical* – The value at the end of the last post period in the selected range.
- *Consumption* = [Beginning + Issue Received + Direct Receive – Physical].
- *Inventory Variance* – The value of consumption not accounted for in adjustments, issues and sales (next four columns).
- *Inventory Adjust* – The value of adjustments, including inventory adjustments, buffet consumption & waste, mid-period variances, production depletion, outgoing location transfers, incoming/outgoing storage transfers.
- *Net Transfer* – The value of products transferred out of the customer's storage location.
- *Sales* – The value of sales from the point-of-sale system.
- *Inv. Change Int. Cust.* (Inventory Change for Internal Customers) = [Physical – Beginning] for all internal customers.

Note: In both views, the sum of the values to the right of the "Consumption" column should equal the Consumption value; the two sides of the report should balance out.





Consolidated Cost Analysis

This report provides a detailed record of sales, cost of goods and other costs for all locations within the selected hierarchy. The main report summarizes Net Sales, Guest Counts, and costs associated with the "Cost Of Goods Sold" P&L Grouping. It shows costs as a percentage of sales, and calculates profits over the selected time frame.

User Group Control: NC-Consolidated Reports > Consolidated Cost Analysis

Menu Paths: Net-Chef > Inventory: Reports > Consolidated Cost Analysis
Net-Chef > Reports: Inventory > Consolidated Cost Analysis

Transactions Included: Vendor Orders, Vendor Returns, Commissary/Customer Orders, Purchases By Invoice, Location Transfers, Production/Daily Prep, Inventory, Total Sales, Sales Paid Outs, Sales Comps and Discounts

***Notes:** Values in this report are expressed in the Location's base currency. Locations within the selected Hierarchy that have no relevant data (even if it is all of them), will be listed in the "Exceptions" section at the bottom of the screen. When there are no physical locations associated with the selected Hierarchy, the report will display a "No Data" message and the Export controls will be disabled.*

Report Controls

From/To: Drop-downs; can select Post Period dates.

Hierarchy: Select the desired hierarchy level from the drop-down

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Location Code* – The code for the location.
- *Location Name* – The name of the location; "Drill Down" link; see below for details.
- *Net Sales* = [(Sum of Sales Totals – "Sales" Comps & Discounts) from the *Sales Transactions* screen + total value of reconciled outgoing Commissary/Customer orders]. Sales from Commissary/Customer orders include products linked to both "Sales" GL accounts and accounts with "GL for Sales" defined.
- *Total Guest Count* = The "Ending Guest Count" from the *Sales Transactions* screen.
- *Beginning Inventory* – Total value on hand at the beginning of the period.
- *Purchases* - Reconciled vendor orders, purchases by invoice, incoming commissary orders and incoming location transfers, sales paid-outs.
- *Production* – Total value of Production for recipes flagged as an "A/T Cost Item".
- *Transfers Out* – Total cost of outgoing location transfers.
- *Prod. Cons. Reversal* – Total value of Production Consumption reversed for components of recipes flagged as an "A/T Cost Item".
- *Ending Inventory* – Total book value on hand at the end of the period; this includes any In Transit (outgoing) products.
- *COGS (Cost of Goods)* = [Beginning Inventory + Purchases + Production – Transfers Out – Prod. Cons. Reversal – Ending Inventory]
- *% of Sales* = [(COGS ÷ Net Sales) x 100]
- *Cost Per Guest* = [COGS ÷ Total Guest Count]

"Drill Down" Links:

- *Location Name* – Opens a report with sales and cost details for the selected location; equivalent of the Cost Analysis report for that location.
- *Totals* label – Opens a report with sales and cost details for all locations within the selected hierarchy.





Consolidated Current Inventory

This report will display the current On Hand, In Transit, and Total Quantity for all locations within the selected hierarchy. The report uses the current "Unit Price" (Inventory Cost) of each item to calculate the corresponding value.

User Group Control: NC-Consolidated Reports > Consolidated Current Inventory

Menu Paths: Net-Chef > Inventory: Reports > Consolidated Current Inventory
Net-Chef > Reports: Inventory > Consolidated Current Inventory

Transactions Included: Inventory

Report Controls

Hierarchy: Select the desired hierarchy level from the drop-down

Group By: Location (default), Product, Category, Subcategory, Microcategory, GL Code - Description, Storage Location Group (if applicable); enabled when "Summarize" is unchecked.

Summarize: Product (default), Category, Subcategory, Microcategory, GL Code / Description.

Funnel (Filters): Any report column; Location Name, Location Code, User Defined Category, Product Type, Storage Location, Storage Type, Storage Location Group (if applicable)

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Location Code, Location Name* – Only visible when grouped by 'Product'.
- *Product Number* – The company product number.
- *Product Name* – The company product name.
- *Lot* (if applicable) – The lot number for the product/storage/quantity combination.
- *Storage Location* – The storage location for each product/quantity combination.
- *Inv. Unit* – The company product inventory unit.
- *On Hand Quantity* - The total quantity on hand at the current location.
- *Unit Price* – The current Inventory Cost from the Location Product record. Click the hyperlink to view cost change details for the selected product.
- *On Hand Value* = [On Hand Quantity x Unit Price]
- *In Transit Quantity* – The total quantity on unreconciled outgoing commissary/customer orders & location transfers.
- *In Transit Value* = [In Transit Quantity x Unit Price]
- *Total Quantity* = [On Hand Quantity + In Transit Quantity]
- *Total Value* = [On Hand Value + In Transit Value]

Additional Columns (hidden by default):

- *Category* – The category assigned to the company product.
- *Subcategory* – The subcategory assigned to the company product.
- *Microcategory* – The microcategory assigned to the company product.
- *GL Code/Description* – The GL Code/Description associated with the company product's assigned category.
- *Retail Price* – The "Standard" Retail Price from the Location Product record.
- *Retail Value* = [On Hand Quantity x Retail Price]
- *Cost %* = [(Unit Price ÷ Retail Price) x 100]

"Drill Down" Links:

- *Product Name* – Opens a sub-report w/totals by location for the selected product.





Consolidated Daily Inventory Counts

This report is used to monitor inventory levels at all locations within the selected hierarchy for items that are counted multiple times during the course of a day. The report displays physical inventory count records in the order in which they were entered and calculates an Intraday Book Quantity and Value for each product count record by applying variances accumulated during prior inventory count events for the same product and inventory date to the Book Quantity and Value.

User Group Control: NC-Consolidated Reports > Consolidated Daily Inventory Counts

Menu Paths: Net-Chef > Inventory: Reports > Consolidated Daily Inventory Counts
Net-Chef > Reports: Inventory > Consolidated Daily Inventory Counts

Transactions Included: Scheduled Inventory Counts by Template

Report Controls

From/To: Calendar widgets; 31-day limit based on selected "From" date.

Hierarchy: Select the desired hierarchy level from the drop-down

Group By: Date, Location Name

Funnel (Filters): Product Name, Product #, Category/Subcategory/Microcategory, GL Code/Description, Template, User Defined Category, Inventory Type.

- If generated for more than one day, you can filter by the "generic" template for a single intraday event to see the counts and variances for just that one event.
- To focus on the results of a single product, filter the report to display just that product since the report cannot be grouped at this time.

Printer (Export): PDF, Excel, CSV formats

Sort: This report automatically sorts product rows based on the date of the scheduled count and the time the counts were entered; it does not allow for any other sort options at this time.

Report Columns:

- *Date* – The date of the scheduled inventory count.
- *Time* – The time of day that the count was entered.
- *Inv. Description* – The name of the template used for the scheduled count.
- *Product #* – The company product number.
- *Product Name* – The company product name.
- *Inv. Unit* – The company product inventory unit.
- *Phys. Qty.* – The count entered during scheduled inventory.
- *Intraday Book Qty.* – For first product count this = Book Qty; for each successive count, this is calculated as [Book Qty + Cumul. Variance Qty.]
- *Intraday Variance Qty.* = [Physical Qty + In Transit Qty – Intraday Book Qty]
- *Cumul. Variance Qty.* = The sum of the Intraday Variance Qty. for that product
- *Intraday Variance Value* = [Physical Value + In Transit Value – Intraday Book Value]
- *Cumul. Variance Value* – The sum of the Intraday Variance Value for that product

Note that although "In Transit" is used to calculate the Intraday Variance Qty/Value, it is not displayed as a column in the report.

Report Totals:

- *Intraday Variance Qty.* = The sum of the Intraday Variance Qty. for all products
- *Intraday Variance Value* = The sum of the Intraday Variance Value for all products





Consolidated Indexed Theoretical Cost

This report will allow users to pinpoint Theoretical Cost variations by comparing a product's genuine theoretical cost (i.e. what the cost actually was) against an "Indexed" theoretical cost (i.e. what the cost could have been if the product's per-unit cost was different). *See Page 75 for Related and Recommended Setup.*

The summary report displays data at the Location level, which can be used to compare and rank locations, markets, and concepts based on total net sales, actual cost of goods sold, actual and indexed theoretical cost of goods sold, and the variances between them. This view can also help identify locations for which the theoretical cost fluctuation is significant compared to location sales.

The detailed "drill-down" report displays data at the GL Account level, which can be used to compare and rank GL accounts based on actual cost of goods sold, actual and indexed theoretical cost of goods sold, and the variances between them.

Both views give visibility to the value of wasted products. In order for these "Waste" values to be meaningful, store-level users must be creating Inventory Adjustments in as accurate and timely a manner as possible.

User Group Control: NC-Consolidated Reports > Consolidated Indexed Theoretical Cost

Menu Paths: Net-Chef > Inventory: Reports > Consolidated Indexed Theoretical Cost
Net-Chef > Reports: Inventory > Consolidated Indexed Theoretical Cost

Retrieval Note: *Unlike other consolidated reports, the user does not need to select a hierarchy; the report will include all locations within the highest hierarchy level associated with the user.*

Report Controls

Reference Data: Retrieve by Market or Location, select a specific option and reference date. This will provide the fixed product prices used to calculate the indexed theoretical costs, against which a location's actual theoretical costs can be compared. *(When a location is selected, the report will look at bid prices in the location's market; the report is NOT using Location Product prices.)*

Objective Locations: Select a Concept, Hierarchy, Market, Single Location or User Defined Category to display data for only the related locations/products; defaults to 'All'.

Objective Date Range: Select either the 'Financial' or 'Post' Calendar and a Begin Date & End Date

Group Locations By: Concept, Market, or State

Filter Included Products By: Active, Category, Subcategory, Microcategory, GL, Product Type, Template, User Defined Category

Show Values as % of Sales: Check this to display percentage columns.

Missing Reference Bids: Downloads a PDF that shows all products with no valid bid in the reference market.

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

- *Location Code, Location Name* (Location view only) – The code and name for the location.
- *Total Net Sales* (Location view only) = Sum of [(POS Sales – Comps & Discounts) + value of Reconciled Commissary and Customer Orders] for all days across all periods retrieved.
- *GL Code/Description* (GL view only) – The code and name for the General Ledger account.
- *Cost of Goods Sold* = Sum of [(Beginning Inventory Qty in the first retrieved period + Purchased Qty in all retrieved periods – outgoing Location Transfer Values in all retrieved periods – Ending Inventory Qty in the last retrieved period) x Inventory Cost] for all products consumed across all periods.
- *CGS % of Sales* = [(Cost of Goods Sold ÷ Total Net Sales) x 100]

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Consolidated Indexed Theoretical Cost

(Continued)

Report Columns (Continued)

- *Theoretical Cost* = Sum of [(Total Menu Mix Sales Qty + Qty of Reconciled Commissary and Customer Orders + Buffet Consumption "Consumed Qty") x Inventory Cost] for all days across all periods retrieved.
- *Theoretical % of Sales* = [(Theoretical Cost ÷ Total Net Sales) x 100]
- *Actual/Theoretical Cost Variance* = [Theoretical Cost – Cost of Goods Sold]
- *Actual/Theoretical Cost Variance % of Sales* = [((Theoretical Cost – Cost of Goods Sold) ÷ Total Net Sales) x 100]
- *Indexed Theoretical Cost* = Sum of [(Total Menu Mix Sales Qty + Qty of Reconciled Commissary and Customer Orders + Buffet Consumption "Consumed Qty") x Reference Price] for all days across all periods retrieved. (*Reference Price* = the contract or lowest bid price; if a product has no valid bid, will use the Theoretical Cost.)
- *Indexed Theoretical % of Sales* = [(Indexed Theoretical Cost ÷ Total Net Sales) x 100]
- *Theoretical/Indexed Theoretical Cost Variance* = [Theoretical Cost – Indexed Theoretical Cost]
- *Theoretical/Indexed Theoretical Cost Variance % of Sales* = [((Theoretical Cost – Indexed Theoretical Cost) ÷ Total Net Sales) x 100]
- *Waste* = Sum of Inventory Adjustment transactions for all products wasted across all periods.
- *Waste % of Sales* = [(Waste ÷ Total Net Sales) x 100]
- *Inventory Variance* = Sum of end-of-period Inventory Variances for all products across all periods.
- *Inventory Variance % of Sales* = [(Inventory Variance ÷ Total Net Sales) x 100]

"Drill Down" Links:

- *Location Name* – Opens a "General Ledger Detail" sub-report for the location.
- *Grand Total* (label) – Opens a "General Ledger Detail" sub-report for all locations.

Note: Some columns in this report have the same name as columns in other reports. Columns are specific to each individual report and therefore the calculations may not be equivalent. As a result, columns with the same name, e.g. "Theoretical Cost", may not contain the same value across reports.

Related Setup

- *Application Users* – Users must be linked to at least one hierarchy and to the reference market.
- *Financial & Post Calendars* – The report will retrieve data for a maximum of 13 financial or post periods. To see trends over the course of a year, financial periods should not be less than 1 month.
- *Currency Ratios* (multi-currency environments only) – Conversion factors for alternate currencies must be defined.
- *General Ledger / GL Groupings* – The report will display General Ledger accounts and P&L Substructures associated with the "Cost of Goods Sold" P&L Grouping.
- *Category* – Product categories must be linked to the appropriate General Ledger accounts
- *Concepts* – Each location should be linked to only one concept (if used), to eliminate double counting of location data in the summary report.

Recommended Setup

- *Markets* – A non-functional "Reference Market" (with no associated locations) should be defined.
- *Vendor Bids* – Standardized product pricing (i.e. at least one bid price) should be entered for all relevant products in the reference market.





Consolidated Inventory Aging Summary

This report allows users to view the On Hand Value of products in inventory at all of the physical locations within the selected "Hierarchy", either as of the current date, or as of a particular posted Post Date. The report will also determine and display the portion of the current On Hand Value that was received into Inventory within specified past time frames. The information provided by this report (including its sub reports) enables users to evaluate the approximate age of items in inventory.

User Group Control: NC-Consolidated Reports > Consolidated Inventory Aging Summary

Menu Paths: Net-Chef > Inventory: Reports > Consolidated Inventory Aging Summary
Net-Chef > Reports: Inventory > Consolidated Inventory Aging Summary

Transactions Included: Posted Inventory

Report Controls

Aging Date: Drop-down; can select Post Period dates or the current date

Hierarchy: Select the desired hierarchy level from the drop-down

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

- *Location Code* – The code for the location.
- *Location Name* – The name of the location; "Drill Down" link; see below for details.
- *On Hand Value* = The sum of on hand values for all locations included in the report; the total of all the "Value" columns listed below.
- *0-30 Days Value* = The total value of all products that have been in inventory between 0 - 30 days.
- *31-60 Days Value* = The total value of all products that have been in inventory between 31 - 60 days.
- *61-90 Days Value* = The total value of all products that have been in inventory between 61 - 90 days.
- *91-180 Days Value* = The total value of all products that have been in inventory between 91 - 180 days.
- *181-360 Days Value* = The total value of all products that have been in inventory between 181 - 360 days.
- *Other Value* – The value on hand that exceeds 360 Days OR, for new locations, the initial uploaded or manually entered inventory entries that were not "received" in by purchases.

"Drill Down" Links:

- *Location Name* – Opens a report with subtotals by GL Account for the selected location. This report includes the following links:
 - *GL Description* – Opens a report with subtotals for all products associated with that GL account at the selected location.
 - *Total* – Opens a report with subtotals for all products and all GL accounts at the selected location.
- *Total* label – Opens a report with subtotals by GL Account for all locations in the selected Hierarchy. This report includes the following links:
 - *GL Description* – Opens a report with subtotals for all products associated with that GL account, for all locations in the selected Hierarchy.
 - *Total* label – Opens a report with subtotals for all products and all GL accounts at all locations in the selected Hierarchy





Consolidated Inventory Audit

This report displays an aggregated view of physical inventory counts and audit records for all locations within the selected hierarchy. For each inventory transaction, the report shows how many products were counted in total, how many and what % of the total products were counted “By Exception”, and how many changes, if any, were subsequently made to the inventory counts.

User Group Control: NC-Consolidated Reports > Consolidated Inventory Audit

Menu Paths: Net-Chef > Inventory: Reports > Consolidated Inventory Audit

Net-Chef > Reports: Inventory > Consolidated Inventory Audit

Transactions Included: Reviewed Inventory

Report Controls

From/To: Calendar widgets; can select any dates

Hierarchy: Select the desired hierarchy level from the drop-down

Funnel (Filters): Any report column; User Defined Category

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Location Code* – The code for the location.
- *Location Name* – The name of the location; “Drill Down” link; see below for details.
- *Inventory Date* – The date for the scheduled inventory event.
- *Inventory Type* – The type of scheduled inventory event. Options include: ‘Final for Post’, ‘All Products’, ‘Category’, ‘Subcategory’, ‘Microcategory’, ‘Storage Location’, ‘Template’, ‘User Defined Category’. Also, ‘Storage Location Group’ (Cruise Warehouse only, if applicable).
- *Active Products* – The total number of active Location Products counted in the inventory event.
- *Entries By Exception* – The number of products with counts entered By Exception.
- *By Exception %* – The percentage of products with counts entered By Exception; calculated as $[(\text{Entries by Exception} \div \text{Active Products}) \times 100]$.
- *Audit Change Record Count* – The number of products in the inventory event with a count that was saved, then edited and saved again.





Consolidated Inventory Efficiency

This report displays inventory data per location, adding up the information from each location within the selected hierarchy. This report shows a 30-day summary of product consumption value for each location product, as well as the current on-hand value, the estimated days the current on-hand should last, and the sum of all inventory value variances.

User Group Control: NC-Consolidated Reports > Consolidated Inventory Efficiency

Menu Paths: Net-Chef > Inventory: Reports > Consolidated Inventory Efficiency
Net-Chef > Reports: Inventory > Consolidated Inventory Efficiency

Transactions Included: Posted Inventory

Report Controls

Post Date: Drop-down; can select Post Period dates or the current date.

Hierarchy: Select the desired hierarchy level from the drop-down

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

- *Location Code* – The code for the location.
- *Location Name* – The name of the location; “Drill Down” link; see below for details.
- *Total On Hand Value* – the sum of On Hand Values for all locations included in the report.
- *Total 30 Day Consumption Value* – the sum of the 30 Day Consumption Values for all locations included in the report where:
 - $30 \text{ Day Consumption Value} = [\text{Beginning Inventory Value} + \text{Receiving Value} - \text{Ending Inventory Value} - \text{Reconciled Outgoing Transfers Value} - \text{Picklisted Values for Posted Production}]$
- *Days on Hand* = $[(\text{Total On Hand Value} \div \text{Total 30 Day Consumption Value}) \times (\# \text{ of Days in 30 Day Consumption period})]$ where:
 - The number of days in the 30 Day Consumption period includes the beginning and ending date. This period must be calculated for each product, as it may be different based on how long each product has been in inventory.
- *Accumulated Inv. Variance Value* - The sum of all variance values for all posted periods in the 30 Day Consumption period.
- $\text{Variance \%} = [(\text{Accumulated Inv. Variance Value} \div \text{Total 30 Day Consumption Value}) \times 100]$

“Drill Down” Links:

- *Location Name* – Opens a report with subtotals by product for the selected location; equivalent of the Inventory Efficiency report for that location.
- *Grand Total* label – Opens a report with subtotals by product for all locations.





Consolidated Inventory Efficiency and Inactivity

This report will identify which products are the slowest to be used for each location within the selected hierarchy. It will display the list of products currently in inventory and show when each product was last received and issued by the location, and the number of days since it was last received. It will also show the product's projected number of days on hand (which refers to how many days the current amount will last based on historical consumption), the daily consumption rate, and each product's unit price, and on hand and ending value.

Note: Values in this report are expressed in the Company base currency.

User Group Control: NC-Consolidated Reports > Consolidated Inventory Efficiency and Inactivity

Menu Paths: Net-Chef > Inventory: Reports > Consolidated Inventory Efficiency and Inactivity
Net-Chef > Reports: Inventory > Consolidated Inventory Efficiency and Inactivity

Transactions Included: Vendor Orders, Final Reconciled Commissary or Warehouse Orders, Customer Orders to non-Internal Customers, Inventory, Production Depletion, POS Depletion, Buffet Consumption

Report Controls

Hierarchy: Select the desired hierarchy level from the drop-down

Group By: N/A (default), Bid Sheet, Category, GL, Location, Market Master Status, Microcategory, Product, Product Type, Storage Group (if applicable), Storage Location, Storage Type, Subcategory; can also be grouped by 'Location/{option}'

Summarize: N/A, Location/Product, Product (default)

Period: Current Month, Current Week, Day, Period, Post

Date widget(s): Selector varies based on the chosen Period

Include Inventory Data in Report Range Based on: Begin Date, Post Date, Cruise End Date (Cruise only)

Funnel (Filters): Any report column; when unsummarized: Storage Group (if applicable), Storage Location

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

- *Location* – The Location Name; visible for certain groupings.
- *Product Number* – The company product number.
- *Product Name* – The company product name.
- *Inv. Unit* – The company product inventory unit.
- *Storage Location* – The storage location for this location/product/lot combination.
- *Unit Price* – The location product's Issue Cost OR Inventory Cost, depending on whether the retrieval End Date includes the current date; see note below.
- *Qty On Hand/Ending* – The On Hand OR Ending quantity for the location/product/storage combination; see note on next page.
- *Value On Hand/Ending* = [Qty On Hand OR Ending x Unit Price]; see note on next page.
- *Daily Consumption Rate* = [Product Consumption ÷ # of Days in the Retrieval Range]; see note below.
 - Product Consumption = [Reconciled Customer Orders to non-internal customers + POS Depletion + Production Depletion + Final Reconciled Outgoing Commissary or Warehouse Orders] during all applicable periods.
- *Days to Consume On Hand* = [Qty On Hand OR Ending ÷ Daily Consumption Rate]

Note: If "Daily Consumption Rate" = 0.00, this column will be blank.

(Continued)



Consolidated Inventory Efficiency and Inactivity

(Continued)

Report Columns (Continued):

- *Beginning* – The quantity on hand at the beginning of the first post period in selected date range.
- *Received* – Includes all reconciled incoming orders, finalized daily prep, incoming location transfers, vendor returns (which reduce incoming vendor orders).
- *Issued* – Includes reconciled outgoing customer, warehouse, and commissary orders.
- *Inventory Adjusted* – Includes inventory adjustments, buffet consumption & waste, mid-period variances, production depletion, outgoing location transfers, incoming/outgoing storage transfers.
- *Issues Adjusted* – The quantity or value "received" by internal customers. These issues are removed from central storage but remain in the location's inventory; they are added to and counted in the internal customer's storage location.
- *(Qty) On Vendor Order* – The sum of the quantities on vendor orders with a status of Submitted or Invoiced during all applicable periods.
- *(Qty) In Transit* – The sum of the quantities on warehouse and commissary orders with a status of Invoiced or Physical Reconciled.
- *Last Issue Date* – The date the product was last issued via customer order, warehouse order, or commissary order.
- *Last Received Date* – The date the product was last received at the location.
- *Days Since Received* = ["Date To" Retrieval Date – Last Received Date]

Note: When the selected dates include the current date, the columns noted above will display/use the "On Hand" amounts and the current Issue Cost; when the selected dates are prior to the current date, these columns will display/use the "Ending" amounts and the Inventory Cost for the last posted period in the range.

Additional Columns: Visible only if at least one location included in the retrieval set has these features enabled.

- *Storage Group* (if applicable) – The storage group to which the product's storage location belongs.
- *Lot #* (if applicable) – The lot number for this product/storage/lot combination.





Consolidated Inventory Summary

This report displays the inventory data for each product for the selected post period(s). It defaults to being summarized by storage location, so users can see subtotals by storage as well as the grand total for the location. The inventory data can be viewed either by "Quantity" (number of inventory units) or by "Value" (each quantity multiplied by the product's Unit Price).

Note: Values in this report are expressed in the Company base currency.

User Group Control: NC-Consolidated Reports > Consolidated Inventory Summary

Menu Paths: Net-Chef > Inventory: Reports > Consolidated Inventory Summary
Net-Chef > Reports: Inventory > Consolidated Inventory Summary

Transactions Included: Inventory, Inventory Variances

Report Controls

From/To: Drop-downs; can select Post Period dates, including the current period after the Final for Post inventory has been reviewed

Group By: Storage Location (default), Product, Category, Subcategory, Microcategory, GL Code – Description, Storage Location-Lot (if applicable); all enabled when "Summarize" is unchecked;

Summarize: Product (default), Category, Subcategory, Microcategory, GL Code - Description

Hierarchy: Select the desired hierarchy level from the drop-down

View By: Value (in Company currency), Quantity (in inventory units), Custom (user-selected columns; default)

Funnel (Filters): Any report column; Storage Location, Product Type, GL Code/Description, User Defined Category, Storage Type, Category/Subcategory/Microcategory, Lot (if applicable), On Hand <> 0, Order Activity

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Product Number* – The company product number.
- *Product Name* – The company product name.
- *Unit Price* – The current Inventory Cost of the product at the current location. Appears as a hyperlink; click to view cost change details for the selected product.
- *Unit* – The company product inventory unit.
- *Begin Quantity/\$* – The amount on hand at the beginning of the post period.
- *Received Quantity/\$* – Includes all reconciled incoming orders, finalized daily prep, and incoming transfers; also includes vendor returns (which reduce total incoming vendor orders).
- *Sold Quantity/\$* – Includes POS Depletion, Buffet Consumption, and reconciled outgoing commissary/customer orders.
- *Adjusted Quantity/\$* – Includes inventory adjustments (manually entered or system-generated for Buffet Consumption waste), mid-period variances, production depletion, outgoing location transfers, and incoming/outgoing storage transfers.
- *Book Quantity/\$* = [Begin + Received – Sold – Adjusted]
- *Physical Quantity/\$* – Actual On Hand quantity/value for counts entered during Physical Inventory.
- *In Transit Quantity/\$* – Includes unreconciled outgoing commissary/customer orders & location transfers.
- *Variance Quantity/\$* = [Physical Qty + In Transit Qty – Book Qty]
- *Variance \$* = [Physical Value + In Transit Value – Book Value]
- *Cumulative Variance* – The sum of all variances for each included post period; this includes mid-period variances (which also appear in the "Adjusted" column.)

(Continued)



Consolidated Inventory Summary

(Continued)

Additional Columns (hidden by default):

- *Category* – The category assigned to the company product.
- *Subcategory* – The subcategory assigned to the company product.
- *Microcategory* – The microcategory assigned to the company product.
- *GL Code/Description* – The GL Code/Description associated with the company product's assigned category.
- *Inventory Change Quantity/\$* = [Beginning – Physical]
- *Retail Price* – The “Standard” Retail Price from the Location Product record.
- *Retail Book \$* = [Book Quantity x Retail Price]
- *Retail Physical \$* = [Physical Quantity x Retail Price]
- *Retail Variance \$* = [Retail Book \$ – Retail Physical \$]

“Drill Down” Links:

- *Product Name* – Opens a report with totals by location for the selected product.





Consolidated Location Transfers

This report displays all transfers where the user's hierarchy includes either the issuing or receiving location. This report will allow district managers to view outstanding transfers that have not been reconciled for all locations within their hierarchy level. This will give managers the ability to ensure transfers are reconciled in a timely manner by the receiving locations.

Note: This report does NOT include storage transfers.

User Group Control: NC-Consolidated Reports > Consolidated Location Transfers

Menu Paths: Net-Chef > Inventory: Reports > Consolidated Location Transfers
Net-Chef > Reports: Inventory > Consolidated Location Transfers

Report Controls

Transfer Date Range Start/Finish: Calendar widgets; can select any dates

Hierarchy: Select the desired hierarchy level from the drop-down

Group By: Location, Status, Issuing Location, Receiving Location, Transfer Date, Reconcile Date

[+/-]: Visible when grouped; click to expand/collapse the group details; CTRL+Click collapses all other groupings

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

- *Transaction Number* – “Drill Down” link; see below for details. This is the Transfer transaction number assigned based on the Numbering setup in Enterprise Manager.
- *Reference Number* – Entered/edited during transfer creation.
- *Status* – ‘Canceled’, ‘In Transit’ (in red text), ‘Reconciled’, or ‘Rejected’
- *Issuing Location* – The location that issued the transfer.
- *Receiving Location* – The location that received the transfer.
- *Transfer Date* – Date the transfer was created.
- *Created By* – User that created the transfer.
- *Reconcile Date* – Date the transfer was reconciled. (Will be blank if the transfer has not been reconciled.)
- *Reconciled By* – User that reconciled the transfer. (Will be blank if the transfer has not been reconciled.)
- *Extended Value* (Issued & Received, if grouped by Location) – Total value of the products on the transfer; displays in red text if the status is “In Transit”.

“Drill Down” Links:

- *Transaction Number* – Opens the transfer in "View" mode.





Consolidated Profit and Loss

This report displays the total sales, costs and profits for each physical location within the selected hierarchy.

Notes: Values in this report are expressed in the Location's base currency. Locations within the hierarchy that have no relevant data (even if it is all of them) will be listed in red below the Grand Total row. When there are no physical locations associated with the selected Hierarchy, the report will display a "No Data" message.

User Group Control: NC-Consolidated Reports > Consolidated Profit and Loss

Menu Paths: Net-Chef > Inventory: Reports > Consolidated Profit and Loss
Net-Chef > Reports: Inventory > Consolidated Profit and Loss

Transactions Included: Vendor Orders, Vendor Returns, Commissary/Customer Orders, Purchases By Invoice, Location Transfers, Daily Prep, Inventory, Total Sales, Sales Paid Outs, Sales Comps and Discounts (excludes those linked to "Sales" & "Other Revenue" P&L groupings)

Report Controls

Begin/End Post Date: Drop-downs; can select Post Period dates.

Hierarchy: Select the desired hierarchy level from the drop-down

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns:

- *Location Code* – The code for the location.
- *Location Name* – The name of the location; "Drill Down" link; see below for details.
- *Net Sales* = [(Sum of Sales Totals – "Sales" Comps & Discounts) from the *Sales Transactions* screen + total value of reconciled outgoing Commissary/Customer orders]. Sales from Commissary/Customer orders include products linked to both "Sales" GL accounts and accounts with "GL for Sales" set up.
- *Cost of Goods Sold* = [Beginning Inventory + Purchases + Production – Transfers Out – Prod. Cons. Reversal - Ending Inventory], for all products associated with the "Cost of Goods Sold" P&L Grouping.
- *CGS %* = [(Cost Of Goods Sold ÷ Net Sales) x 100]
- *Gross Profit* = [Net Sales – Cost Of Goods Sold]
- *Operating Expenses* – Sum of all transactions associated with the "Operating Expenses" P&L Grouping.
- *Net Operating Profit* = [Gross Profit – Operating Expenses]
- *NOP %* = [(Net Operating Profit ÷ Net Sales) x 100]
- *Payroll Expenses* - Sum of all expenses associated with the "Payroll" P&L Grouping
- *Other Expenses/(Revenues)* = [Sum of all transactions associated with the "Other Expenses" P&L Groupings - sum of all transactions associated with the "Other Revenue" P&L Groupings]
- *Net Profit* = [Net Operating Profit – Other Expenses/(Revenues) - Payroll Expenses]
- *NP %* = [(Net Profit ÷ Net Sales) x 100]

"Drill Down" Links:

- *Location Name* – Opens a report with totals by GL Account for the selected location; equivalent of the Profit & Loss report for that location.
- *Grand Total* label – Opens a report with totals by GL Account for all locations in the selected hierarchy.



Net-Chef Sales Reports

Document Details

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Overview

This section includes the following Net-Chef Sales Reports:

- Catering Sales Summary
- Consolidated Picklist
- *Cost Worksheet*
- *Cruise End Results*
- Customer Order Journal
- Customer Order Summary
- *Daily Foodcost*
- Issue Journal
- Menu Mix
- Sales Entry Summary
- Sales Journal
- Sales Transaction Summary
- Consolidated Customer Order Journal
- Consolidated Customer Order Summary
- Consolidated Menu Mix
- Consolidated Menu Mix by Reporting Calendar
- Consolidated Sales Entry Summary
- Consolidated Sales Transaction Summary

Italics = Currently available only for Cruise Lines.



Catering Sales Summary

This report provides details of each catering transaction for a specified period of time. The data comes from transactions recorded on the Catering Sales tab of the *Sales Transactions* screen.

User Group Control: NC-View Reports > Catering Sales Summary

Menu Paths: Net-Chef > Sales: Reports > Catering Sales Summary
Net-Chef > Reports: Sales > Catering Sales Summary

Transactions Included: Catering Sales

Report Controls

Date Range Start/Finish: Calendar widgets; can select any dates.

Funnel (Filters): Any report column listed below

Group By (in Filter pop-up): Customer Name, Customer Code, Invoice Date, Taxable?, Payment Method

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

- *Invoice Number* – from the "Charge #" field.
- *Invoice Date* – The date for which the sales were entered.
- *Customer Code* and *Customer Name* – The customer for which the sales were entered.
- *PO Number* – from the "Customer PO#" field.
- *Payment Method* – from the "Payment Method" field.
- *Contact Name* – from the "Contact Name" field.
- *Taxable?* (Y or N) – from the "Sales Type" field.
- *Gross Sales* (Total Sales, including tax) – from the "Amount field" field.
- *Sales Tax* = [Gross Sales x State/Province Tax Rate]
- *Net Sales* = [Gross Sales – Sales Tax]





Consolidated Picklist

This report displays a list of products on outgoing Commissary and Customer Orders for the current location with a status of Ready for Submit, Ready for Picklist, or Ready for Invoice. This will allow users to generate an aggregated list of products required to complete and ship one or more outgoing orders. The date range is limited to a 30 day period but will default to the current date based on the Expected Delivery Date. The report can also be retrieved by Order Date. For recipe items listed on the report, users can access the Scale Recipes pop-up window.

***Notes:** This report can be retrieved under Sales reports or from the Recent Customer Orders screen. This report is not available for Cruise Lines.*

User Group Control: NC-View Reports > Consolidated Picklist

Menu Paths: Net-Chef > Sales: Reports > Consolidated Picklist
Net-Chef > Reports: Sales > Consolidated Picklist

Transactions Included: Commissary Orders, Customer Orders, Warehouse Orders

Report Controls

Begin/End Date: Defaults to the current date; 30-day limit based on selected Begin Date

Group By: Customer, Order Number, Order Status, Storage Location, Route (*if defined and linked to at least one customer with an order in the selected date range*)

Funnel (Filters): Any report column, Status, Date (Exp. Del. or Order) Customer User Defined Category, Product User Defined Category, Template, Daypart, Category, Subcategory, Microcategory, Order Number, Storage Sequence

Printer (Export): PDF, Excel, CSV formats; Page Break by Group (only available when report is grouped)

Report Columns: Click any column header to sort by the data in that column.

- *Select (unlabeled)* – Will display a check box for recipe items; checking the box in the column header will select all. When at least one is checked, the **Scale Recipes** button in the report header can be used to open the *Scale Recipes* pop-up window.
- *Product Number* – The Company Product/Recipe number.
- *Product Name* – The Company Product/Recipe name.
- *Recipe* – Will display 'Y' or 'N' to indicate if the product is a recipe item.
- *Issue Unit* – The Package Type for Issue Unit 1, from the Company Product record.
- *Order Quantity* – The quantity entered on the order by the user.
- *Storage Location* – The primary storage location for the product, from which it will be depleted.
- *Available* – The quantity available that can be used to fill orders. This is the On Hand quantity minus any quantities already committed to outgoing orders (i.e. Picklisted but not yet Invoiced).

***Note:** Clicking the **Labels** button opens a screen in which the user can enter quantities and print labels for each product or recipe item as needed.*





Cost Worksheet (Cruise only)

This report shows the total cost incurred by each customer within a specific department. If the report is retrieved for one voyage (post) only, this information is shown for each day of the voyage and for the voyage as a whole. If it is retrieved for multiple voyages, the information will be displayed as totals for each voyage. See the next page for related setup and data that must be entered in order for this report to retrieve meaningful data.

Note: The format for this report is different than the EM Client version. In that report the data is presented horizontally with the dates going across the screen, while in this report the data is presented vertically with the dates going down the left-most column (which cannot be rearranged by drag & drop).

User Group Control: NC-View Reports > Cost Worksheet

Menu Paths: Net-Chef > Sales: Reports > Cost Worksheet
Net-Chef > Reports: Sales > Cost Worksheet

Transactions Included: Reconciled Customer Orders, Reconciled Customer Transfers

Report Controls

Ship Location: (Corporate only) – Select the desired location from the drop-down.

Cruise #: Select one or more Cruises in this field; if necessary, click the [X] button for a selected cruise to remove it.

Department: Select the desired department from the drop-down.

Funnel (Filters): Any report column; User Defined Category

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by that column, within each Date & Customer grouping.

- *Cruise Date* – Lists all dates for each selected cruise. Click on the [>] control to display the Guest and Staff Customer rows for that date. To collapse a row, click the [V] control.
 - *Guest Customers* - Displays the total costs on that date for all Guest Customers within the selected Department. Click on the [>] control to display the list of Guest Customers and their related costs.
 - *Staff Customers* - Displays the total costs on that date for all Staff Customers within the selected Department. Click on the [>] control to display the list of Staff Customers and their related costs.

Note: The Staff Customer rows will appear if at least one Customer is flagged as a "Staff Customer" in the Customer details screen in Enterprise Manager.

- *Customer Name* – Lists all Customers in the selected Department, based on the Location Department assigned in the Customer details screen.
- *Sales* (per day or per voyage) – the sum of the values entered in the Bar Sales field of the Manual POS Data Entry screen in EM Client for all registers and all cruise days, combined with imported POS data for the same customer/registers/cruise days.
- *Budget CPP* = [Sum of the Budget CPP entered for each day & customer in the Enterprise Manager Cruise Setup screen ÷ Number of days in the voyage]
- *Cost* (per day or per voyage) – Total cost of products purchased by each customer, either via customer orders from or returns to central storage, or via customer transfers.
- *CPP* (per day or per voyage) = [Cost ÷ Guest or Staff Count]
- *% of Sales* (per day or per voyage) = [Cost ÷ Sales]
- *Count: Guest Customers* = [# of Adults + # of Children] for that Cruise Date, from the Transactional Data tab in the *Cruise Profile* screen.
- *Count: Staff Customers* = [# of Officers + # of Crew + # of Casino Conces. + # of Other Conces.] for that Cruise Date, from the Transactional Data tab in the *Cruise Profile* screen.

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Cost Worksheet

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Cost Worksheet – Related Setup

This section describes the setup that must or should be completed in order for the *Cost Worksheet* to retrieve meaningful data.

- *GL Groupings/General Ledger/Categories* – A product will display Cost of Goods Sold on this report if its assigned Category, Subcategory or Microcategory is linked to a GL Account with a P&L Substructure linked to the "Cost of Goods Sold" P&L Grouping.
- *Departments/Point-of-Sale/Customers* – Customers must be linked to a Location Department to appear in this report. For Customers with a POS Register defined, the application will display the sales data associated with the register linked to the Customer record. The report will use the "Staff Customer" flag in the Customer record to determine whether to display costs under the 'Guests' or 'Staff' grouping.
- *User Defined Categories/Customers* – If a User Defined Category for customers exists, corporate users can link this to Customers in the Customers setup screen. The report can then be filtered by these User Defined Categories.
- *Cruise Profile* – "Cost per Person" and "% of Sales" are calculated based on values entered in the "# of Adults", "# of Children", "# of Officers", "# of Crew", "# of Casino Conces.", and "# of Other Conces." fields in this screen.
- *Data Entry (Manual POS and Point of Sale)* – For Customers with a POS Register defined, each day's entries for all registers in the "Sales Distribution - Bar" field of the Manual POS screen plus imported POS data will be summed in the "Sales" field.





Cruise End Results (Cruise only)

This report displays a summarized overview of key figures for a voyage, calculated based on the posted inventory at the end of the cruise and on the information captured in the *Cruise Setup* and *Cruise Profile* screens. The report is retrieved for one posted voyage at a time.

User Group Control: NC-View Reports > Cruise End Results

Menu Paths: Net-Chef > Sales: Reports > Cruise End Results
Net-Chef > Reports: Sales > Cruise End Results

Transactions Included: Posted Inventory

Report Controls

Ship Name: (Corporate only) – Select the desired Ship from the drop-down.

Cruise #: Select the desired voyage from the drop-down.

Printer (Export): PDF, Excel, CSV formats

Report Header:

- *Itinerary* – The itinerary associated with the selected voyage.
- *Season* – The season associated with the selected voyage.
- *Officers Onboard* – Hover over the icon to display the list from the “Officers” tab of the Cruise Profile.
- *Voyage Days* – The duration of the voyage, from the voyage itinerary.
- *Passenger Days* = Total “# of Adults” and “# of Children” for all voyage days, from the “Transactional Data” tab of the Cruise Profile.
- *Begin Date* – The first day of the selected voyage.
- *End Date* – The last day of the selected voyage.
- *Post Date* – The Post Date of the selected voyage.
- *Actual Sales Bar’s Net* – The sum [Ending Reading - Beginning Reading] for all bar registers on all cruise days, combined with imported POS data for the same registers/cruise days.
- *Actual Sales Pax/Day Net* = [Actual Sales Bar’s Net ÷ Passenger Days]
- *Actual Voyage Foodcost Pax/Day* = [(Total Food Consumption {a} – Total Officer Consumption {b} – Total Crew Consumption {c} + Total Food Adjustments {d} – Total Breakfast Guest Consumption {e} – Total Lunch Guest Consumption {f} – Total Dinner Guest Consumption {g} – Total Special Order {h} – Total Food to Bars {i} + Total Galley Liquor {j}) ÷ Passenger Days (see above)].
 - a. Total Food Consumption = Total Value Issued for Post Period for products in the “Food” Category (i.e. products associated with a Category with the exact name of “Food” (not case sensitive)).
 - b. Total Officer Consumption = Total # of Officers for cruise (sum of “# of Officers” column on the “Transactional Data” tab of the Cruise Profile) x Officers Budgeted Cost/Person/Day (from “Daily Foodcost” tab of the Cruise Profile).
 - c. Total Crew Consumption = Total # of Crew for cruise (sum of “# of Crew” column on the “Transactional Data” tab of the Cruise Profile) x Crew Budgeted Cost/Person/Day (from “Daily Foodcost” tab of the Cruise Profile).
 - d. Total Food Adjustments = Sum value of Manual Inventory Adjustment (Breakage) and Variance transactions for “Food” Category products for the Post period.
 - e. Total Breakfast Guest Consumption = Total Breakfast Guest Count for cruise (sum of “Breakfast Guest Count” values in “Daily Activity” section of “Daily Foodcost” tab of Cruise Profile) x Breakfast Budgeted Cost per Person (from “Daily Foodcost” tab of the Cruise Profile).

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Cruise End Results

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Report Header (Continued):

- f. Total Lunch Guest Consumption = Total Lunch Guest Count for cruise (sum of "Lunch Guest Count" values in "Daily Activity" section of "Daily Foodcost" tab of Cruise Profile) x Lunch Budgeted Cost per Person (from "Daily Foodcost" tab of the Cruise Profile).
- g. Total Dinner Guest Consumption = Total Dinner Guest Count for cruise (sum of "Dinner Guest Count" values in "Daily Activity" section of "Daily Foodcost" tab of Cruise Profile) x Dinner Budgeted Cost per Person (from "Daily Foodcost" tab of the Cruise Profile).
- h. Total Special Order = Sum of "Special Order" column for cruise in "Daily Activity" section of "Daily Foodcost" tab of the Cruise Profile.
- i. Total Food to Bars = Sum of "Food to Bars" column for cruise in "Daily Activity" section of "Daily Foodcost" tab of the Cruise Profile.
- j. Total Galley Liquor = Sum of "Galley Liquor" column for cruise in "Daily Activity" section of "Daily Foodcost" tab of the Cruise Profile.
- *Ship's Bar Cost* = Sum of [(Beginning Quantity + Received Quantity – Issues Adjusted Quantity – Ending Inventory {Physical} Quantity) x Inventory Cost] for all products issued to internal customers; this is the total consumption cost for all non-central storage locations.
- *Ship's Bar Over/Short* = [Actual Sales Bar's Net – Potential Sales (Sum of {Consumption per product x Customer Price per product, based on Customer Order Pricing type})]

Report Columns: Click any column header to sort by the data in that column.

- *Category Name* – The category for the products used during the selected voyage.
- *Beginning Stock Value* (for Central/Non-Central/All Storages) – The total value of all products in the category at the beginning of the selected voyage.
- *Closing Stock Value* (for Central/Non-Central/All Storages) – The total value of all products in the category at the end of the selected voyage.
- *Total Issues* (for Central/Non-Central/All Storages) – The total value of products in the category issued during the selected voyage.
- *Total Receipts* (for Central/Non-Central/All Storages) – The total value of all products in the category received during the selected voyage.





Customer Order Journal

This report shows product-level details of each customer order created or reconciled during the selected period. Orders of all statuses are included, and the current status is listed.

User Group Control: NC-View Reports > Customer Order Journal

Menu Paths: Net-Chef > Sales: Reports > Customer Order Journal
Net-Chef > Reports: Sales > Customer Order Journal

Transactions Included: Commissary Orders, Customer Orders, Warehouse Orders

Report Controls

Location: (Cruise, Corporate only) – Select the desired location from the drop-down

Post Date: Drop-down; can select post period End Dates.

From/To: Calendar widgets; can select any dates.

Group By: Category, Customer, Invoice #, Subcategory, Microcategory

Summarize (by): Product, Customer. *Checking the "Summarize" box removes all unreconciled order data from the report and rolls up the remaining data to display only Reconciled/Final Reconciled orders.*

Funnel (Filters): Any report column; User Defined Category, Category/Subcategory/Microcategory

Printer (Export): PDF, Excel, CSV formats, Unformatted view (Cruise only)

Report Columns: Click any column header to sort by the data in that column.

- *Invoice #* – The system-generated transaction number.
- *Customer Name* – The customer to which the products was issued.
- *Product #* – The company product number.
- *Product Name* – Company product name; "Drill Down" link, displays product details from original order.
- *Reference #* – The number entered manually when the order was created.
- *Status* – The last completed step of the order process.
- *Inventory Order*
 - *Date* – The date the order was created and saved.
 - *Units* – The order quantity, in inventory units.
- *Inventory Approval* (Cruise only)
 - *Date* – The date the order was approved.
 - *Units* – The approval quantity, in inventory units.
- *Inventory Invoice*
 - *Date* – The date the order was invoiced.
 - *Units* – The invoiced quantity, in inventory units.
- *Inventory Reconcile*
 - *Date* – The date the order was reconciled.
 - *Units* – The reconciled quantity, in inventory units.
 - *Value* = [Reconciled Quantity x Selling Price]
- *Ratio*
 - *Invoice/Order* = [Invoice Qty ÷ Order Qty]; the percentage of the ordered quantity that was invoiced.
 - *Invoice/Approval* (Cruise only) = [Invoice Qty ÷ Approval Qty]; the percentage of the approved quantity that was invoiced.
 - *Reconcile/Order* = [Reconcile Qty ÷ Order Qty]; the percentage of the ordered quantity that was reconciled.
 - *Reconcile/Approval* (Cruise only) = [Reconcile Qty ÷ Approval Qty]; the percentage of the approved quantity that was reconciled.





Customer Order Summary

This report shows all final-reconciled outgoing customer orders for the selected time period. The report can be viewed summarized (with totals for each product for all customers) or un-summarized (with totals for each product broken down by customer.)

User Group Control: NC-View Reports > Customer Order Summary

Menu Paths: Net-Chef > Sales: Reports > Customer Order Summary
Net-Chef > Reports: Sales > Customer Order Summary

Transactions Included: Reconciled Customer Orders, Final Reconciled Warehouse or Commissary Orders

Report Controls

Location: (Cruise, Corporate only) – Select the desired location from the drop-down

Post Date: Drop-down; can select post period End Dates.

From/To: Calendar widgets; can select any dates

Group By: Product Name, Customer, GL Code/Description, Market Master Status, Category, Subcategory, Microcategory

Summarize: Product, Customer, GL

Funnel (Filters): Any report column; Category/Subcategory/Microcategory, Market Master Status

Printer (Export): PDF, Excel, CSV formats

Report Columns (default view): Click any column header to sort by the data in that column.

- *Product Number* – The company product number.
- *Product Name* – The company product name.
- *Issue Unit* – Issue Unit 1 for Customer or Commissary Orders; Issue Unit 2 for Warehouse Orders.
- *Customer Name* – The customer to which the product was issued.
- *Reconcile Units* – The total quantity issued.
- *Reconcile Value (Selling Price)* – The total value of the issued quantity, including any markups, discounts, and/or special customer pricing.
- *Reconcile Value (Issue Cost)* – The value of the issued quantity based on the location product's Issue Cost.

Additional Columns (hidden by default):

- *Customer Code* – The code for the customer to which the product was issued.
- *GL Code* – The GL Code associated with the company product's assigned category.
- *GL Description* – The GL Description associated with the company product's assigned category.
- *GL for CGS* – The GL for CGS associated with the company product's assigned category.
- *Location Department* – The name of the location department associated with the customer.
- *Location Department Code* – The Code for the location department associated with the customer.
- *Company Department* – The name of the company department associated with the customer's location department.
- *Company Department Code* – The Code for the company department associated with the customer's location department.
- *P&L Grouping* – The GL grouping associated with the GL Account linked to the company product's assigned category.
- *P&L Substructure* – The GL substructure associated with the GL Account linked to the company product's assigned category.
- *Voyage Number (Cruise only)* – The number of the voyage during which the order was created.





Daily Foodcost (Cruise only)

The *Daily Foodcost* report summarizes the food usage of a ship over a date range within a single voyage. The report uses reconciled customer orders within the selected date range to calculate consumption, and retrieves guest count and budgeted usage data from entries saved in the *Cruise Profile* screen.

User Group Control: NC-View Reports > Daily Foodcost

Menu Paths: Net-Chef > Sales: Reports > Daily Foodcost
Net-Chef > Reports: Sales > Daily Foodcost

Transactions Included: Reconciled Customer Orders

Report Controls

Location: (Corporate only) – Select the desired active Ship location from the drop-down

Group By: Subcategory, Microcategory

Period: Current Post, Post

Date widget(s): Selector varies based on the chosen Period

Funnel (Filters): Any report column in the Upper Section

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns - Daily Foodcost Report (Upper Section):

Click any column header to sort by the data in that column.

- **Subcategory** – List of Subcategories under the "Food" category that are linked to products on reconciled Customer Orders within the retrieval range. If the report is grouped by Microcategory, the report will display those instead.
- **Total Consumption** = Total value of reconciled non-"Staff" Customer Orders for the subcategory.
- **Total Daily Consumption** = [Total value of reconciled non-"Staff" Customer Orders for the subcategory ÷ # of Cruise Days]
- **Consumption Pax/Day** = [Total value of reconciled non-"Staff" Customer Orders for the subcategory ÷ Count/Pax Day]
- **% of Total Consumption** = [(Total Daily Consumption for the subcategory ÷ Total Consumption) x 100]
- **Crew Consumption** = Total value of reconciled "Staff" Customer Orders for the subcategory.
- **Crew Daily Consumption** = [Total value of reconciled "Staff" Customer Orders for the subcategory ÷ # of Cruise Days]
- **Consumption Crew/Day** = [Total value of reconciled "Staff" Customer Orders for the subcategory ÷ (Officer Day + Crew Day)]
- **% Total Crew Consumption** = [(Crew Daily Consumption for the subcategory ÷ Crew Consumption) x 100]
- **Total row** – Displays the sum of the values in each column.

Report Columns - Daily Foodcost Breakout (Lower Section):

- **Count**
 - Pax Day = Sum of ["# of Adults" + "# of Children"] for all cruise days, from the "Transactional Data" tab on the *Cruise Profile* screen.
 - Officer Day = Sum of "# Officers" for all cruise days.
 - Crew Day = Sum of "# of Crew" for all cruise days.

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Daily Foodcost

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Report Columns (Continued):

- **Cost per Day**
 - Pax Day = Total Consumption Pax/Day from the upper section.
 - Officer Day = The "Officers" Budgeted Cost/Person/Day, from the "Budgeted Costs" section of the "Daily Foodcost" tab on the *Cruise Profile* screen.
 - Crew Day = the "Crew" Budgeted Cost/Person/Day.
 - Guests: Breakfast = The "Breakfast" Budgeted Cost per Person, taken from the "Meal Periods Costs" section of the "Daily Foodcost" tab.
 - Guests: Lunch = The "Lunch" Budgeted Cost per Person.
 - Guests: Dinner = The "Dinner" Budgeted Cost per Person.
 - Pax Day = The ["Adults" + "Children"] Budgeted Cost/Person/Day, from the "Budgeted Costs" section.
- **Breakout Type** – Contains labels for values in the next 3 columns.
- **Total Consumption**
 - Pax Day/Total Consumed = Total Consumption from the upper section.
 - Adjustments (-) = Sum of Inventory Adjustment and Variance transactions for the cruise.
 - Special Order (-) = Sum of "Special Order" entries for all cruise days, from the "Daily Activity" section of the "Daily Foodcost" tab on the *Cruise Profile* screen.
 - Food to Bars (-) = Sum of "Food to Bars" entries for all cruise days.
 - Galley Liquor (+) = Sum of "Galley Liquor" entries for all cruise days.
 - {Remaining Rows} and "Budget" Total row = ["Count" for the row x "Cost per Day" for the row], from fields to the left of the Breakout Type column.
 - Net/Actual Total = [Pax Day/Total Consumed + Galley Liquor – Sum of remaining rows]
 - Net Variance = ["Net Total" for the column – "Budget" for the column]
- **Total Daily Consumption**
 - Pax Day/Total Consumed = Total Daily Consumption from the upper section.
 - Adjustments (-) = [Sum of Inventory Adjustment and Variance transactions for the cruise ÷ # of Cruise Days]
 - Special Order (-) = [Sum of "Special Order" entries for all cruise days ÷ # of Cruise Days]
 - Food to Bars (-) = [Sum of "Food to Bars" entries for all cruise days ÷ # of Cruise Days]
 - Galley Liquor (+) = [Sum of "Galley Liquor" entries for all cruise days ÷ # of Cruise Days]
 - {Remaining Rows} and "Budget" Total row = ["Count" for the row x "Cost per Day" for the row ÷ # of Cruise Days]
 - Net/Actual Total = [(Pax Day/Total Consumed + Galley Liquor – Sum of remaining rows) ÷ # of Cruise Days]
 - Net Variance = ["Net Total" for the column – "Budget" for the column]

(Continued)



Daily Foodcost

(Continued)

Report Columns (Continued):

- *Consumption Pax/Daily*
 - Pax Day/Total Consumed = Total Consumption Pax/Day from the upper section.
 - Adjustments (-) = [Sum of Inventory Adjustment and Variance transactions for the cruise ÷ Count/Pax Day]
 - {Remaining Rows} and "Budget" Total row = ["Total Daily Consumption" for the row ÷ Count/Pax Day]
 - Net/Actual Total = [Pax Day/Total Consumed + Galley Liquor – Sum of remaining rows]
 - Net Variance = ["Net Total" for the column – "Budget" for the column]
- *% Total Consumption (all rows)* = [("Total Daily Consumption" for the row ÷ Total Daily Consumption) x 100]
 - Net/Actual Total = 100%
 - Budget = [(Total Daily Consumption ÷ Budget Total Daily Consumption) x 100]
 - Net Variance = ["Budget" for the column – "Actual Total" for the column]





Issue Journal

This report uses reconciled customer order transactions to provide a summary of issues to customers over the selected time frame. The total of each transaction is broken down into subtotals for up to eight Categories or GLs. The report can show the order values based on the Selling Price or the Issue Cost for each item.

***Note:** This report combines the functionality of the Issue Journal, Issue Cost Journal, and General Ledger Journal from EM Client.*

User Group Control: NC-View Reports > Issue Journal

Menu Paths: Net-Chef > Sales: Reports > Issue Journal
Net-Chef > Reports: Sales > Issue Journal

Transactions Included: Reconciled Customer Orders, Final Reconciled Warehouse or Commissary Orders

Report Controls

Begin/End Date: Calendar widgets; can select any dates

View By: Reporting Categories (default), Reporting GLs

View Values Based On: Selling Price (default), Issue Cost

Group By: No Grouping (default), Customer Name, Reference Number, Transaction Number

Funnel (Filters): Any report column; Customer Code, Customer Name, Customer Type

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

- *Reconcile Date* – The date the order was reconciled.
- *Customer Name* – The name of the customer that received the order.
- *Transaction Number* – The system-generated transaction number.
- *Reference Number* – The reference number from the order, entered at order creation.
- *Total (Selling Price/Issue Cost)* – The sum of the “Reporting Categories/GLs” fields.
- *Reporting Categories/GLs (Selling Price/Issue Cost)* – Columns will display Categories or GLs, based on the “View By” setting; subtotal amounts are displayed as indicated by the “View Values Based On” setting.
 - The Categories displayed are those with the “Report” box checked in the *Category* setup screen in Enterprise Manager. Subtotals can be shown using ‘Selling Price’ or ‘Issue Cost’.
 - The GL Accounts displayed are those with the “Report Title” box checked in the *General Ledger* setup screen in Enterprise Manager. Subtotals can be shown using ‘Selling Price’ only.





Menu Mix

This report shows the transaction count, sales value, cost and gross profit for each recipe item sold through the point-of-sale system during the selected time period. The transaction count and sales value for each product comes directly from the imported menu mix file. This report helps managers see which items generate the most revenue and profit.

***Note:** The "Check and Server Summary" button will be available when the retrieved data set includes at least one 'Server' or 'Check Number' value. When a user clicks the button, a pop-up window will open containing the summarized data. See the next page for details.*

User Group Control: NC-View Reports > Menu Mix

Menu Paths: Net-Chef > Sales: Reports > Menu Mix
Net-Chef > Reports: Sales > Menu Mix

Transactions Included: POS Depletion

Report Controls

Post Date: Drop-down; can select post period End Dates.

Date Range Start/Finish: Calendar widgets; can select any dates.

Group By: Category, Subcategory, Microcategory, Daypart, Customer, Revenue Center, Server, Check Number
When a user selects a primary "Group By" option other than 'N/A' or 'Check Number', the secondary "Group By" drop-down will be enabled with a list of options relevant based on the selected primary option.

Refresh POS Data: In Connex environments, authorized users may select this button to update the report with the latest Menu Mix data.

Funnel (Filters): Any report column, Category, Subcategory, Microcategory, User Defined Category, Time (Start/End), PLU, Daypart, Customer, Revenue Center, Server, Check Number

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column; defaults to Gross Profit \$ (desc).

- *Product Number* – The company recipe number.
- *PLU* – The POS item number for this recipe.
- *Recipe Name* – The company recipe name.
- *Transactions* – Number of transactions in which the product was sold.
- *% of Recipe Transactions* = [(Transactions for this recipe , total Transactions for *all* recipes) x 100]
- *Sales* – Total value of the item's sales
- *Recipe Sales %* = [(Sales for this recipe , total Sales for *all* recipes) x 100]
- *Cost* – Sum of the costs of the recipe components
- *Cost %* = [(Cost , Sales) x 100]
- *Gross Profit* = [Sales – Cost]
- *Recipe Gross Profit %* = [(Gross Profit for this recipe , total Gross Profit for *all* recipes) x 100]
- *Ideal Cost %* - Taken from the recipe record.
- *Cost % Variance* = [Ideal Cost % - Cost %]

(Continued)



Menu Mix

(Continued)

Check and Server Summary (Pop-up)

The following values, displayed at the top left of the window, are those displayed in the (grand) total row on the last page of the report.

- *Total Transactions* – Total number of transactions processed
- *Total Sales* – Total value of all recipe sales
- *Total Cost* – Sum of the costs of all recipe components
- *Cost %* = $[(\text{Total Cost} \div \text{Total Sales}) \times 100]$
- *Gross Profit* = $[\text{Total Sales} - \text{Total Cost}]$

The following values reflect those in the main report when grouped by Server, then by Check Number. Totals for these values are displayed at the top right of the window and in a Subtotal row below the server detail rows.

- *Average Sales per Check* = $[\text{Total Sales} \div \text{Number of Checks}]$; data is sorted by this column in descending order.
- *Average Sales per Guest* = $[\text{Total Sales} \div \text{Total Guest Count for all checks}]$
- *Average Guests per Check* = $[\text{Total Guest Count for all checks} \div \text{Number of Checks}]$
- *Average Time per Guest* = $[\text{Total amount of time from all checks \{based on "Check Close Time" minus "Check Open Time"\}} \div \text{Total Guest Count for all checks}]$
- *Gross Profit per Check* = $[\text{Gross Profit} \div \text{Number of Checks}]$





Sales Entry Summary

This report shows sales information for each day in the selected date range for each register. This information includes guest counts for the morning, midday, and end of the day, as well as the average transaction value. This data is taken from the Register Readings tab of the *Sales Transactions* screen.

User Group Control: NC-View Reports > Sales Entry Summary

Menu Paths: Net-Chef > Sales: Reports > Sales Entry Summary
Net-Chef > Reports: Sales > Sales Entry Summary

Transactions Included: Sales Mix Sales Transactions

Report Controls

From/To: Calendar widgets; can select any dates.

Funnel (Filters): Any report column listed below

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Date* – The date for which the sales were entered. Each “Date” is a hyperlink that opens the *Sales Transactions* screen, to allow the user to view the details entered for that day.
- *Register* – The register for which the sales were entered.
- *Net Sales* – From the “Ending Reading” field.
- *Tax Exempt* – From the “Total Tax Exempt Amount” field.
- *Non-Register Sales* – From the “Non-Register/Gift Sales” field.
- *Charged Tips* – From the “Charged Tips” field.
- *OVERRING Amount* – From the “Total Overring Amount” field.
- *Void Amount* – From the “Total Void Amount” field.
- *No. of Voids* – From the “Number of Voids” field.
- *Morning Count* – From the “Morning Guest Count” field.
- *Midday Count* = [Midday Guest Count - Morning Guest Count]; this is the number of guests served SINCE the Morning Count.
- *Ending Count* = [Ending Guest Count - Midday Guest Count]; this is the number of guests served SINCE the Midday Count.
- *Avg. Trans.* = [Net Sales ÷ (Morning Count + Midday Count + Ending Count)]





Sales Journal

This report displays sales information from outgoing Customer, Commissary and Warehouse Orders completed by a supply location or Central Storage within the specified date range.

User Group Control: NC-View Reports > Sales Journal

Menu Paths: Net-Chef > Sales: Reports > Sales Journal
Net-Chef > Reports: Sales > Sales Journal

Transactions Included: Reconciled Customer Orders, Final Reconciled Commissary or Warehouse Orders

Report Controls

Date Range Start/Finish: Calendar widgets; can select any dates.

Post Period: Drop-down; displays past and current Post Dates.

Group By: Category, Customer, Microcategory, Product, Subcategory, Transaction Number

Summarize By: Customer, Product, Transaction Number

Funnel (Filters): Any report column, Category, Subcategory, Microcategory

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Product Number* – The company product number.
- *Product Name* – The company product name.
- *Customer* – Customer/Location for which the order was filled.
- *Transaction Number* – Based on the Customer Invoice numbering scheme defined in Enterprise Manager.
- *Reconcile Date* – The date the transaction was reconciled.
- *Inventory Unit* – The company product inventory unit.
- *Quantity* (in Inventory Units) – The quantity issued on the transaction.
- *Sales* – Value based on the sale price (including markups and discounts).
- *Cost* – Value based on the Inventory Cost of the product at the current location.
- *Gross Profit* = [Sales – Cost]
- *Gross Profit Margin %* = [(Gross Profit , Sales) x 100]





Sales Transactions Summary

This report shows sales transaction data for each day in the selected date range for each register. This data is taken from (principally the left column of) the Totals tab in the *Sales Transactions* screen.

User Group Control: NC-View Reports > Sales Transaction Summary

Menu Paths: Net-Chef > Sales: Reports > Sales Transaction Summary
Net-Chef > Reports: Sales > Sales Transaction Summary

Transactions Included: Sales Mix Sales Transactions

Report Controls

From/To: Calendar widgets; can select any dates.

Funnel (Filters): Any report column listed below

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Date* – The date for which the sales were entered.
- *Register* – The register for which the sales were entered.
- *Z Meter Number* – Generated by POS system during closeout.
- *Taxable Sales* – From the "Taxable Sales" field.
- *Non-Taxable Sales* – From the "Non-Taxable Sales" field.
- *Catering Sales* – From the "Catering Sales" field; includes all sales entered on this tab.
- *Net Sales* = [Taxable Sales + Non-Taxable Sales + Catering Sales]
- *Sales Tax* – From the "Sales Tax" field.
- *Charged Tips* – From the "Charged Tips" field.
- *Over Rings* – From the "Overrings" field.
- *Gross Sales* = [Net Sales + Sales Tax]
- *Non Reg. Gift Sales* – From the "Non-Register/Gift Sales" field.
- *Over/Short* = [Bank Deposits from *Totals* tab – Book Cash from *Totals* tab]





Consolidated Customer Order Journal

This report shows product-level details of each customer order created or reconciled at all supply locations within the selected hierarchy during the selected time period. Orders of all statuses are included, and the current status is listed. The order number, reference number, order date and quantity are displayed. If the order has been invoiced, users will also see the invoice date and quantity, and if the order has been reconciled users will see the reconcile date, quantity and value.

User Group Control: NC-Consolidated Reports > Consolidated Customer Order Journal

Menu Paths: Net-Chef > Sales: Reports > Consolidated Customer Order Journal
Net-Chef > Reports: Sales > Consolidated Customer Order Journal

Transactions Included: Commissary Orders, Customer Orders, Warehouse Orders

Report Controls

Hierarchy: Select the desired hierarchy level from the drop-down

Post Date: Drop-down; can select post period End Dates.

From/To: Calendar widgets; can select any dates

Group By: Category, Customer, Invoice #, Subcategory, Microcategory, Location, Location/{option} for any of the previous options

Summarize (by): Product, Customer, Location, Location/Product, Location/Customer

Checking the "Summarize" box removes all unreconciled order data from the report and rolls up the remaining data to display only Reconciled/Final Reconciled orders.

Funnel (Filters): Any report column; User Defined Category, Category/Subcategory/Microcategory

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Location Name* – The supply location name; visible when not grouped by location.
- *Invoice #* – The system-generated transaction number.
- *Customer Name* – The customer to which the products was issued.
- *Product #* – The company product number.
- *Product Name* – Company product name; "Drill Down" link, displays product details from original order.
- *Reference #* – The number entered manually when the order was created.
- *Status* – The last completed step of the order process.
- *Inventory Order*
 - *Date* – The date the order was created and saved.
 - *Units* – The order quantity, in inventory units.
- *Inventory Approval* (Cruise only)
 - *Date* – The date the order was approved.
 - *Units* – The approval quantity, in inventory units.
- *Inventory Invoice*
 - *Date* – The date the order was invoiced.
 - *Units* – The invoiced quantity, in inventory units.
- *Inventory Reconcile*
 - *Date* – The date the order was reconciled.
 - *Units* – The reconciled quantity, in inventory units.
 - *Value* = [Reconciled Quantity x Selling Price]

(Continued)



Consolidated Customer Order Journal

(Continued)

Report Columns (Continued):

- *Ratio*
 - *Invoice/Order* = [Invoice Qty ÷ Order Qty]; the percentage of the ordered quantity that was invoiced.
 - *Invoice/Approval* (Cruise only) = [Invoice Qty ÷ Approval Qty]; the percentage of the approved quantity that was invoiced.
 - *Reconcile/Order* = [Reconcile Qty ÷ Order Qty]; the percentage of the ordered quantity that was reconciled.
 - *Reconcile/Approval* (Cruise only) = [Reconcile Qty ÷ Approval Qty]; the percentage of the approved quantity that was reconciled.





Consolidated Customer Order Summary

This report shows all final-reconciled product issues from all supply locations within the selected hierarchy during the selected time period. The report shows subtotals by GL for each customer, or grouped as indicated below.

User Group Control: NC-Consolidated Reports > Consolidated Customer Order Summary

Menu Paths: Net-Chef > Sales: Reports > Consolidated Customer Order Summary

Net-Chef > Reports: Sales > Consolidated Customer Order Summary

Transactions Included: Reconciled Customer Orders, Final Reconciled Warehouse or Commissary Orders

Report Controls

Hierarchy: Select the desired hierarchy level from the drop-down

Post Date: Drop-down; can select post period End Dates.

From/To: Calendar widgets; can select any dates

Group By: Customer Name, GL Code/Description, Market Master Status, Category, Subcategory, Microcategory, Location/{option} for any of the previous options

Summarize: Product, Customer, GL Code/Description, Location

Funnel (Filters): Any report column; Product Name, Product Number, User Defined Category, Category/Subcategory/Microcategory

Printer (Export): PDF, Excel, CSV formats

Report Columns (default view): Click any column header to sort by the data in that column.

- *Location Name* – The supply location name.
- *Location Code* – The supply location number
- *Customer Name* – The customer to which the product was issued.
- *Reconcile Units* – The total quantity issued.
- *Reconcile Value (Selling Price)* – The total value of the issued quantity, including any markups, discounts, and/or special customer pricing.
- *Reconcile Value (Issue Cost)* – The value of the issued quantity based on the location product's Issue Cost.

Additional Columns (hidden by default):

- *GL Code* – The GL Code associated with the company product's assigned category.
- *GL Description* – The GL Description associated with the company product's assigned category.
- *GL for CGS* – The GL for CGS associated with the company product's assigned category.
- *Location Department* – The name of the location department associated with the customer.
- *Location Department Code* – The Code for the location department associated with the customer.
- *Company Department* – The name of the company department associated with the customer's location department.
- *Company Department Code* – The Code for the company department associated with the customer's location department.
- *P&L Grouping* – The GL grouping associated with the GL Account linked to the company product's assigned category.
- *P&L Substructure* – The GL substructure associated with the GL Account linked to the company product's assigned category.
- *Voyage Number* (Cruise only) – The number of the voyage during which the order was created.
- *Market Master Status* – Displays “Market Master Products” for bid sheet products/recipes or “Non-Market Master Products” for those not attached to a bid sheet.





Consolidated Menu Mix

This report provides sales information about items sold through the POS system at the locations within the selected hierarchy. The initial retrieval shows each product sold, with the sales data consolidated across all applicable locations. Each recipe name is a link to the report details for that recipe.

Note: The "Check and Server Summary" button will be available when the retrieved data set includes at least one 'Server' or 'Check Number' value. When a user clicks the button, a pop-up window will open containing the summarized data. See the next page for details.

User Group Control: NC-Consolidated Reports > Consolidated Menu Mix

Menu Paths: Net-Chef > Sales: Reports > Consolidated Menu Mix
Net-Chef > Reports: Sales > Consolidated Menu Mix

Transactions Included: POS Depletion

Report Controls

Hierarchy: Select the desired hierarchy level from the drop-down

Post Date: Drop-down; can select post period End Dates.

Date Range Start/Finish: Calendar widgets; can select any dates

Group By: Category, Subcategory, Microcategory, Daypart, Customer, Revenue Center, Server, Check Number
When a user selects a primary "Group By" option other than 'N/A' or 'Check Number', the secondary "Group By" drop-down will be enabled with a list of options relevant based on the selected primary option.

Refresh POS Data: In Connex environments, authorized users may select this button to update the report with the latest Menu Mix data.

Funnel (Filters): Any report column, Category, Subcategory, Microcategory, User Defined Category, Time (Start/End), PLU, Daypart, Customer, Revenue Center, Server, Check Number

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column; defaults to Gross Profit \$ (desc).

- *Product Number* – The company recipe number.
- *PLU* – The POS item number for this recipe.
- *Recipe Name* – The company recipe name.
- *Transactions* – Number of transactions in which the product was sold.
- *% of Recipe Transactions* = [(Transactions for this recipe ÷ total Transactions for *all* recipes) x 100]
- *Sales* – Total value of the item's sales
- *Recipe Sales %* = [(Sales for this recipe ÷ total Sales for *all* recipes) x 100]
- *Cost* – Sum of the costs of the recipe components
- *Cost %* = [(Cost ÷ Sales) x 100]
- *Ideal Cost %* - Taken from the recipe record.
- *Cost % Variance* = [Ideal Cost % - Cost %]
- *Gross Profit* = [Sales – Cost]
- *Recipe Gross Profit %* = [(Gross Profit for this recipe ÷ total Gross Profit for *all* recipes) x 100]

"Drill Down" Links:

- *Recipe Name* – Opens a report with totals by location for the selected recipe.

(Continued)



Consolidated Menu Mix

(Continued)

Check and Server Summary (Pop-up)

The following values, displayed at the top left of the window, are those displayed in the (grand) total row on the last page of the report.

- *Total Transactions* – Total number of transactions processed
- *Total Sales* – Total value of all recipe sales
- *Total Cost* – Sum of the costs of all recipe components
- *Cost %* = $[(\text{Total Cost} \div \text{Total Sales}) \times 100]$
- *Gross Profit* = $[\text{Total Sales} - \text{Total Cost}]$

The following values reflect those in the main report when grouped by Server, then by Check Number. Totals for these values are displayed at the top right of the window and in a Subtotal row below the server detail rows.

- *Average Sales per Check* = $[\text{Total Sales} \div \text{Number of Checks}]$; data is sorted by this column in descending order.
- *Average Sales per Guest* = $[\text{Total Sales} \div \text{Total Guest Count for all checks}]$
- *Average Guests per Check* = $[\text{Total Guest Count for all checks} \div \text{Number of Checks}]$
- *Average Time per Guest* = $[\text{Total amount of time from all checks \{based on "Check Close Time" minus "Check Open Time"\} } \div \text{Total Guest Count for all checks}]$
- *Gross Profit per Check* = $[\text{Gross Profit} \div \text{Number of Checks}]$





Consolidated Menu Mix by Reporting Calendar

This report provides sales information about items sold through the POS system at the locations within the selected hierarchy. The initial retrieval shows each product sold, with the sales data consolidated across all applicable locations. Each recipe name is a link to the report details for that recipe.

***Note:** This report does NOT include check-level detail. This allows users to successfully retrieve the report for longer periods of time by using pre-calculated and summarized data for Reporting Calendar date ranges. Also, note that the on-screen title is simply "Consolidated Menu Mix".*

***Cruise Note:** This report is not available for Cruise Lines.*

User Group Control: NC-Consolidated Reports > Consolidated Menu Mix (Report Calendar)

Menu Paths: Net-Chef > Sales: Reports > Consolidated Menu Mix by Reporting Calendar
Net-Chef > Reports: Sales > Consolidated Menu Mix by Reporting Calendar

Transactions Included: POS Depletion

Report Controls

Date Range Start/Finish: Calendar widgets; can select any dates

Hierarchy: Select the desired hierarchy level from the drop-down

Group By: Category, Subcategory, Microcategory, Daypart, Customer, Revenue Center, Server, Check Number
When a user selects a primary "Group By" option other than 'N/A', the secondary "Group By" drop-down will be enabled with a list of options relevant based on the selected primary option.

Funnel (Filters): Any report column, Category, Subcategory, Microcategory, User Defined Category, Time (Start/End), PLU, Daypart, Customer, Revenue Center, Server, Check Number

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column; defaults to Gross Profit \$ (desc).

- *Product Number* – The company recipe number.
- *PLU* – The POS item number for this recipe.
- *Recipe Name* – The company recipe name.
- *Transactions* – Number of transactions in which the product was sold.
- *% of Recipe Transactions* = [(Transactions for this recipe ÷ total Transactions for *all* recipes) x 100]
- *Sales* – Total value of the item's sales
- *Recipe Sales %* = [(Sales for this recipe ÷ total Sales for *all* recipes) x 100]
- *Cost* – Sum of the costs of the recipe components
- *Cost %* = [(Cost ÷ Sales) x 100]
- *Ideal Cost %* - Taken from the recipe record.
- *Cost % Variance* = [Ideal Cost % - Cost %]
- *Gross Profit* = [Sales – Cost]
- *Recipe Gross Profit %* = [(Gross Profit for this recipe ÷ total Gross Profit for *all* recipes) x 100]

"Drill Down" Links:

- *Recipe Name* – Opens a report with totals by location for the selected recipe.





Consolidated Sales Entry Summary

This report displays sales information for all locations within the selected hierarchy. This information includes guest counts for the morning, midday, and end of the day, as well as the average transaction value. This data is taken from the Register Readings tab of the *Sales Transactions* screen.

User Group Control: NC-Consolidated Reports > Consolidated Sales Entry Summary

Menu Paths: Net-Chef > Sales: Reports > Consolidated Sales Entry Summary
Net-Chef > Reports: Sales > Consolidated Sales Entry Summary

Transactions Included: Sales Mix Sales Transactions

Report Controls

From/To: Calendar widgets; can select any dates.

Hierarchy: Select the desired hierarchy level from the drop-down

Funnel (Filters): Any report column listed below

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Location Code* – The code for the location.
- *Location Name* – The name for the location; “Drill Down” link; see below for details.
- *Net Sales* – Sum of the “Ending Reading” field for the selected dates.
- *Tax Exempt* – Sum of the “Total Tax Exempt Amount” field for the selected dates.
- *Non-Register Sales* – Sum of the “Non-Register/Gift Sales” field for the selected dates.
- *Charged Tips* – Sum of the “Charged Tips” field for the selected dates.
- *Overring Amount* – Sum of the “Total Overring Amount” field for the selected dates.
- *Void Amount* – Sum of the “Total Void Amount” field for the selected dates.
- *No. of Voids* – Sum of the “Number of Voids” field for the selected dates.
- *Morning Count* – Sum of the “Morning Guest Count” field for the selected dates.
- *Midday Count* = [Sum of Midday Guest Counts - Sum of Morning Guest Counts]; this is the number of guests served SINCE the Morning Count.
- *Ending Count* = [Sum of Ending Guest Counts - Sum of Midday Guest Counts]; this is the number of guests served SINCE the Midday Count.
- *Avg. Trans.* = [Net Sales ÷ (Morning Count + Midday Count + Ending Count)]

“Drill Down” Links:

- *Location Name* – Opens a report with totals for each week within the selected date range at that location; equivalent of the Sales Entry Summary report for that location. This report includes the following link:
 - *Transaction Date* (Login location only) – Opens the Sales Transactions screen for that register for that day of the week. If necessary, The values on each tab can be edited until the period is posted.





Consolidated Sales Transactions Summary

This report displays sales transaction data for each location within the selected hierarchy. This data is taken from (principally the left column of) the Totals tab in the *Sales Transactions* screen.

User Group Control: NC-Consolidated Reports > Consolidated Sales Transaction Summary

Menu Paths: Net-Chef > Sales: Reports > Consolidated Sales Transaction Summary
Net-Chef > Reports: Sales > Consolidated Sales Transaction Summary

Transactions Included: Sales Mix Sales Transactions

Report Controls

From/To: Calendar widgets; can select any dates.

Hierarchy: Select the desired hierarchy level from the drop-down

Funnel (Filters): Any report column listed below

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Location Code* – The code for the location.
- *Location Name* – The name for the location; “Drill Down” link; see below for details.
- *Taxable Sales* – Sum of the “Taxable Sales” for the selected dates.
- *Non-Taxable Sales* – Sum of the “Non-Taxable Sales” for the selected dates.
- *Catering Sales* – Sum of the “Catering Sales” for the selected dates.
- *Net Sales* = [Taxable Sales + Non-Taxable Sales + Catering Sales]
- *Sales Tax* – Sum of the “Sales Tax” values for the selected dates.
- *Over Rings* – Sum of the “Overrings” for the selected dates.
- *Gross Sales* = [Net Sales + Sales Tax]
- *Non-Reg. Gift Sales* – Sum of the “Non-Reg. Gift Sales” for the selected dates.
- *Bank Deposits* – Sum of the “Bank Deposits” for the selected dates.
- *Over/Short* – Sum of the “Over/Short” values for the selected dates.

“Drill Down” Links:

- *Location Name* – Opens a report with totals for each week within the selected date range at that location; equivalent of the Sales Transaction Summary report for that location. This report includes the following link:
 - *Transaction Date* (Login location only) – Opens the Sales Transactions screen for that register for that day of the week. If necessary, The values on each tab can be edited until the period is posted.



Net-Chef Production Reports

Document Details

Document #: 160_OMRG_260730

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Overview

This section includes the following Net-Chef Production Reports:

- 7-Day Pre-Production Summary
- Prep Report
- Single-Day Prep Report
- Recipe Margin
- Recipe Card
- Scale Recipes



7-Day Pre-Production Summary

This report will calculate the projected consumption of recipes that are produced on site at a location for the next 7 days (including the current day) and summarize Special Instruction information by date and by daypart for the “Pre-Production” components, to allow users to see how much of an ingredient they must begin preparing and how far in advance, based on the recipe's projected consumption. *See next page for Related and Recommended setup.*

The report will calculate projected consumption for recipes containing components flagged for Pre-Production and which have at least one timed Special Instruction. It will calculate the quantity of each component required for each recipe, as well as the start time for each Special Instruction, based on the Prep Time of the Recipe and the number of hours associated with the Special Instruction.

The report will summarize Special Instruction information for components by date and daypart to allow users to determine how far in advance pre-production preparation (e.g. thawing) of these components needs to occur in order to be ready when the recipe needs to be made. It will also allow users to view the recipes and projected recipe quantities related to each Special Instruction component.

***Note:** When a component has more than one Recipe Special Instruction, the system will assume that they should be performed in sequence, i.e. Special Instruction 1 followed by Special Instruction 2.*

User Group Control: NC-View Reports > 7-Day Pre-Production Summary

Menu Paths: Net-Chef > Production: Reports > 7-Day Pre-Production Summary
Net-Chef > Reports: Production > 7-Day Pre-Production Summary

Report Controls

Funnel (Filters): Any report column, Category/Subcategory/Microcategory, Template;

Summarize by Action Date: Check this to summarize component totals for the day. (The “Action Daypart” column is hidden when this is checked.)

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Action Date* – The date that this Special Instruction task should be performed.
- *Action Daypart* (visible when “Summarize by Action Date” is not checked) – The daypart during which this Special Instruction task should be started.
- *Product Number* – The Company Product number.
- *Product Name* – The Company Product name; “Drill Down” link; see below for details.
- *Quantity* – The total quantity of the component required for this Special Instruction/ Date/Daypart for all recipes. When “Summarize by Action Date” is checked, this will be the total quantity of the component required for the Special Instruction/Date.
- *Inventory Unit* – The Inventory Unit for the Company Product.
- *Special Instruction* – The Special Instruction assigned to the recipe.
- *Time (Hours)* – The number of hours assigned to the Special Instruction.

“Drill Down” Links:

- *Product Name* – Opens a Recipe Projected Consumption Detail sub-report for the location.

(Continued)



7-Day Pre-Production Summary

(Continued)

Recipe Projected Consumption Details sub-report

This sub-report displays the recipes in which the selected component is used and includes the quantity of each recipe that is needed, along with the quantity of the component needed to make the recipe.

Sub-report Columns: Click any column header to sort by the data in that column; defaults to Proj. Cons. Date.

- *Proj. Cons. Date* – The date for which the recipe is needed.
- *Recipe Number* – The Recipe number for the item.
- *Recipe Name* – The Recipe name for the item.
- *Batch Qty* – The total quantity of the recipe that is needed, in Batch Units.
- *Batch Unit* – The Batch Unit for the recipe.
- *Product Qty* – The total quantity of the selected component needed to make the recipe, in Inventory Units. *Values in this column are totaled at the end of the report.*

7-Day Pre-Production Summary – Related & Recommended Setup

Related Setup:

- *Recipes* – Recipes must be set up using the following criteria:
 - On the *Recipe* tab, if defined (optional), the recipe must be active within the “Effective Date” and “Expiration Date”.
 - On the *Components* tab, the “Pre-Production” box must be checked AND the recipe must have at least one Special Instruction (with “Hours” > 0) assigned.
 - On the *Production* tab, if defined (optional) “Prep Time” will be used to determine the start time for each Special Instruction. It will also be used (along with the number of hours associated with the Special Instruction) to determine the time frame for calculating the Projected Consumption of that component.
 - On the *Location* tab, the “Production Type” for the location OR the “Production Type” on the Production tab must be set to ‘Production’.
- *Recipe Special Instructions* – Only instructions with “Hours” > 0 will be used to include recipe components in this report.
- *Locations (Suggested Order)* – The “Consumption Driven By” setting will be used to calculate Projected Consumption by ‘Guests’, ‘Days’, or ‘Sales’.
- *Sales Forecasting (Net-Chef)* – If the above is set to ‘Guests’ or ‘Sales’, forecasted Guest Counts or Sales (respectively) will be required to calculate Projected Consumption.
- *Dayparts* – The system will calculate Projected Consumption and Special Instruction start date/times for components to the Daypart level of granularity.

Recommended Setup:

- *Templates* – If defined, these will be available to filter the component list.





Prep Report

This report will suggest prep quantities for all recipes active at this location that have been flagged by corporate to be included in this report. It can be used to plan production for traditional prep recipes, as well as recipes that are prepped informally and will not be produced through Net-Chef Daily Prep. *See next page for Related Setup.*

Cruise Note: *This report is only available to Ships.*

User Group Control: NC-View Reports > Prep Report

Menu Paths: Net-Chef > Production: Reports > Prep Report
Net-Chef > Reports: Production > Prep Report

Report Controls

Begin/End Date: Calendar widgets; range limited to 14 days from Begin Date.

Include Recipes With Daily Cons.= 0.00: Check this box to include recipes with a Projected Consumption = 0 . Otherwise, the report will only include recipes with Projected Consumption > 0.

Include Prep Time in Calculations: Check this box for Prep Time to be factored in to the calculations for Cons., Cons. in Inv Units, and Shelf Life Max. *Note: This cannot be unchecked if "Historical Driven By" includes 'Menu Planner' in the Suggested Order Setup.*

Group By: No Grouping, Template (default), Category, Subcategory, Microcategory

Select Templates: This drop-down can be used to filter the report by one or more templates.

Promotions and Holidays: Hover over this icon to see any events defined for the location on these calendars in Enterprise Manager.

Funnel (Filters): Product #, Recipe Name, Category/Subcategory/Microcategory

Printer (Export): PDF, Excel, CSV; Page Break By Group (Y/N), Show Promotions and Holidays in Export (Y/N)

(><), (<>): Click to minimize/maximize the report header

Report Columns:

- *Recipe Name* – The recipe name defined in the recipe record.
- *Shelf Life* – The Shelf Life & Unit defined in the recipe record.
- *Prep Time* (hidden by default) – The Prep Time defined in the recipe record.
- *Batch Size* – The Batch Size & Unit defined in the recipe record.
- *Product #* (hidden by default) – The recipe product number, from the *Recipe Details* screen.
- *Storage Container* (hidden by default) – The Default Storage Container defined in the recipe record.
- *Mgr. Sign Off* (hidden by default) – Blank space for the manager to sign off on the proposed prep when the report is printed.
- *Inv. Unit* (hidden by default) – The Portion Unit defined in the recipe record.
- *Temp. Seq.* (hidden by default, available when filtered & grouped by Template) – Indicates the sequence order of the product on the selected template.

(Continued)



Prep Report

(Continued)

Report Columns (Continued):

The columns below are displayed for each day included in the report.

Cruise Note: For Menu Planner locations, if the consumption driver is "% of Guests" or "Portions/1000 Guests", the calculations for Daily Cons., Daily Cons. in Inv. Units, and Shelf Life Max will be based on passenger/crew counts from the Cruise Profile record.

- *On Hand* – Blank space for the user to write in the on hand quantity when the report is printed.
- *Daily Cons.* = The suggested number of batches needed for the day based on projected consumption, rounded based on the "Prep Report Cons. Rounding" rule defined for the recipe.
- *Daily Cons. in Inv. Units* = The suggested number of portions needed for the day based on projected consumption, rounded based on the "Prep Report Cons. Rounding" rule defined for the recipe.
- *Shelf Life Max* = The suggested number of batches needed for all of the days of shelf life based on projected consumption, rounded based on the "Prep Report Shelf Life Max Rounding" rule defined for the recipe. *Note: The values for all days will be summed and the total will be rounded.*
- *Prep Qty* – Blank space for the user to write in the actual planned prep quantity.

Prep Reports – Related Setup

- *Suggested Order Setup* – The biggest use case for this report is for prepping recipes that are not counted in inventory. For these recipes, there will never be any usage data for the location. "Consumption for Production Measured By" should be set to 'Sales' if you wish to calculate historical consumption based on Recipe Sales (Menu Mix) data.
- *Sales Forecasts* – Because the consumption will be driven by sales, Sales Forecasts must be complete, accurate, and marked as "Reviewed" for the time frame selected to run the report.





Single-Day Prep Report

This report will suggest prep quantities for all recipes active at this location that have been flagged by corporate to be included in this report. It can be used to plan production for traditional prep recipes, as well as recipes that are prepped informally and will not be produced through Net-Chef Daily Prep. . *See the previous page for Related Setup.*

Cruise Note: *This report is only available to Ships.*

User Group Control: NC-View Reports > Prep Report

Menu Paths: Net-Chef > Production: Reports > Single-Day Prep Report
Net-Chef > Reports: Production > Single-Day Prep Report

Report Controls

Prep Date: Calendar widget; defaults to the current date.

Include Prep Time in Calculations: Check this box for Prep Time to be factored in to the calculations for Cons., Cons. in Inv Units, and Shelf Life Max. *Note: This cannot be unchecked if "Historical Driven By" includes 'Menu Planner' in the Suggested Order Setup.*

Include Recipes With Daily Cons.= 0.00: Check this box to include recipes with a Projected Consumption = 0 . Otherwise, the report will only include recipes with Projected Consumption > 0.

Prep Frequency: Options include: Every 15 mins, Every 30 mins, Every 1 hour, Every 4 hours, or Daypart

Start/End Time: Select times in 15 minute increments; enabled when Prep Frequency <> Daypart

Daypart: Select one or more Dayparts; enabled when Prep Frequency = Daypart. *Note: For Menu Planner locations, this will include "All Day".*

Group By: No Grouping (default), Template, Category, Subcategory, Microcategory

Select Templates: This drop-down can be used to filter the report by one or more templates.

Promotions and Holidays: Hover over this icon to see any events defined for the location on these calendars in Enterprise Manager.

Funnel (Filters): Product #, Recipe Name, Category/Subcategory/Microcategory

Printer (Export): PDF, Excel, CSV; Page Break By Group (Y/N), Show Promotions and Holidays in Export (Y/N)

(><), (<>): Click to minimize/maximize the report header

Report Columns:

- *Recipe Name* – The recipe name defined in the recipe record.
- *Shelf Life* – The Shelf Life & Unit defined in the recipe record.
- *Prep Time* (hidden by default) – The Prep Time defined in the recipe record.
- *Batch Size* – The Batch Size & Unit defined in the recipe record.
- *Product #* (hidden by default) – The recipe product number, from the *Recipe Details* screen.
- *Storage Container* (hidden by default) – The Default Storage Container defined in the recipe record.
- *Mgr. Sign Off* (hidden by default) – Blank space for the manager to sign off on the proposed prep when the report is printed.
- *Inv. Unit* (hidden by default) – The Portion Unit defined in the recipe record.
- *Temp. Seq.* (hidden by default, available when filtered & grouped by Template) – Indicates the sequence order of the product on the selected template.
- *Total* – The Total values for the selected time frame.

(Continued)



Single-Day Prep Report

(Continued)

Report Columns (Continued):

The columns below are available for each time frame (and Total) included in the report; time frames are based on the selected Prep Frequency.

Note: For Menu Planner locations, if "Prep Frequency" <> 'Daypart', a column will appear to display "All Day" data separate from the time slots. If the consumption driver is "% of Guests" or "Portions/1000 Guests", the calculations for Daily Cons., Daily Cons. in Inv. Units, and Shelf Life Max will be based on passenger/crew counts from the Cruise Profile record.

- *On Hand* (hidden by default) – Blank space for the user to write in the on hand quantity when the report is printed.
- *Daily Cons.* = The suggested number of batches needed for the day based on projected consumption, rounded based on the "Prep Report Cons. Rounding" rule defined for the recipe.
- *Daily Cons. in Inv. Units* = The suggested number of portions needed for the day based on projected consumption, rounded based on the "Prep Report Cons. Rounding" rule defined for the recipe.
- *Shelf Life Max* (hidden by default) = The suggested number of batches needed for all of the days of shelf life based on projected consumption, rounded based on the "Prep Report Shelf Life Max Rounding" rule defined for the recipe. *Note: The values for all days will be summed and the total will be rounded.*
- *Prep Qty* – Blank space for the user to write in the actual planned prep quantity.





Recipe Card

This report the ingredients and preparation notes for one or more recipes and can be printed for use in a kitchen or production facility. This report is retrieved differently than most others, as explained below.

User Group Control: NC-View Reports > Recipe Card

Menu Paths: Net-Chef > Production: Reports > Recipe Card
Net-Chef > Reports: Production > Recipe Card

1. If necessary, you can filter the recipe list as follows:
 - Click the **Funnel (Filters)** button to access the filters and filter the screen by one of the columns or by Category/Subcategory/Microcategory.
 - Click **Filter by Attributes** to open a pop-up listing the designated allergens and attributes. Check one or more boxes then click **Apply**.
 - Click **Filter by Components** to open a window listing all company products that are used as recipe components; if necessary, check **Include Component Recipes** to include recipes that have a sub-recipe that includes the selected component. Check one or more boxes then click **Apply**.
 - To restore the full recipe list, re-open the appropriate Filter pop-up, click **Clear**, then click **Apply**.
2. To print from the summary screen, check the box to the left of each desired recipe or check the "Select All" box in the column header.
3. The following Print/Export options (PDF, Excel, or CSV) are available for one or more selected recipes:
 - Click the **Printer (Export)** button to download and print the list of recipes displayed.
 - Click the **Print Detail** button to download and print the recipe details for the selected recipe(s).
 - Authorized users can click the **Print USDA Nutrition** button to download and print the recipe nutrition data for the selected recipe(s).
4. Click the **Recipe Name** hyperlink to view the detail report for the selected recipe.
5. If visible, authorized users can click the **USDA Nutrition** link to display or print nutrition information for the selected recipe.
6. If the recipe has any files attached to it in Enterprise Manager, authorized users can click the **File Name** hyperlink to view the attachment.
7. If a component is a sub-recipe, you can click on the **Code** number to view the *Recipe Card* for that recipe.
8. If a component product has any files attached to it in Enterprise Manager, authorized users can click the **Product Name** hyperlink to view the attachment.
9. If necessary, you can click the (><), (<>) icon to minimize/maximize the report header.
10. Click the **Printer (Export)** button to download and print the recipe details.
11. In the pop-up, set the print options as needed, then click the **Export** button.
 - a. **Include Sub-Recipes** – Check this box to include details for any sub-recipe components in the export.
 - b. **File Format** – PDF (default), Excel, or CSV
 - c. **Page Format** – A4, Letter (default), or Legal
 - d. **Orientation** – Landscape (default) or Portrait
12. From the detail screen, click **Close (X)** to return to the recipe list.
13. From the summary screen, click **Close (X)** to close the report.





Recipe Margin

This report recipe price and cost data for the current location. This report enables authorized users to quickly view information about a recipe's selling price, its actual and ideal costs, as well as these values calculated as a percentage of the selling price. The report will also display the difference between the selling price and the recipe cost, and between the recipe cost and the ideal recipe cost.

User Group Control: NC-View Reports > Recipe Margin

Menu Paths: Net-Chef > Production: Reports > Recipe Margin
Net-Chef > Reports: Production > Recipe Margin

Report Controls

Group By: Category (default), Subcategory, Microcategory, GL Code

View Recipe Detail: Downloads a more detailed report showing cost and price details for the recipe and its components

Funnel (Filters): Any report column, Category, Subcategory, Microcategory

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Product Number* – The recipe product number, from the *Recipe Details* screen in Enterprise Manager.
- *Recipe Name* – The recipe name, from the *Recipe Details* screen.
- *PLU* – The PLU # for the selected location; from the Location tab of the *Recipe Details* screen.
- *Selling Price* – The recipe price for the selected location; from the Location tab.
- *Recipe Cost* – The cost per portion, calculated based on the location's "POS Decrement" setting.
 - If "POS Decrement" = 'Component', this is the sum of the Issue Cost values of the recipe components (i.e. the cost per portion if made today). If a component does not have an Issue Cost value, the product's contract or lowest bid price in the location's market will be used.
 - If "POS Decrement" = 'Item', this is the Issue Cost for the recipe's Location Product (i.e. the cost per portion of current inventory). *Note: If this value is displayed, it may not match the "Recipe Details" view, which always shows the component costs and their sum.*
- *Difference: Price - Cost* = [Selling Price - Recipe Cost]
- *Ideal Recipe Cost* = [Selling Price x Ideal Recipe Cost %]
- *Actual Recipe Cost %* = [(Recipe Cost ÷ Selling Price) x 100]; the cost per portion as a percentage of the selling price.
- *Ideal Recipe Cost %* = The Ideal Cost % entered in the recipe header.
- *Value Difference* = [Recipe Cost – Ideal Recipe Cost]





Scale Recipes

This screen is used to adjust the batch size of a recipe to suit production needs. When the required yield is entered, the system recalculates the recipe component quantities and generates an updated recipe indicating the products and quantities required to produce the new yield.

The cost per portion and total cost of the recipe are displayed based on current product pricing information. Recipe cost information will only be available to authorized users. The *Recipe Card* report displays the same recipe component and preparation information but does not allow scaling and does not display costs. Only recipes that are active at the current location can be scaled.

User Group Control: NC- NC-Administrative Options > Scale Recipes

Menu Paths: Net-Chef > Production: Reports > Scale Recipes
Net-Chef > Reports: Production > Scale Recipes

1. If necessary, you can filter the recipe list as follows:
 - Click the **Funnel (Filters)** button to access the filters and filter the screen by one of the columns or by Category/Subcategory/Microcategory.
 - Click **Filter by Attributes** to open a pop-up listing the designated allergens and attributes. Check one or more boxes then click **Apply**.
 - Click **Filter by Components** to open a window listing all company products that are used as recipe components; if necessary, check **Include Component Recipes** to include recipes that have a sub-recipe that includes the selected component. Check one or more boxes then click **Apply**.
 - To restore the full recipe list, re-open the appropriate Filter pop-up, click **Clear**, then click **Apply**.
2. Click the **Product Name** hyperlink to view the detail report for the selected recipe.
3. Enter the **Batch Size**, **Portion Yield** or **Amount** to be produced. Whichever field you edit, one of the others will automatically update to reflect your change.
 - If you double the Batch Size, Net-Chef will double the number of Portions it yields.
 - If you double the Portion Yield, Net-Chef will double the Batch Size.
 - If you double the Amount of each portion, Net-Chef will cut the number of Portions it yields in half.
4. To update the component quantities, click **Recalculate**. To restore the default values, click **Reset**.
5. If visible, authorized users can click the **USDA Nutrition** link to display or print nutrition information for the selected recipe.
6. If the recipe has any files attached to it in Enterprise Manager, authorized users can click the **File Name** hyperlink to view the attachment.
7. If a component product has any files attached to it in Enterprise Manager, authorized users can click the **Product Name** hyperlink to view the attachment.
8. If necessary, you can click the (**><**), (**<>**) icon to minimize/maximize the report header.
9. Click the **Printer (Export)** button to download and print the recipe details.
10. In the pop-up, set the print options as needed, then click the **Export** button.
 - a. **Include Sub-Recipes** – Check this box to include details for any sub-recipe components in the export.
 - b. **File Format** – PDF (default), Excel, or CSV
 - c. **Page Format** – A4, Letter (default), or Legal
 - d. **Orientation** – Landscape (default) or Portrait
11. From the detail screen, click **Close (X)** to return to the recipe list.
12. From the summary screen, click **Close (X)** to close the report.



Net-Chef Labor Reports

Document Details

Document #: 160_OMRG_260730

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Overview

This section includes the following Net-Chef Labor Reports:

- Attestation Clauses
- Daily Payroll Control
- Employee Breaks
- Employee Completed Shift Acknowledgement
- Employee Changes
- Employee Contact Information
- Employee Payroll Information Summary
- Employee Time Detail
- Labor Productivity
- Minor Law Violations
- Projected Overtime
- Schedule Shift Audit
- Time Clock Audit
- Consolidated Attestation Clauses
- Consolidated Employee Breaks
- Consolidated Employee Completed Shift Acknowledgement
- Consolidated Employee Time Detail
- Consolidated Labor Productivity
- Consolidated Minor Law Violations
- Consolidated Payroll Control
- Consolidated Schedule Shift Audit
- Consolidated Time Clock Audit

These reports are not available for Cruise Lines.



Attestation Clauses

This report allows location managers to review the statements made by employees that provided Shift Feedback in Teamworx.

User Group Control: NC-View Reports > Attestation Clauses

Menu Paths: Net-Chef > Labor: Reports > Attestation Clauses
Net-Chef > Reports: Labor > Attestation Clauses

Report Controls

Labor Date Range Begin/End Date: Calendar widgets; can select any dates.

Funnel (Filters): Attestation, Employee, Shift Position

Printer (Export): PDF, Excel, CSV formats

Status Filters: All, Positive, Neutral, Negative, Not Answered

Report Columns: Click any column header to sort by the data in that column.

- *Labor Date* – Date for the shift the employee worked.
- *Shift* – Displays shift times and position.
- *Employee* – The name of the employee that worked the shift.
- *Attestation Name* – The name of the attestation clause.
- *Question* – The question the employee answered.
- *Answer Value* – Indicates whether the answer was 'Positive', 'Neutral', 'Negative', or '-' (Not Answered).





Daily Payroll Control

This report displays daily payroll and sales data for the selected payroll period. This enables managers to view the payroll and sales totals for any day during the period. The report displays both scheduled and actual payroll data as well as forecasted and actual sales data. With this report, managers will be able to track a location's performance with respect to its ability to meet daily forecasted sales and payroll targets. Managers' information will only be included for authorized users.

User Group Control: NC-View Reports > Daily Payroll Control

Menu Paths: Net-Chef > Labor: Reports > Daily Payroll Control
Net-Chef > Reports: Labor > Daily Payroll Control

Report Controls

Begin/End Date: Calendar widgets; defaults to dates for the current period but can select any dates.

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Date, Weekday* – The date and day for which the sales and payroll data were recorded.
- *Forecasted Sales* – The “Total Forecasted Sales” value saved in the Sales Forecasting screen for the Weekday.
- *Actual Sales* – Total Net Sales for the Weekday.
- *Variance (Sales)* = [Actual Sales – Forecasted Sales]; calculated only for days where both elements are present.
- *Week to Date (Sales Var.)* = Sum of the values in the Variance (Sales) column for each previous date in the payroll period up to and including the date for the given record.
- *Scheduled Payroll* – The total value of Scheduled shifts for the day/location.
- *Actual Payroll* – The Actual value of shifts worked for the day/location.
- *Variance (Payroll)* = [Scheduled Payroll – Actual Payroll]; calculated only for days where both elements are present.
- *Week to Date (Payroll Var.)* = Sum of the values in the Variance (Payroll) column for each previous date in the payroll period up to and including the date for the given record.
- *Variance %* = [(Variance {Payroll} ÷ Variance {Sales}) x 100]; calculated only for days where both elements are present.
- *Scheduled Payroll %* = [(Scheduled Payroll ÷ Forecasted Sales) x 100]; calculated only for days where both elements are present.
- *Actual Payroll %* = [(Actual Payroll ÷ Actual Sales) x 100]; calculated only for days where both elements are present.
- *Variance (Payroll %)* = [Scheduled Payroll % – Actual Payroll %]; calculated only for days where both elements are present.





Employee Breaks

This report allows managers to review all breaks (paid and unpaid) taken by employees within a 30 day period. The report displays data for completed shifts worked at the employee's primary location, with the option to include data from alternate locations (shift data displayed in italics). The report will ignore any incomplete shift records. Managers' information will only be included for authorized users.

User Group Control: NC-View Reports > Employee Breaks

Menu Paths: Net-Chef > Labor: Reports > Employee Breaks
Net-Chef > Reports: Labor > Employee Breaks

The report checks for break violations by comparing break rules for each employee's primary location (defined in Enterprise Manager) to actual hours and break records displayed in the *Labor Summary* screen. A violation occurs when an employee does not take a break or takes a break that isn't long enough. Violations will display on the report in two ways:

- If an employee took a break (paid or unpaid) that was too short, a tool tip outlining the violation will appear when the user passes the mouse over the value in the Paid Break or Unpaid Break field; this value will be displayed in red text and underlined to indicate that the tool tip is available.
- If an employee did not take a break (paid or unpaid) in the appropriate timeframe, all values in the shift line that includes the time when the break should have been taken will be displayed in red text.

***Note:** Discreet shifts will be determined based on the Labor Rules defined in Enterprise Manager. If the elapsed time between the Time Out value for one shift and the Time In value for the next shift is greater than the parameter defined in the Labor Rules, the second shift will be treated as a new shift. Because this report is tracking employee breaks for consecutive hours worked, a new position does NOT necessarily constitute a new shift. If an employee works in multiple positions during one shift, all violations will be verified against the time worked for the shift as a whole.*

Report Controls

Date Range Start/Finish: Calendar widgets; 30-day limit based on selected Start date.

Include Alternate Locations: Check this to include shifts worked at alternate locations.

Group By: Employee (default), Date, Location

View Breaks By: Minutes (default), % of Hours

Funnel (Filters): Any report column, Pay Type, Violations, Break Wavier

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns (Continued):

- **Break Waiver** – Displays 'Yes' or 'No' based on whether the employee record indicates they have signed a waiver form. This column will only appear if the Labor Actual records for the date range include Unpaid Breaks.

***Note:** Unpaid break violations are based solely on the Labor Rules defined in Enterprise Manager, regardless of an employee's Break Waiver status. Report users must review this status and the Total Shift Hours to determine if waived employees truly violated the law.*

- **Date** – Displays the date of the shift based on the business or operating day; see note below.
- **Location** (visible when Alt. Location data is included) – The Location at which the employee worked.

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Employee Breaks

(Continued)

Report Columns (Continued):

- *Position Code* – The Code for the position worked by the employee during that shift.
- *Position* – The Position worked by the employee during that shift.
- *Time In* – The "Adjusted Time In" from the Labor Detail record. *Note Time In & Time Out will display either in AM/PM or Military time format based on the location's Labor preference settings*
- *Time Out* – The "Adjusted Time Out" from the Labor Detail record.
- *Paid Break ('Minutes' or '% of Hours')* – The "Adjusted Total Hours" for a Break Type of "Paid" in the Labor Detail record.
- *Unpaid Break ('Minutes' or '% of Hours')* – The "Adjusted Total Hours" for a Break Type of "Unpaid" in the Labor Detail record.
- *Total Paid Time (Hours)* = Total hours worked, excluding any unpaid breaks.
- *Total Shift Time (Hours)* = Total hours worked, including any unpaid breaks.
- *Last Edit in POS* – The user that last edited the Labor data in the point-of-sale system.
- *Last Edit in NC* – The user that last edited the Labor data in the *Review/Edit Labor Information* screen.

Note: If a shift crosses from one business or operating day into another, the application will display 2 shift lines. (Net-Chef presumes that employees are clocked out at the end of a business or operating day and clocked back in immediately at the start of the new day.) This will be one continuous shift for reporting and violation verification purposes but the appropriate date will be displayed for each shift line.

Subtotal rows - Includes subtotals by Shift, Employee, and Date (when grouped by Date).

Totals row - Includes totals for the "Paid Break (Minutes)", "Unpaid Break (Minutes)", "Total Paid Time (Hours)", and "Total Shift Time (Hours)" columns.





Employee Changes

This report allows managers to view all employee records that have been created or edited within the selected date range. This only includes employees for whom changes have been made to payroll-related fields (i.e. fields set up on the "Employee" tab of the Employee Maintenance screen) or values displayed there ("Position" and for hourly employees, "Pay Rate"). The report will display all employees who meet the date criteria and are assigned to any "Primary Location" which the current user is allowed to view. (Managers' information will only be included for authorized users.).

User Group Control: NC-View Reports > Employee Changes

Menu Paths: Net-Chef > Labor: Reports > Employee Changes
Net-Chef > Reports: Labor > Employee Changes

Report Controls

Date Range Start/Finish: Calendar widgets; can select any dates.

Funnel (Filters): Employee Name, Employee Number, Primary Position, Primary Location (those linked to the user), Activity (All, Changed, New, Terminated)

Printer (Export): Will retrieve and download the list of employee whose records were changed within the selected date range and filter parameters. Formats: PDF, Excel, CSV

Print Changes: Will retrieve and download a report detailing the changes to the employee records displayed. Only authorized users will have access to this button. Formats: PDF, Excel, CSV

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

- *Date* – The date on which the change was made.
- *Employee Number* – Displays the number from the Net-Chef employee record.
- *Employee Name* (hyperlink) – Displays the name from the Net-Chef employee record, shown as 'Last, First'. Click the link to view/edit the employee record.
- *Primary Location* – The location where the employee works most of his/her shifts.
- *Primary Position* – The position in which the employee works most of his/her shifts.
- *Activity* – "New" or "Changed"

Note: When viewing/editing an employee record, clicking "Close" will return you to the Employee Changes report.





Employee Completed Shift Acknowledgement

This report displays a list of all employees, the days they worked, and the shift acknowledgement status in Teamworx for those days worked at the current location.

The data in this report is generated by employee users who log in to the Teamworx application and acknowledge each one of their completed shifts and any adjustments (by acknowledging the entire day). The purpose of this feature is so that management can keep record of employee acknowledgements of any changes to their shift such as time, pay, paid vs. unpaid break etc, so that they can follow up with those employees to verify their time and pay. This helps ensure that employers are covered in instances where an employee disputes their pay.

***Note:** This report is simply for visibility and reporting purposes; there is no downstream effect on payroll exports.*

User Group Control: NC-View Reports > Employee Completed Shift Acknowledgment

Menu Paths: Net-Chef > Labor: Reports > Employee Completed Shift Acknowledgment

Net-Chef > Reports: Labor > Employee Completed Shift Acknowledgment

Report Controls

Funnel (Filters): Date (Calendar widgets; can select any dates), Employee Location Type ('All', 'Primary', 'Alternate'), any column displayed by default

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Date* – Displays dates in which the employee has worked at least 1 shift at the current location.
- *Last Name* – Displays the Last Name from the Net-Chef employee record.
- *First Name* – Displays the First Name from the Net-Chef employee record.
- *Status* – Displays 'Approved' or 'Unapproved'.

Report Columns (hidden by default):

- *Primary Location* – Displays the name of the employee's primary location.
- *Employee Number* – Displays the Employee Number from the Net-Chef employee record.





Employee Contact Information

This report is an employee list which shows the following personal contact information about each employee at the current location, as well as any employees from other locations that are designated to work at the current location. The data comes from employee records entered in the Employee Maintenance screen.

User Group Control: NC-View Reports > Employee Contact Information

Menu Paths: Net-Chef > Labor: Reports > Employee Contact Information
Net-Chef > Reports: Labor > Employee Contact Information

Report Controls

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Employee Number, Employee Name* – Displays the number and name from the Net-Chef employee record.
- *Phone* – Entry from this field in the Net-Chef employee record.
- *Address, City, State, Postal Code* – Entry from these fields in the Net-Chef employee record.
- *Primary Position* – The position in which the employee work most of his/her shifts.
- *Manager* – Indicates (Y/N) whether the employee is a manager, based on that flag in the employee record.
- *Email* – Entry from this field in the Net-Chef employee record.
- *Date Hired* – The date the employee started working for the location.
- *Status* – Indicates the current status of the employee, based on that setting in the employee record. Options include: 'Active', 'Incomplete', 'Leave', or 'Terminated'.

Note: The columns for “Email”, “Date Hired”, and the Address-related columns will only be displayed for authorized users.





Employee Payroll Information Summary

This report displays the following payroll information about each employee at the current location, as well as any employees from other locations that are designated to work at the current location. The data comes from employee records entered in the Employee Maintenance screen.

User Group Control: NC-View Reports > Employee Payroll Information Summary

Menu Paths: Net-Chef > Labor: Reports > Employee Payroll Information Summary
Net-Chef > Reports: Labor > Employee Payroll Information Summary

Report Controls

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Employee Number* – Displays the Employee Number from the Net-Chef employee record.
- *Payroll ID Number* – Displays the Payroll ID Number from the Net-Chef employee record; obtained from the payroll system.
- *Employee Name* – Displays the Employee Name from the Net-Chef employee record.
- *Date Hired* – The date the employee started working for the location.
- *Date Terminated* (if applicable) – The date the employee stopped working at the location.
- *Federal Marital Status* – Entry from this field in the Net-Chef employee record.
- *Federal & State Exemptions* – Entry from this field in the Net-Chef employee record.
- *Payment Type* – 'Hourly' or 'Salary'
- *Primary Pay Rate* – Primary Position "Rate" from the Positions tab if an hourly employee or "Salary" from the Employee tab for a salaried employee.
- *GL Description* – Description for the GL Account linked to the employee's primary position.





Employee Time Detail

This report displays employee labor details for a selected period. The report displays data for shifts worked at the employee's primary location, with the option to include data from alternate locations. This enables managers to track payroll usage for each employee, which will show, for example, how many hours an employee worked, overtime incurred, and other premiums. Managers' information will only be included for authorized users.

User Group Control: NC-View Reports > Employee Time Detail

Menu Paths: Net-Chef > Labor: Reports > Employee Time Detail

Net-Chef > Reports: Labor > Employee Time Detail

Report Controls

Summarize By: Day, Day by Position, Employee, Employee by Position, Employee by Date by Position, Position, and P&L Substructure. The "N/A" option will produce the detail report.

Begin/End Date: Calendar widgets; defaults to the dates for the current period but can select any dates.

Exclude Managers: If checked, this report and the Time Detail Sign-Off sheet will exclude employees with the "Manager" box checked in their employee record. (See next page for more on the Time Detail Sign-Off sheet.)

Include Alternate Locations: Check this to include shifts worked at alternate locations. When not checked, the report only includes shifts worked at employees' primary location.

Employee Sign-Off: Exports time detail sign-off sheets in PDF format for each employee displayed.

Funnel (Filters): Any report column, Display Minor Employees Only (checkbox)

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

- *Employee Number, Employee Name* – Displays the employee number and name from the labor shift record. Minor employees will be denoted with an (M) before their Last Name.
- *Type* (visible if an event occurs) – Indicates shift rows for Paid Break & Unpaid Break and the following penalty rows: Supplemental Wage, Split Shift Adjustment, Minimum Paid Shift Adjustment, Reporting Pay Penalty, Tip Credit Adjustment, Meal Period Penalty, Paid Break Penalty, Spread of Hours Penalty, and Clopening Premium.
- *Date* – The actual date worked of the shift record.
- *Time In, Time Out* – Adjusted Time In/Time Out from Labor Actuals.
- *Total Time* – Adjusted Total (Shift) Hours from Labor Actuals.
- *Position Code* – Code for the position worked for that shift.
- *Rate* – Will only display for hourly employees and for salaried employees working in an alternate position.
- *Regular Hours* – Adjusted regular hours worked from Labor Actuals.
- *Regular Wages* = [Regular Hours x Rate], rounded to 2 decimal places.
- *Overtime Hours* – Adjusted overtime hours worked from Labor Actuals.
- *Overtime Wages* – Calculated based on Overtime labor rules in Enterprise Manager.
- *Total Wages* = [Regular Wages + Overtime Wages]
- *Charge Sales* – Charge Sales from Labor Actuals.
- *Cash Sales* – Cash Sales from Labor Actuals.
- *Charge Tips* – Charge Tips from Labor Actuals.
- *Cash Tips* – Cash Tips from Labor Actuals.

(Continued)



Employee Time Detail

(Continued)

Report Columns (Continued):

- *Tip Pool/Tip Sharing* – Displays the Tip Amount for the date and position.
Note: Column name will be "Tip Pool" if tips come from the Labor Actuals Tip Pool tab; it will be "Tip Sharing" if tips come from eligible Supplemental Wages.
- *Last Edit in POS* (visible when report is not summarized) – The last POS user to edit the Labor record.
- *Last Edit in NC* – The last Net-Chef user to edit the Labor record.
- *Primary Location* (hidden by default) – The name of the employee's current primary location.

Time Detail Sign-Off Sheets

This report prints one or more pages for each employee displayed on screen and includes the Actual and Adjusted Time In and Out values and the Total Actual and Adjusted Time for regular, paid, and unpaid shift records for all positions/shifts worked during the period. The report also includes breakdowns for Adjusted Regular and Overtime Hours, as well as the actual and adjusted charge and cash sales and tip information. This form can be signed by the employee to confirm that the labor information sent to payroll is accurate.

Note: Sign Off sheets can only be generated when the Employee Time Detail report is not summarized.





Labor Productivity

This report displays both Scheduled and Actual daily shifts for employees, in terms of either “Hours” or “Value”, for both regular and overtime wages. It also provides calculated Productivity measures for the shifts within the selected period. The report includes a summary section at the bottom. Managers’ information will only be included for authorized users.

User Group Control: NC-View Reports > Labor Productivity

Menu Paths: Net-Chef > Labor: Reports > Labor Productivity
Net-Chef > Reports: Labor > Labor Productivity

Report Controls

Summarize By: Day, Day by Position, Employee, Employee by Position, Position, and P&L Substructure. The “N/A” option will produce the detail report.

View By: Hours or Value

Begin/End Date: Calendar widgets; defaults to the dates for the current period but can select any dates.

Funnel (Filters): Any report column, Management, Pay Type

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Employee Totals (upper section): Click any column header to sort by the data in that column.

- *Employee Number, Employee Name* – Displays the employee number and name from the shift record.
- *Date* – The date for which the payroll data was recorded.
- *Position Code* – The Position Code for the employee’s shift record.
- *Regular Hours: Scheduled* – The number/value of Regular hours scheduled for a shift; from the Labor Schedule.
- *Regular Hours: Actual* – The number/value of Regular hours worked for the shift; from the Labor Details screen.
- *Regular Hours: Variance* = [Regular Hours Scheduled - Regular Hours Actual]
- *Regular Hours: Variance %* = [(Variance ÷ Regular Hours Scheduled) x 100]
- *Overtime Hours: Scheduled* – The number/value of Overtime hours scheduled; from the Labor Schedule.
- *Overtime Hours: Actual* – The number/value of Overtime hours worked; from the Labor Details screen.
- *Overtime Hours: Variance* = [Overtime Hours Scheduled - Overtime Hours Actual]
- *Overtime Hours: Variance %* = [(Variance ÷ Overtime Hours Scheduled) x 100]
- *Total Variance* = [Regular Hours Variance + Overtime Hours Variance]

Summarized Values (lower section) - The size of this panel can be adjusted; click on the border below the pagination controls and drag up or down.

- **Hours** (calculated for Front of House, Back of House, and Total Labor)
 - *Ideal* - total Ideal Hours for FOH/BOH/Location.
 - *Scheduled* - total Scheduled Hours for FOH/BOH/Location.
 - *Actual* - total Actual Hours worked for FOH/BOH/Location.
 - *Scheduled Variance* = [Ideal Hours - Scheduled Hours]
 - *Actual Variance* = [Ideal Hours - Actual Hours]

(Continued)



Labor Productivity

(Continued)

Summarized Values (Continued):

- **Productivity**
 - *Ideal* = [Forecasted Sales ÷ Ideal Hours]
 - *Scheduled* = [Forecasted Sales ÷ Scheduled Hours]
 - *Actual* = [Sales Mix sales ÷ Actual Hours]
 - *Scheduled Variance* = [Ideal Productivity - Scheduled Productivity]
 - *Actual Variance* = [Ideal Productivity - Actual Productivity]

Location Totals

- *Forecasted Sales* = The Total Forecasted Sales at the location.
- *Actual Sales* = The total actual (Sales Mix) sales at the location.
- *Average Hourly Wage* = [Total Wages for hourly positions ÷ Total Hours Worked for hourly positions (including overtime)]





Labor Rule Violations

This report enables store managers to be aware of what labor rules have been violated, how many times they have been violated, and which employees are repeat offenders. The report includes violations for both Scheduled shifts and Actual shifts in order to alert managers to take action and mitigate the impact of those violations. The rule types the report captures violations for include: Clopening, Reporting Pay, Minimum Paid Shift, Split Shift, Spread of Hours, Meal Period, and Paid Break rules.

User Group Control: NC-View Reports > Labor Rule Violations

Menu Paths: Net-Chef > Labor: Reports > Labor Rule Violations

Menu Paths: Net-Chef > Reports: Labor > Labor Rule Violations

Report Controls

Labor Date Range Begin/End Date: Calendar widgets; can select any dates.

Group By: N/A (default), Employee, Rule Type

Funnel (Filters): Employee, Position, Rule Type, Violation Occurrence, Reviewed

Printer (Export): PDF, Excel, CSV formats status filter

Report Columns: Click any column header to sort by the data in that column.

(* Noted columns will not be visible when grouped by that option.)

- *Date* – Date for the shift the employee worked.
- *Employee** – The name of the employee that worked the shift.
- *Position* – The position the employee worked in.
- *Rule Type** – Indicates the type of labor rule that was violated.
- *Scheduled Shift* – The shift the employee was scheduled to work.
- *Actual Shift* – The shift the employee actually did work.
- *Violation Occurrence* – Displays 'Scheduled', 'Worked', or 'Schedule and Worked' to indicate the type of shift that incurred the violation.
- *Reviewed* – Displays 'Y' or 'N' to indicate whether the violation has been reviewed.
- *Adjusted* – Displays 'Y' or 'N' to indicate whether the premium was adjusted/removed.
- *Reason/Memo* – Indicates whether the answer was 'Positive', 'Neutral', 'Negative', or '-' (Not Answered).





Minor Law Violations

This report displays violations of configured Minor Law Labor Rules for the shifts worked within the selected period at the current Location. The applicable scheduled attribute is displayed along with the time clock record. The report can be grouped by Violation Type, Employee, and Age.

User Group Control: NC-View Reports > Minor Law Violations

Menu Paths: Net-Chef > Labor: Reports > Minor Law Violations

Net-Chef > Reports: Labor > Minor Law Violations

Violations Types Included: Hours/Day <=, Out = or Before, In = or After, Hours/Week <=, Days/Week <=, Meal Break. *(For those applicable, this includes School & Non-School Days when the Next Day is either a School or Non-School Day)*

Report Controls

Begin/End Date: Calendar widgets; defaults to dates for the current period but can select any dates

Group By: Violation Type (default), Employee, Age, No Grouping

Funnel (Filters): Employee, Violation Type, Age, Minor Program, Age

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

(Noted columns will not be visible when grouped by that option.)*

- **Employee*** – The Last Name, First Name and Number of the employee.
- **Date** – The date the violation occurred.
- **State** – The State for which the labor rule is defined.
- **Age*** – The current age of the employee.
- **Minor Program** – The Minor Labor Program defined for the employee, if any.
- **Violation Type*** – Displays the labor rule that was violated; see the list above.
- **Configured Rule** – The number of hours/days or the time for the defined labor rule.
- **Schedule** – The number of hours/days the employee was scheduled to work or time the employee was scheduled to start/end.
 - For Hours/Days, this will be the total for the Day/Week.
 - For Time In/Out, this will be the First/Last of the day.
 - For Meal Breaks, this will be blank.
- **Actual** – The number of hours/days actually worked or time the employee actually started/ended, from Labor Actuals.
 - For Hours/Days, this will be the total for the Day/Week.
 - For Time In/Out, this will be the First/Last of the day.
 - For Meal Breaks, this will be the total hours worked for the day if the employee did not take a break.





Projected Overtime

This report displays the actual time and value of labor for employees for the week-to-date for days for which labor records have been processed (**in black text**) as well as scheduled hours and value for all remaining days in the week (**in red text**). The report will apply Overtime Rules to the combined actual/scheduled shifts to allow managers to identify any employees who are likely to go into overtime if they work their remaining scheduled shifts.

The report displays data for completed actual and scheduled shifts at the current location but will also include data from alternate locations if there are any complete employee/shift records within the selected date range. The report will ignore any incomplete shift records. Managers' information will only be included for authorized users.

User Group Control: NC-View Reports > Projected Overtime

Menu Paths: Net-Chef > Labor: Reports > Projected Overtime

Net-Chef > Reports: Labor > Projected Overtime

Report Controls

End Date: Drop-down; defaults to the End Date for the current period but can select other period end dates

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Employee Number, Employee Name* – Displays the employee number and name from the shift record.
- *Type* (visible if an event occurs) – Indicates shift rows for Paid Break & Unpaid Break and the following penalty rows: Supplemental Wage, Split Shift Adjustment, Minimum Paid Shift Adjustment, Reporting Pay Penalty, Tip Credit Adjustment, Meal Period Penalty, Paid Break Penalty, Spread of Hours Penalty, and Clopening Premium.
- *Date* – The Actual/Scheduled work date for the shift record.
- *Location* (only visible if there are alternate location records) – The name of the location for the shift record; shift row will be in italics for alternate locations.
- *Time In, Time Out* – Adjusted Time In/Time Out from Labor Actuals.
- *Total Time* – Adjusted Total (Shift) Hours from Labor Actuals.
- *Position* – Name of the position worked for that shift.
- *Rate* – Will only display for hourly employees and salaried employees working in an alternate position.
- *Regular Hours* – Adjusted regular hours worked from Labor Actuals.
- *Regular Wages* = [Regular Hours x Rate], rounded to 2 decimal places.
- *Overtime Hours* – Adjusted overtime hours worked from Labor Actuals.
- *Overtime Wages* – Calculated based on Overtime labor rules in Enterprise Manager.
- *Total Wages* = [Regular Wages + Overtime Wages]





Schedule Shift Audit

This report tracks changes to Teamworx shifts and indicates if any Schedule Change Premiums were incurred.

User Group Control: NC-View Reports > Schedule Shift Audit

Menu Paths: Net-Chef > Labor: Reports > Schedule Shift Audit
Net-Chef > Reports: Labor > Schedule Shift Audit

Report Controls

Begin/End Date: Calendar widgets; defaults to the dates for the current period but can select any dates. Data retrieved is driven by the Shift Date.

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

- *Change Date/Time* – The date and time that the schedule was edited.
- *Employee* – The name of the employee whose schedule was changed. Minor employees will be denoted with an (M) before their Last Name.
- *Business Date* – The work date from the schedule .
- *Shift In Time (Original)* – Original Time In from the schedule.
- *Shift Out Time (Original)* – Original Time Out from the schedule.
- *Field* – Indicates the field in the schedule that was edited: Time In, Time Out, Position, or Station.
- *Edit Type* – Indicates whether the change was a Create, an Edit, or a Delete.
- *Edit Action* – Indicates what the change was: Publish/Save, Approve Request, Post Open Shift, Cancel Open Shift.
- *Old Value* – The value in the field before the most recent change.
- *Edit Value* – The value in the field after the most recent change.
- *Schedule Change Rule Violation* – The Schedule Change rule that was violated: Hours Lost (or not Lost), Day's Notice.
- *Schedule Change Value \$* – The cost of the Schedule Change premium to be paid to the employee.
- *Change User - Last Name* – The last name of the user that edited the schedule.
- *Change User - First Name* – The first name of the user that edited the schedule.





Time Clock Audit

This report displays adjustments made to any of the labor data imported or entered on the Labor Actuals and/or Supplemental Wages tabs of the Labor Details screen.

User Group Control: NC-View Reports > Time Clock Audit

Menu Paths: Net-Chef > Labor: Reports > Time Clock Audit
Net-Chef > Reports: Labor > Time Clock Audit

Report Controls

Display options:

- **Display all changes** – This setting will display changes to the original value and changes to edited values.
Example: "Adj. Mins" is changed from '10' to '15', then from '15' to '20'. The report will display 2 records - one showing the change from '10' to '15', and one showing the change from '15' to '20'.
- **Only display changes to imported files** – This setting will only display changes *in relation to* the original values in the import file; these changes will include any manual entries that were not in the file.
Example: "Adj. Mins" is changed from '10' to '15', then from '15' to '20'. The report will display 2 records - one showing that the value was '10' and was changed to '15', and one showing that the value was '10' and is now '20'. If the value had been changed from '15' back to '10', this record would NOT be displayed in the report; it would only show the original change from '10' to '15'.

Begin/End Date: Calendar widgets; defaults to the dates for the current period but can select any dates. Data retrieved is driven by the Shift Date.

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Change Date/Time* – The date and time that the schedule was edited.
- *Employee* – The name of the employee whose schedule was changed. Minor employees will be denoted with an (M) before their Last Name.
- *Business Date* – The work date from the schedule.
- *Shift In Time (Original)* – Original Time In from the schedule.
- *Shift Out Time (Original)* – Original Time Out from the schedule.
- *Field* – Indicates the field in the schedule that was edited: Time In, Time Out, Position, or Station.
- *Edit Type* – Indicates whether the change was a Create, an Edit, or a Delete.
- *Edit Action* – Indicates what the change was: Publish/Save, Approve Request, Post Open Shift, Cancel Open Shift.
- *Old Value* – The value in the field before the most recent change.
- *Edit Value* – The value in the field after the most recent change.
- *Schedule Change Rule Violation* – The Schedule Change rule that was violated: Hours Lost (or not Lost) or Day's Notice.
- *Schedule Change Value \$* – The cost of the Schedule Change premium to be paid to the employee.
- *Change User - Last Name* – The last name of the user that edited the schedule.
- *Change User - First Name* – The first name of the user that edited the schedule.





Consolidated Attestation Clauses

This report allows above-store users to review the statements made by employees that provided Shift Feedback in Teamworx, from all locations within the selected hierarchy level.

User Group Control: NC-Consolidated Reports > Consolidated Attestation Clauses

Menu Paths: Net-Chef > Labor: Reports > Consolidated Attestation Clauses
Net-Chef > Reports: Labor > Consolidated Attestation Clauses

Report Controls

Labor Date Range Begin/End Date: Calendar widgets; can select any dates

Hierarchy: Select the desired hierarchy level from the drop-down

Group By: Location (default), Employee, Attestation Clause

Funnel (Filters): Attestation, Employee, Shift Position, Location

Printer (Export): PDF, Excel, CSV formats

Status Filters: All, Positive, Neutral, Negative, Not Answered

Report Columns: Click any column header to sort by the data in that column.

{Note}: *The Employee, Location, or Attestation Name column will not be displayed if grouped by that option.*

- *Labor Date* – Date for the shift the employee worked.
- *Shift* – Displays shift times and position.
- *Employee* – The name of the employee that worked the shift.
- *Location* – The name of the location where the employee worked the shift.
- *Attestation Name* – The name of the attestation clause.
- *Question* – The question the employee answered.
- *Answer Value* – Indicates whether the answer was 'Positive', 'Neutral', 'Negative', or '-' (Not Answered).





Consolidated Employee Breaks

This report allows area managers and corporate users to review all breaks (paid and unpaid) taken by employees within a 30 day period at all locations within the selected hierarchy. The report displays data for completed shifts worked at the employee's primary location, with the option to include data from alternate locations (shift data displayed in italics). The report will ignore any incomplete shift records. Managers' information will only be included for authorized users.

User Group Control: NC-Consolidated Reports > Consolidated Employee Breaks

Menu Paths: Net-Chef > Labor: Reports > Consolidated Employee Breaks
Net-Chef > Reports: Labor > Consolidated Employee Breaks

The report checks for break violations by comparing break rules (defined in Enterprise Manager) for each employee's primary location to actual hours and break records displayed in the Labor Summary screen. A violation occurs when an employee does not take a break or takes a break that isn't long enough. Violations will display on the report in two ways:

- If an employee took a break (paid or unpaid) that was too short, a tool tip outlining the violation will appear when the user passes the mouse over the value in the Paid Break or Unpaid Break field; this value will be displayed in red text and underlined to indicate that the tool tip is available.
- If an employee did not take a break (paid or unpaid) in the appropriate timeframe, all values in the shift line that includes the time when the break should have been taken will be displayed in red text.

Note: Discreet shifts will be determined based on the Labor Rules defined in Enterprise Manager. If the elapsed time between the Time Out value for one shift and the Time In value for the next shift is greater than the parameter defined in the Labor Rules, the second shift will be treated as a new shift. Because this report is tracking employee breaks for consecutive hours worked, a new position does NOT necessarily constitute a new shift. If an employee works in multiple positions during one shift, all violations will be verified against the time worked for the shift as a whole.

Report Controls

Date Range Start/Finish: Calendar widgets; 30-day limit based on selected Start date.

Include Alternate Locations: Check this to include shifts worked at alternate locations.

Group By: Employee (default), Date, Location

View Breaks By: Minutes (default), % of Hours

Hierarchy: Select the desired hierarchy level from the drop-down

Funnel (Filters): Any report column, Pay Type, Violations, Break Waiver

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns (Continued):

- **Break Waiver** – Displays 'Yes' or 'No' based on whether the employee record indicates they have signed a waiver form. Column will only appear if Labor Actual records for the date range include Unpaid Breaks.

Note: Unpaid break violations are based solely on the Labor Rules defined in Enterprise Manager, regardless of an employee's Break Waiver status. Report users must review this status and the Total Shift Hours to determine if waived employees truly violated the law.

- **Date** – Displays the date of the shift based on the business or operating day; see note below.
- **Location** (visible when Alt. Location data is included) – The Location at which the employee worked.

(Continued)



Consolidated Employee Breaks

(Continued)

Report Columns (Continued):

- *Position Code* – The Code for the position worked by the employee during that shift.
- *Position* – The Position worked by the employee during that shift.
- *Time In* – The "Adjusted Time In" from the Labor Detail record. *Note Time In & Time Out will display either in AM/PM or Military time format based on the location's Labor preference settings*
- *Time Out* – The "Adjusted Time Out" from the Labor Detail record.
- *Paid Break ('Minutes' or '% of Hours')* – The "Adjusted Total Hours" for a Break Type of "Paid" in the Labor Detail record.
- *Unpaid Break ('Minutes' or '% of Hours')* – The "Adjusted Total Hours" for a Break Type of "Unpaid" in the Labor Detail record.
- *Total Paid Time (Hours)* = Total hours worked, excluding any unpaid breaks.
- *Total Shift Time (Hours)* = Total hours worked, including any unpaid breaks.
- *Last Edit in POS* – The user that last edited the Labor data in the point-of-sale system.
- *Last Edit in NC* – The user that last edited the Labor data in the *Labor Summary* screen.

Note: If a shift crosses from one business or operating day into another, the application will display 2 shift lines. (Net-Chef presumes that employees are clocked out at the end of a business or operating day and clocked back in immediately at the start of the new day.) This will be one continuous shift for reporting and violation verification purposes but the appropriate date will be displayed for each shift line.

Subtotal rows - Includes subtotals by Shift, Employee, Date (when grouped by Date), and Location (when grouped by Location).

Totals row - Includes totals for the "Paid Break (Minutes)", "Unpaid Break (Minutes)", "Total Paid Time (Hours)", and "Total Shift Time (Hours)" columns.





Consolidated Employee Completed Shift Acknowledgement

This report displays a list of all employees, the days they worked, and the shift acknowledgement status in Teamworx for those days worked at all locations within the selected hierarchy.

The data in this report is generated by employee users who log in to the Teamworx application and acknowledge each one of their completed shifts and any adjustments (by acknowledging the entire day). The purpose of this feature is so that management can keep record of employee acknowledgements of any changes to their shift such as time, pay, paid vs. unpaid break etc, so that they can follow up with those employees to verify their time and pay. This helps ensure that employers are covered in instances where an employee disputes their pay.

***Note:** This report is simply for visibility and reporting purposes; there is no downstream effect on payroll exports.*

User Group Control: NC-Consolidated Reports > Consolidated Employee Shift Acknowledge

Menu Paths: Net-Chef > Labor: Reports > Consolidated Employee Completed Shift Acknowledgment
Net-Chef > Reports: Labor > Consolidated Employee Completed Shift Acknowledgment

Report Controls

From/To: Calendar widgets; limited to 3 year range.

Hierarchy: Select the desired hierarchy level from the drop-down

Funnel (Filters): Employee Location Type ('All', 'Primary', 'Alternate'), any column displayed by default

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Date* – Displays dates in which the employee has worked at least 1 shift at the current location.
- *Location Worked* – Displays the name of the location where the employee actually worked the shift; includes shifts where the cost was allocated to another location.
- *Last Name* – Displays the Last Name from the Net-Chef employee record.
- *First Name* – Displays the First Name from the Net-Chef employee record.
- *Status* – Displays 'Approved' or 'Unapproved'.

Report Columns (hidden by default):

- *Primary Location* – Displays the name of the employee's primary location.
- *Employee Number* – Displays the Employee Number from the Net-Chef employee record.





Consolidated Employee Time Detail

This report displays labor details for multiple locations and at different levels in the corporate hierarchy. The report displays data for shifts worked at the employee's primary location, with the option to include data from alternate locations. This enables managers to track payroll usage for each employee, which will show, for example, how many hours an employee worked and the cost of those hours. Managers' information will only be included for authorized users.

User Group Control: NC-Consolidated Reports > Consolidated Employee Time Detail

Menu Paths: Net-Chef > Labor: Reports > Consolidated Employee Time Detail
Net-Chef > Reports: Labor > Consolidated Employee Time Detail

Report Controls

Date Range Start/Finish: Calendar widgets; can select any dates.

Group By: Employee (default), Location

Hierarchy: Select the desired hierarchy level from the drop-down

Summarize By: Employee by Date by Position. The "N/A" option will produce the detail report.

Include Alternate Locations: Check this to include shifts worked at alternate locations. When not checked, the report only includes shifts worked at employees' primary location.

Funnel (Filters): Any report column, Display Minor Employees Only (checkbox)

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

- *Employee Number, Employee Name* – Displays the employee number and name from the labor shift record. Minor employees will be denoted with an (M) before their Last Name.
- *Type* (visible if an event occurs) – Indicates shift rows for Paid & Unpaid Break, Supplemental Wage, Split Shift Adjustment, Minimum Paid Shift Adjustment, Reporting Pay Penalty, Tip Credit Adjustment, Meal Period Penalty, Paid Break Penalty, Spread of Hours Penalty, and Clopening Premium.
- *Date* – The actual date worked of the shift record.
- *Location Name* – The name of the location.
- *Time In, Time Out* – Adjusted Time In/Time Out from Labor Actuals.
- *Total Time* – Adjusted Total (Shift) Hours from Labor Actuals.
- *Position Code* – Code for the position worked for that shift.
- *Rate* – Will only display for hourly employees and for salaried employees working in an alternate position.
- *Regular Hours* – Adjusted regular hours worked from Labor Actuals.
- *Regular Wages* = [Regular Hours x Rate], rounded to 2 decimal places.
- *Overtime Hours* – Adjusted overtime hours worked from Labor Actuals.
- *Overtime Wages* – Calculated based on Overtime labor rules in Enterprise Manager.
- *Total Wages* = [Regular Wages + Overtime Wages]
- *Charge Sales & Cash Sales* – Charge & Cash Sales from Labor Actuals.
- *Charge Tips & Cash Tips* – Charge & Cash Tips from Labor Actuals.
- *Last Edit in POS* (visible when report is not summarized) – The last POS user to edit the Labor record.
- *Last Edit in NC* – The last Net-Chef user to edit the Labor record.
- *Tip Pool/Tip Sharing* – Displays the Tip Amount for the date and position.

Note: Column name will be "Tip Pool" if tips come from the Labor Actuals Tip Pool tab; it will be "Tip Sharing" if tips come from eligible Supplemental Wages.





Consolidated Labor Productivity

This report displays both Scheduled and Actual daily shifts for employees, in terms of either "Hours" or "Value", for both regular and overtime wages. It also provides calculated Productivity measures for the shifts within the selected period. The report includes a summary section at the bottom. Managers' information will only be included for authorized users.

User Group Control: NC-Consolidated Reports > Consolidated Labor Productivity

Menu Paths: Net-Chef > Labor: Reports > Consolidated Labor Productivity
Net-Chef > Reports: Labor > Consolidated Labor Productivity

Transactions Included: Sales Forecasts, POS Sales, Scheduled Labor, Labor Actuals

Report Controls

Hierarchy: Select the desired hierarchy level from the drop-down

Begin/End Date: Drop-downs; can select Post Period dates.

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

- *Location Code* – The code number of the location, from the location record.
- *Location Name* – The name of the location; "Drill Down" link; see below for details.
- *Forecasted Sales* – The Total Forecasted Sales at the location for dates on or between the "Begin Date" and "End Date".
- *Actual Sales* – The total actual (Sales Mix) sales at the location for dates on or between the "Begin Date" and "End Date".
- *Average Hourly Wage* = [Total Wages for hourly positions ÷ Total Hours Worked for hourly positions (incl. overtime)]
- *Ideal Hours* – The total Ideal Hours for the location.
- *Scheduled Hours* – The total Scheduled Hours for the location.
- *Actual Hours* – The total Actual Hours for the location.
- *Variance* = [Scheduled Hours – Actual Hours]
- *Variance %* = [(Variance ÷ Scheduled Hours) x 100]
- *Scheduled Productivity* = [Forecasted Sales ÷ Scheduled Hours]
- *Actual Productivity* = [Sales Mix sales ÷ Actual Hours]
- *Front of House: Actual Hours* – The total actual hours for all positions associated with the Front of House P&L Substructure.
- *Front of House: Actual Productivity* = [Sales Mix sales ÷ Actual FOH Hours]
- *Back of House: Actual Hours* – The total actual hours for all positions associated with the Back of House P&L Substructure.
- *Back of House: Actual Productivity* = [Sales Mix sales ÷ Actual BOH Hours]

"Drill Down" Links:

- *Location Name* – Opens a report with productivity measures for the selected location; equivalent of the Labor Productivity report for that location.





Consolidated Labor Rule Violations

This report enables district managers and corporate administrators to be aware of what labor rules have been violated, how many times they have been violated, and which locations/employees are repeat offenders. The report includes violations for both Scheduled shifts and Actual shifts in order to alert users to take action and mitigate the impact of those violations. The rule types the report captures violations for include: Clopening, Reporting Pay, Minimum Paid Shift, Split Shift, Spread of Hours, Meal Period, and Paid Break rules.

User Group Control: NC-Consolidated Reports > Consolidated Labor Rule Violations

Menu Paths: Net-Chef > Labor: Reports > Consolidated Labor Rule Violations

Menu Paths: Net-Chef > Reports: Labor > Consolidated Labor Rule Violations

Report Controls

Labor Date Range Begin/End Date: Calendar widgets; can select any dates.

Hierarchy: Select the desired hierarchy level from the drop-down

Group By: N/A (default), Employee, Rule Type

Funnel (Filters): Attestation, Employee, Shift Position

Printer (Export): PDF, Excel, CSV formats status filter

Report Columns: Click any column header to sort by the data in that column.

(* Noted columns will not be visible when grouped by that option.)

- **Date** – Date for the shift the employee worked.
- **Employee*** – The name of the employee that worked the shift.
- **Location*** – The name of the location where the employee worked the shift.
- **Position** – The position the employee worked in.
- **Rule Type*** – Indicates the type of labor rule that was violated.
- **Scheduled Shift** – The shift the employee was scheduled to work.
- **Actual Shift** – The shift the employee actually did work.
- **Violation Occurrence** – Displays 'Scheduled', 'Worked', or 'Schedule and Worked' to indicate the type of shift that incurred the violation.
- **Reviewed** – Displays 'Y' or 'N' to indicate whether the violation has been reviewed.
- **Adjusted** – Displays 'Y' or 'N' to indicate whether the premium was adjusted/removed.
- **Reason/Memo** – Indicates whether the answer was 'Positive', 'Neutral', 'Negative', or '-' (Not Answered).





Consolidated Minor Law Violations

This report displays violations of configured Minor Law Labor Rules for the shifts worked within the selected period at the locations within the selected hierarchy. The applicable scheduled attribute is displayed along with the time clock record. The report can be grouped by Location, Violation Type, Employee, and Age.

User Group Control: NC-Consolidated Reports > Consolidated Minor Law Violations

Menu Paths: Net-Chef > Labor: Reports > Consolidated Minor Law Violations
Net-Chef > Reports: Labor > Consolidated Minor Law Violations

Violations Types Included: Hours/Day <=, Out = or Before, In = or After, Hours/Week <=, Days/Week <=, Meal Break. *(For those applicable, this includes School & Non-School Days when the Next Day is either a School or Non-School Day)*

Report Controls

Hierarchy: Select the desired hierarchy level from the drop-down

Begin/End Date: Calendar widgets; defaults to dates for the current period but can select any dates

Group By: Violation Type (default), Employee, Age, No Grouping

Funnel (Filters): Employee, Violation Type, Age, Minor Program, Age

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

(Noted columns will not be visible when grouped by that option.)*

- **Location Name*** – The name of the location where the violation occurred.
- **Employee*** – The Last Name, First Name and Number of the employee.
- **Date** – The date the violation occurred.
- **State** – The State for which the labor rule is defined.
- **Age*** – The current age of the employee.
- **Minor Program** – The Minor Labor Program defined for the employee, if any.
- **Violation Type*** – Displays the labor rule that was violated; see the list above.
- **Configured Rule** – The number of hours/days or the time for the defined labor rule.
- **Schedule** – The number of hours/days the employee was scheduled to work or time the employee was scheduled to start/end.
 - For Hours/Days, this will be the total for the Day/Week.
 - For Time In/Out, this will be the First/Last of the day.
 - For Meal Breaks, this will be blank.
- **Actual** – The number of hours/days actually worked or time the employee actually started/ended, from Labor Actuals.
 - For Hours/Days, this will be the total for the Day/Week.
 - For Time In/Out, this will be the First/Last of the day.
 - For Meal Breaks, this will be the total hours worked for the day if the employee did not take a break.





Consolidated Payroll Control

This report displays daily payroll and sales data for the selected payroll period. This enables managers to view the payroll and sales totals for any day during the period. The report displays both scheduled and actual payroll data as well as forecasted and actual sales data. With this report, managers will be able to track a location's performance with respect to its ability to meet daily forecasted sales and payroll targets. Managers' information will only be included for authorized users.

User Group Control: NC-Consolidated Reports > Consolidated Payroll Control

Menu Paths: Net-Chef > Labor: Reports > Consolidated Payroll Control
Net-Chef > Reports: Labor > Consolidated Payroll Control

Report Controls

Hierarchy: Select the desired hierarchy level from the drop-down

Week Ending Start/Finish: Calendar widgets; defaults to dates for the current period but can select any dates.

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

- *Location Name* – The name of the location; “Drill Down” link; see below for details.
- *Forecasted Sales* – The sum of actual forecasted net sales values at eligible locations within the hierarchy and for dates in selected range.
- *Actual Sales* – The sum of actual sales at eligible locations within the hierarchy and for dates in selected range.
- *Variance (Sales)* – The sum of sales variances at eligible locations within the hierarchy and for dates in selected range.
- *Scheduled Payroll* – The sum of forecasted payrolls at eligible locations within the hierarchy and for dates in selected range.
- *Actual Payroll* – This is the sum of total adjusted wages at eligible locations within the hierarchy and for dates in selected range.
- *Variance (Payroll)* – The sum of payroll variances at eligible locations within the hierarchy and for dates in selected range.
- *Variance %* = [(Variance {Payroll} ÷ Variance {Sales}) x 100]
- *Scheduled Payroll %* = [(Scheduled Payroll ÷ Forecasted Sales) x 100]
- *Actual Payroll %* = [(Actual Payroll ÷ Actual Sales) x 100]
- *Variance (Payroll %)* = The sum of Payroll Variance % values at eligible locations within the hierarchy and for dates in the selected range.

(Continued)



Consolidated Payroll Control

(Continued)

“Drill Down” Links:

- *Location Name* – Opens a report with subtotals for each week within the selected date range at the selected location.

This report includes the following link:

- *Week Ending Date* – Opens a report with subtotals for each day of the week for the selected location; equivalent of the Daily Payroll Control report for that location.
- *Totals* label – Opens a report for each Week Ending Date within the range.
 - *Week Ending Date* – Opens a report with subtotals for each day of the selected week for all locations.
- *Variance (Payroll)* total – Opens a report with subtotals for each position within the hierarchy.
 - *Position Code* – Opens a report with subtotals for each location for the position.





Consolidated Schedule Shift Audit

This report tracks changes to Teamworx shifts for each location within the selected hierarchy and indicates if any Schedule Change Premiums were incurred.

User Group Control: NC-Consolidated Reports > Consolidated Schedule Shift Audit

Menu Paths: Net-Chef > Labor: Reports > Consolidated Schedule Shift Audit
Net-Chef > Reports: Labor > Consolidated Schedule Shift Audit

Report Controls

Hierarchy: Select the desired hierarchy level from the drop-down

Begin/End Date: Calendar widgets; defaults to the dates for the current period but can select any dates. Data retrieved is driven by the Shift Date.

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report header

Report Columns: Click any column header to sort by the data in that column.

- *Change Date/Time* – The date and time that the schedule was edited.
- *Location*– The name of the location for the schedule.
- *Employee* – The name of the employee whose schedule was changed. Minor employees will be denoted with an (M) before their Last Name.
- *Business Date* – The work date from the schedule .
- *Shift In Time (Original)* – Original Time In from the schedule.
- *Shift Out Time (Original)* – Original Time Out from the schedule.
- *Field* – Indicates the field in the schedule that was edited: Time In, Time Out, Position, or Station.
- *Edit Type* – Indicates whether the change was a Create, an Edit, or a Delete.
- *Edit Action* – Indicates what the change was: Publish/Save, Approve Request, Post Open Shift, Cancel Open Shift.
- *Old Value* – The value in the field before the most recent change.
- *Edit Value* – The value in the field after the most recent change.
- *Schedule Change Rule Violation* – The Schedule Change rule that was violated: Hours Lost (or not Lost), or Day's Notice.
- *Schedule Change Value \$* – The cost of the Schedule Change premium to be paid to the employee.
- *Change User - Last Name* – The last name of the user that edited the schedule.
- *Change User - First Name* – The first name of the user that edited the schedule.





Consolidated Time Clock Audit

This report displays adjustments made to any of the labor data imported or entered on the Labor Actuals and/or Supplemental Wages tabs of the Labor Details screen for all locations within the selected hierarchy.

User Group Control: NC-Consolidated Reports > Consolidated Time Clock Audit

Menu Paths: Net-Chef > Labor: Reports > Consolidated Time Clock Audit
Net-Chef > Reports: Labor > Consolidated Time Clock Audit

Report Controls

Change Date From/To: Calendar widgets; defaults to the last 8 days but can select any dates, with a 31-day limit based on the selected "From" date. Data retrieved is driven by the Change Date.

Display options:

- **Display all changes** – This setting will display changes to the original value and changes to edited values.
Example: "Adj. Mins" is changed from '10' to '15', then from '15' to '20'. The report will display 2 records - one showing the change from '10' to '15', and one showing the change from '15' to '20'.
- **Only display changes to imported files** – This setting will only display changes *in relation to* the original values in the import file; these changes will include any manual entries that were not in the file.
Example: "Adj. Mins" is changed from '10' to '15', then from '15' to '20'. The report will display 2 records - one showing that the value was '10' and was changed to '15', and one showing that the value was '10' and is now '20'. If the value had been changed from '15' back to '10', this record would NOT be displayed in the report; it would only show the original change from '10' to '15'.

Hierarchy: Select the desired hierarchy level from the drop-down

Funnel (Filters): Any report column

Printer (Export): PDF, Excel, CSV formats

Report Columns: Click any column header to sort by the data in that column.

- *Change Date/Time* – The date and time that the schedule was edited.
- *Location* – The name of the location for the shift record.
- *Employee* – The name of the employee whose schedule was changed. Minor employees will be denoted with an (M) before their Last Name.
- *Business Date* – The work date from the schedule.
- *Shift In Time (Original)* – Original Time In from the schedule.
- *Shift Out Time (Original)* – Original Time Out from the schedule.
- *Field* – Indicates the field in the schedule that was edited: Time In, Time Out, Position, or Station.
- *Edit Type* – Indicates whether the change was a Create, an Edit, or a Delete.
- *Edit Action* – Indicates what the change was: Publish/Save, Approve Request, Post Open Shift, Cancel Open Shift.
- *Old Value* – The value in the field before the most recent change.
- *Edit Value* – The value in the field after the most recent change.
- *Adjustment Reason* – The reason for the change, selected by the user when the record was edited.
- *User ID* – The User ID of the user that edited the record.
- *Change User - Last Name* – The last name of the user that edited the schedule.
- *Change User - First Name* – The first name of the user that edited the schedule.



Net-Chef Administration Reports

Document Details

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Overview

This section includes the following Net-Chef Administration Report:

- Consolidated Posting Summary



Consolidated Posting Summary

This report lists all “Active” physical locations in the selected hierarchy that have at least one Post Calendar record defined. The report indicates the number of unposted periods, the date of the last post at each location , and the user that posted that period. This allows regional and corporate managers to see in one screen whether the locations are up-to-date with their posting.

Note: This report only includes locations that have at least one Post Calendar record defined.

Cruise Note: This report is not available to Ships.

User Group Control: NC-Consolidated Reports > Consolidated Posting Summary

Menu Paths: Net-Chef > Administration: Reports > Consolidated Posting Summary
Net-Chef > Reports: Administration > Consolidated Posting Summary

Report Controls

Sort By: Any report column listed below; defaults to Location Code

Funnel (Filters): Location Code, Location Name, Last Inventory Post Period, Last Labor Post Period

Printer (Export): PDF, Excel, CSV formats

(><), (<>): Click to minimize/maximize the report

Report Columns:

Click any column header to sort by the data in that column; defaults to Location Code.

- *Location Code, Location Name* – The code and name of each location within the selected hierarchy.
- *Last Inventory Post Period* – The last period that inventory was posted for the location.
- *# of Unposted Inventory Periods* – The number of Post Periods set up for the location where the Inventory Post Date < the current server date, plus the first Post Date (if any) ≥ the current server date. This includes the current period.
- *Last Inventory Post User* – The first and last name of the user that last posted inventory.
- *Last Labor Post User* – The first and last name of the user that last posted labor.
- *Last Inventory Post Date/Time* – The date and time the latest inventory period was posted in the location’s Time Zone.
- *Last Labor Post Date/Time* – The date and time the latest labor period was posted in the location’s Time Zone.

Additional Columns (hidden by default):

- *Last Labor Post Period* – The last period that labor was posted for the location.
- *# of Unposted Labor Periods* – The number of Post Periods set up for the location where the Labor Post Date < the current server date, plus the first Post Date (if any) ≥ the current server date. This includes the current period.

