



HARBORTOUCH

# HARBORTOUCH HOSPITALITY REPORTS OVERVIEW

## COMPREHENSIVE REPORTING

- Access to 80+ built-in reports
- Database stores all information permanently
- Create reports from data with unlimited history
- Instantly access daily reports
- Print daily summary on receipt printers or review on screen
- Export reports as PDF, Excel, .csv, .rtf or other formats
- With the click of a button, Harbortouch allows you to search, print and export any one of 80+ available reports instantly

Restaurant Financial Overview  
Harbortouch

Start: 6/19/2010 4:00:00 AM End: 6/19/2010 4:00:00 AM Printed: 6/19/2010 12:37:14 PM  
Report for Entire Restaurant

Gross Sales by Revenue Class		Discounts		Cash Deposit	
Food	\$379.74	Auto Discounts By Type		+ Cash In	\$100.00
Beer	\$433.72	Happy	25 \$1.25	+ Cash Out	\$116.00
Liquor	\$27.00	Hour Bottle Beer		+ Cash Received	\$83.44
Beverage	\$14.00	Beer Special \$1	1 \$1.00	+ Tips	\$3.00
<b>Gross Sales</b>	<b>\$852.46</b>	OH		+ Change Given	\$0.00
		Happy Hour (52.00 Beers)	28 \$21.25	+ Tip Reduction	\$0.00
		<b>Total Auto</b>	<b>\$4</b>	<b>+ Cash Deposit</b>	<b>\$895.41</b>
		<b>Discounts</b>	<b>\$23.50</b>	+ Checks	\$0.00
Automatic Discounts	\$23.50			<b>+ Total Deposit</b>	<b>\$895.41</b>
<b>Total Gross Items</b>	<b>\$23.50</b>	Manual Discounts By Type			
<b>Total Gross Items (incl. Auto Discounts)</b>	<b>\$839.42</b>	Employee Discount	2 \$36.54		
		<b>Total Manual</b>	<b>2</b>		
		<b>Grand Total</b>	<b>\$6</b>		
		<b>Discounts</b>	<b>\$60.04</b>		
				<b>Net Income by Revenue Class</b>	
				Food	\$171.73
				Beer	\$407.97
				Liquor	\$25.00
				Beverage	\$11.26
				<b>Sales Income</b>	<b>\$816.92</b>
				<b>Taxes</b>	
				No Tax	\$0.00
				Sales Tax	\$26.82
				<b>Total Tax</b>	<b>\$26.82</b>
				<b>Net - Taxes</b>	<b>\$842.74</b>

Transactions by Tender Type

Count	Tender Type	Amount
39	Cash	\$524.44
2	MasterCard	\$27.70
2	VISA	\$12.57
<b>Total</b>		<b>\$564.71</b>

Net Sales by Day Part

Count	Void Type	Amount
1	Neglect	\$8.90
2	User Error	\$4.40

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## SALES REPORTS

- **Financial overview**
  - View top level overview of entire restaurant's sales performance
- **Daily sales summary**
  - View summary of the day's sales performance
- **Daily labor summary**
  - View summary of employee hours worked that day
- **Sales by employee**
  - Identify the most productive employees
- **Hourly sales**
  - Determine which times of the day are the busiest
- **Menu item sales**
  - Identify top selling items
  - Sort by employee or view totals
- **Choice sales**
  - Sort by employee or view totals
  - Breakdown by individual choices or choice sets
- **Discounts**
  - Sort by menu item, discount type or by employee
- **Open tickets**
  - View all open tickets
- **Employee labor**
  - Analyze sales against labor costs
- **Seating performance**
  - Determine the most popular sections in the restaurant (i.e., bar, dining room, patio)



## LABOR REPORTS

- **Payroll**
    - View payroll summary and detailed breakdown
    - View payroll for hours worked or by shift
    - Compare payroll costs to sales
  - **Employee Directory**
    - View detailed information for all employees
  - **Jobs**
    - View all job types and which employees are associated with each
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## PRODUCT MIX REPORTS

- **Basic product mix**
    - Identify best selling and slow moving products
    - Sort by group or individual menu item
  - **Day part product mix**
    - See which products are selling at different times of the day
    - Sort by group or individual menu item
  - **Product sales by employee**
    - See which employees are selling which menu items
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## MENU REPORTS

- **Detailed menu view**
    - View an outline of your entire menu
  - **View menu breakdowns**
    - Which choices are associated with which choice sets
      - Example: Tomato, lettuce, onion and pickles are all in the "Burger Condiments" choice set
    - Which choices and choice sets are associated with which menu items
      - "Burger Condiments" and "Meat Temperature" are both associated with hamburgers and cheeseburgers
    - Which menu items are associated with which screen categories
      - Chicken Francais, Chicken Parmesan and Chicken Marsala are all listed in the "Chicken" screen category
    - Which menu items are associated with which item groups
      - Lobster, Salmon and Sea Bass are all listed in the "Seafood" group
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## AUDITING REPORTS

- **Cash drawers**
  - Track cash drawer totals
- **Credit returns**
  - View credit card returns
- **Orphaned tickets**
  - View tickets which were not properly closed
- **Cash**
  - Track amount of cash paid in and out
- **Tender type**
  - View detailed breakdown of payment types (Credit, debit, cash, checks and gift cards)
  - Breakdown by employee
- **Ticket movement**
  - Track tickets that were transferred
  - View by creator, last owner or acting user
- **Detailed tickets**
  - View all past tickets
  - Timesheet edit log
  - Track changes made to the employee timesheet
- **Voids**
  - Sort by employee, void type or menu item
- **Tax removals**
  - View orders in which tax was not included

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## CUSTOMER REPORTS

- **Customer summary**
  - View summary of customers in the system
- **Customer detail**
  - View detailed customer information
- **Sales**
  - View breakdown of sales by customer
- **Payments**
  - View breakdown of payment types by customer

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## TRANSACTION REPORTS

- **Credit card receipts**
  - View breakdown of payments by credit card type (Visa, MasterCard, Discover Network & American Express)
- **Employee Tips**
  - Breakdown by tender type for each employee

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## SECURITY REPORTS

- **Security access**
  - View which users have access to each security level