



Actual & Budgeted Cover Counts

Quick Reference Guide

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Overview

Cover Counts can be set up as a type of budget maintenance to compare the number of covers expected with the number of covers actualized. This Quick Reference Guide will explain the procedures to creating the cover count budget by outlet in Maestro Front Desk Maintenance. A new feature has been added to the front desk module to enter covers counts for each appropriate outlet. This guide will also explain how to input the daily covers actualized and how to configure the actual total covers to appear in the Manager's Flash Report.

The reader should be familiar with the following Maestro functions:

- Maestro Navigation
- Managers Flash Report

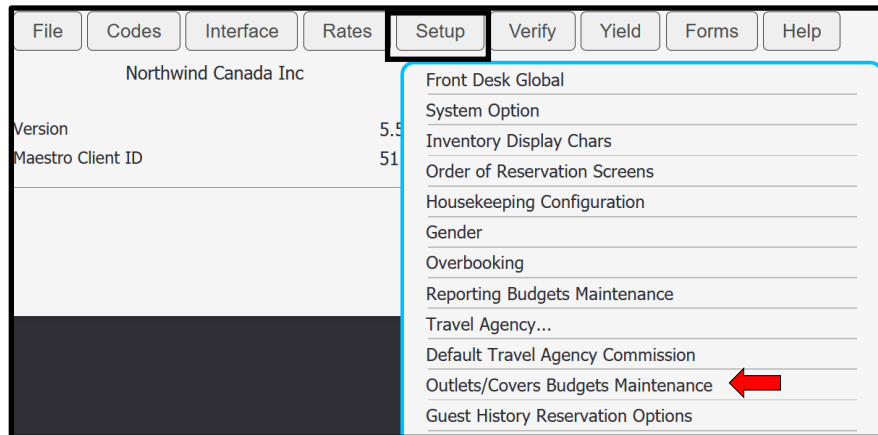
For the purposes of this document:

- Double Click refers to double clicking the Left button of the Mouse.
- Press Enter refers to pressing enter in your keyboard.

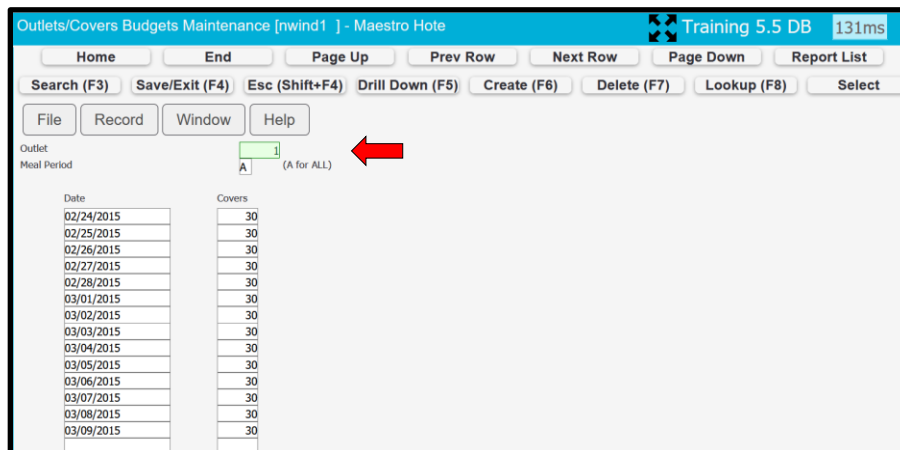
I Set Up the Outlet/Covers Budget Numbers

Outlets Covers Budgets can be accessed from Front Desk Maintenance.

- 1) Select Setup | Select Outlets/Covers Budgets Maintenance

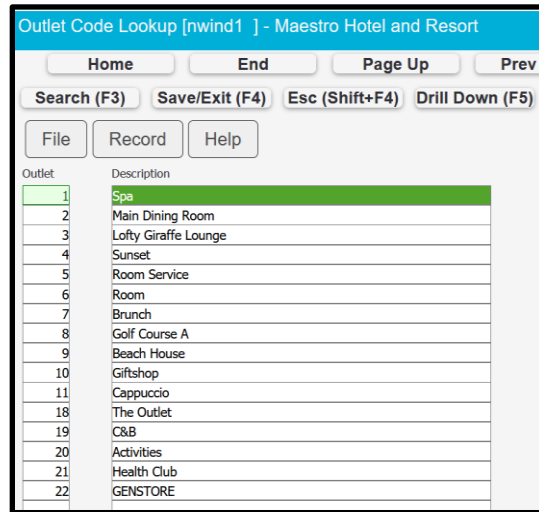


- 2) On the Outlets/Covers Budgets Maintenance screen, Lookup (F8) in Outlet field



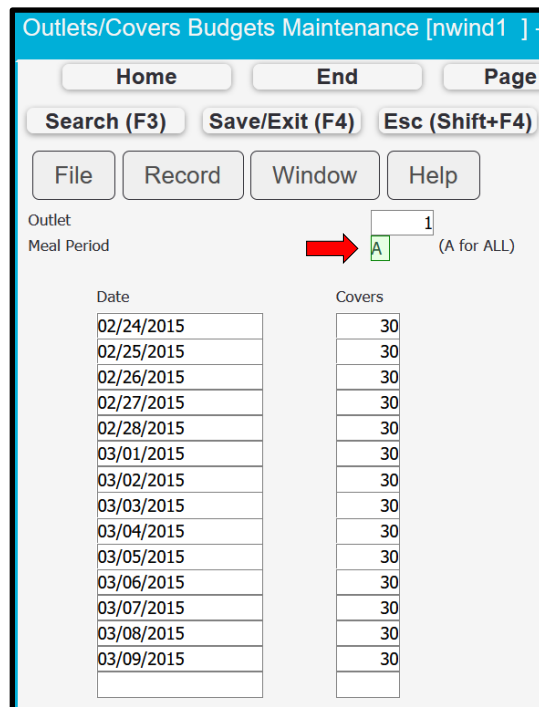
Note: Outlets/Covers Budgets may be entered for past dates. This is user permission within Global Maintenance.

3) Select the **outlet** for the budgeted cover counts and press **Enter**

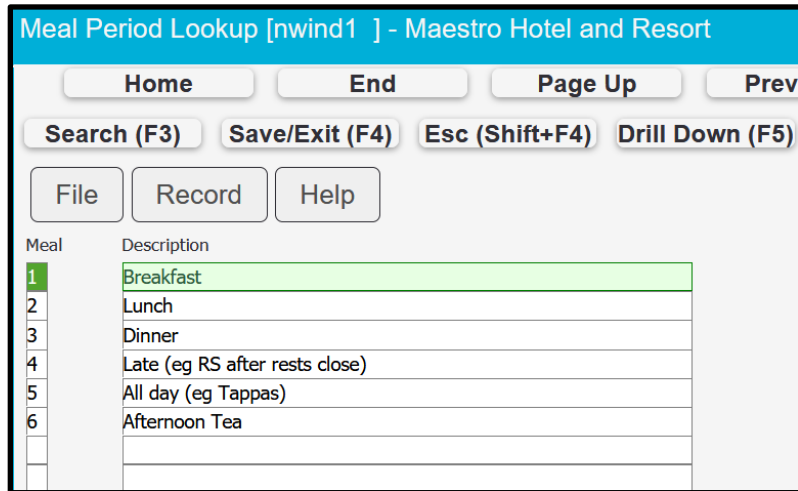


4) On the **Outlets/Covers Budgets Maintenance** screen, **Lookup (F8)** in **Meal Period**.

Note: Input **A** to include all. Otherwise each meal period can be set up separately, Ex. Breakfast, Lunch, Dinner

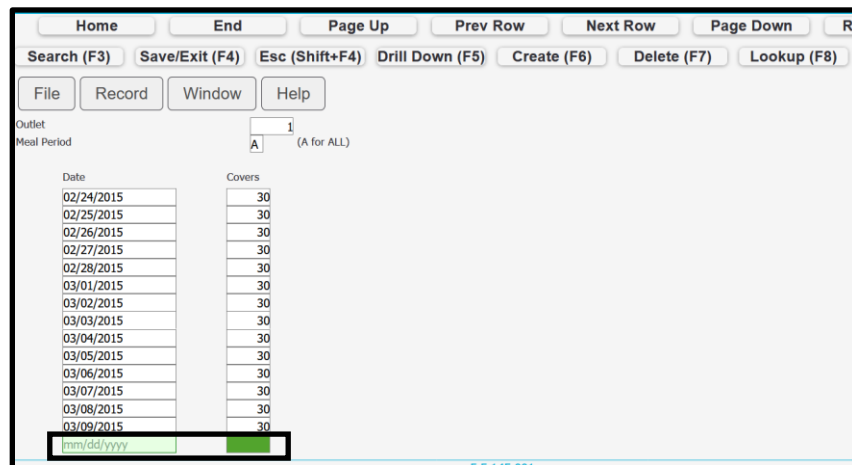


- 5) Select the **Meal Period** and press **Enter**



- 6) Place the cursor in the **Date** field and either **Create (F6)** to open a new line (if other dates are already input) or **Lookup (F8)** to select the **Date** that for the **Cover Count** and press **Enter**
- 7) The cursor will go to the **Covers** field. Enter the amount of **Covers Expected** for that date
- 8) Continue adding one day at a time.

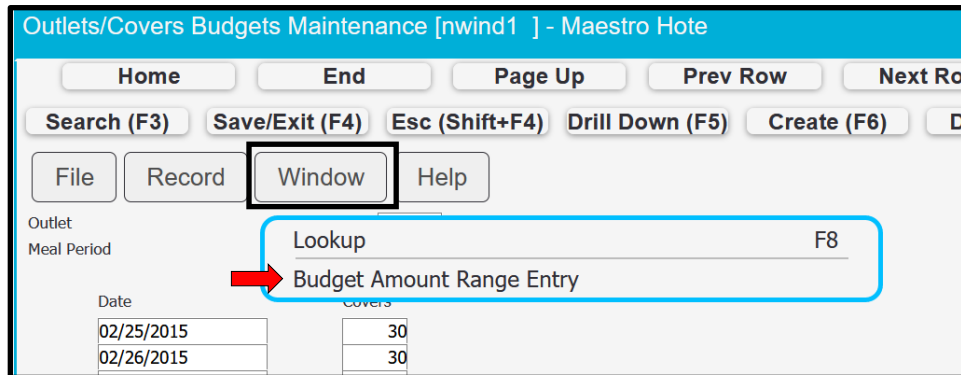
Note: To add the same **Covers Expected** for a **date range** see the next section of this QRG



2 Batch Date Range Entry

The **Budget Amount Range Entry** will update a date range that has the same meal periods and cover counts expected.

- 1) From within the Outlets/Covers Budgets Maintenance screen, select **Window** | Select **Budget Amount Range Entry**.



- 2) Choose the **Start Date** and **End Date** for the covers expected input and press Enter. The cursor will now be in the **Covers** field.

The screenshot shows the 'Budget Amount Range Entry' dialog box. The 'Covers' field is highlighted with a red arrow. The 'Start Date' is 07/28/2020 and the 'End Date' is 07/31/2021. The 'OK' and 'Cancel' buttons are at the bottom.

Outlet	1
Meal Period	A
Start Date	07/28/2020
End Date	07/31/2021
Covers	

- 3) Input the **number of Covers** | Press **Enter** | Select **OK** to return to the **Outlets/Covers Budgets Maintenance** screen

Outlet	1
Meal Period	A
Start Date	07/28/2020
End Date	07/31/2021
Covers	40

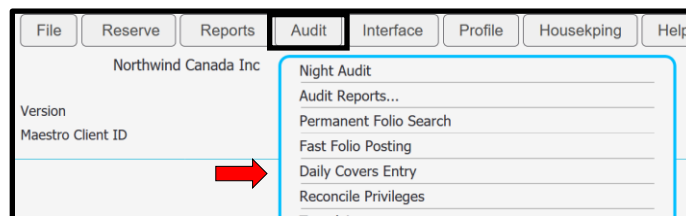
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- 4) If some of the dates have a different Covers Count Expected, manually edit those dates to the correct covers expected, as required

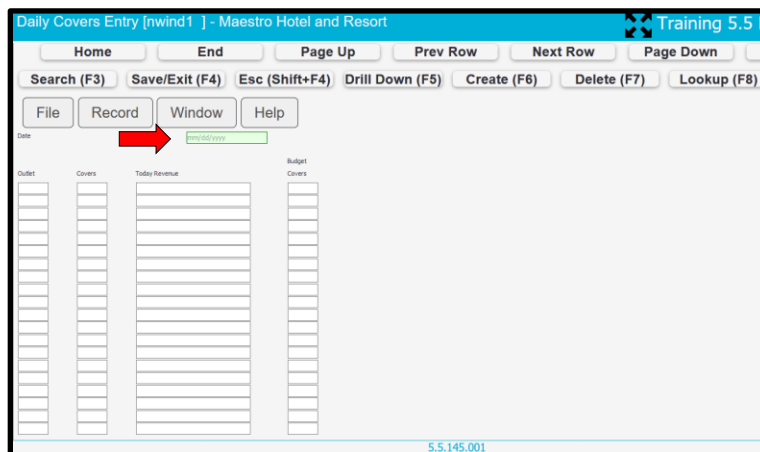
3 Daily Cover Counts Entry – Actualized Numbers

The **Daily Covers Count Entry** can be accessed from the **Front Desk** module main screen. On this screen the user enters the actual number of covers for that day.

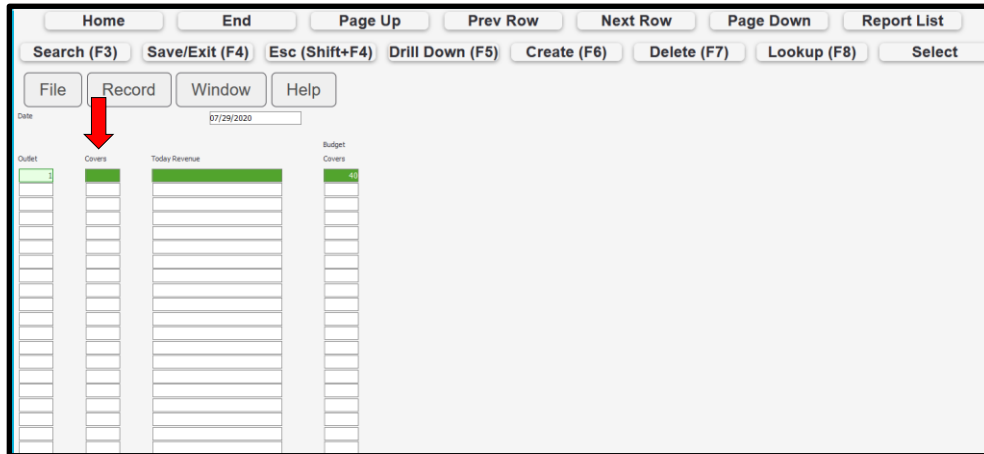
- 1) Select **Audit** | click **Daily Covers Entry**



- 2) The cursor will automatically be in the **Date** field. Enter in the **Date** that cover is being entered for and press **Enter** or **Lookup (F8)** and select the date from the popup calendar



- 3) **Lookup (F8)** on the **Outlet** field and the **Budget Covers Expected** will automatically populate for that date. Press **Enter** and input the number of actual **Covers** for that Day/Outlet then press **Enter**
- 4) Continue inputting covers for that date if multiple outlets are configured



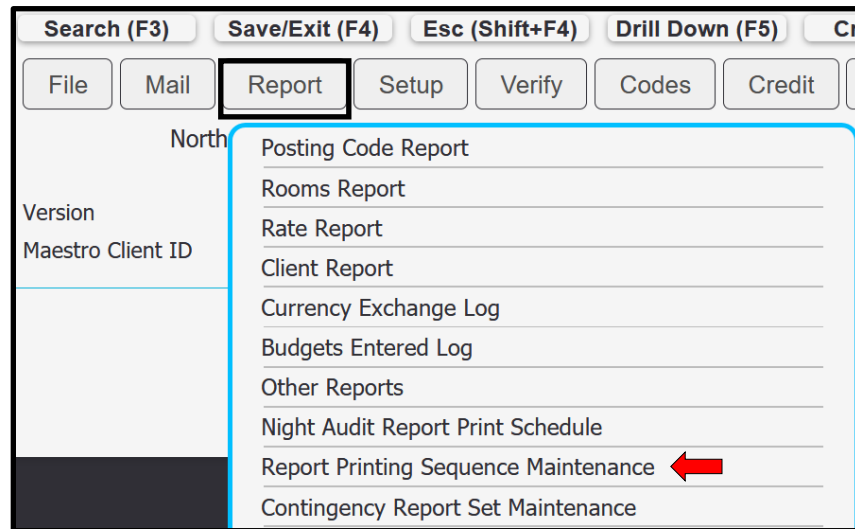
Note: Today Revenue will only auto-populate if the property has a POS interface, Ex Silverware

- 5) To access numbers for a specific date already input, either input the date in the date field or **Page Down/Page Up** (with the cursor in the date field) to move down or up one day at a time. The **END** key will take the user to the last date input while the **HOME** key will return the user to the first date input.

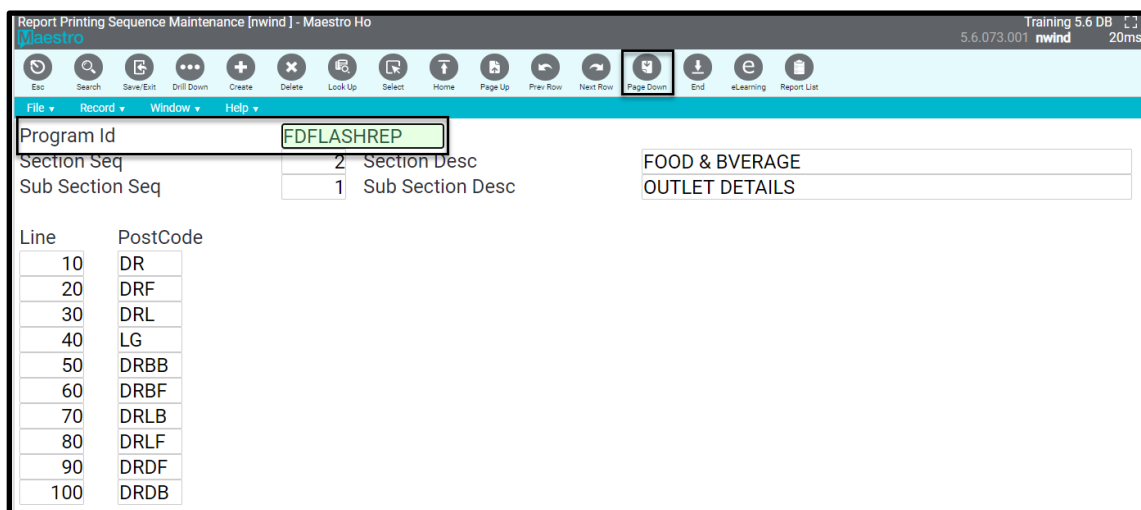
4 Configuring the Flash Report

In Global Maintenance, details of the covers can be configured into the Flash Report.

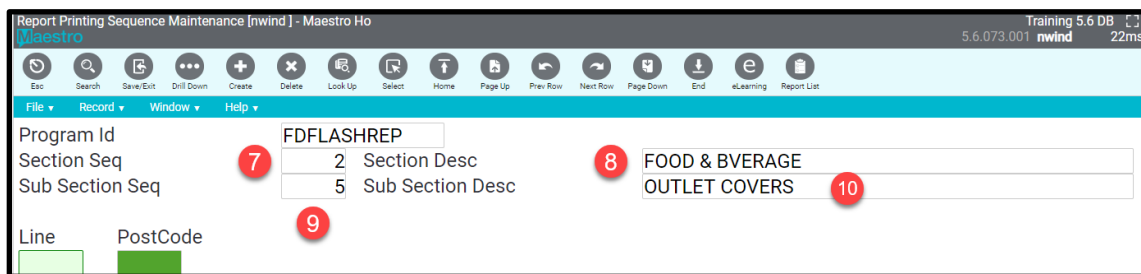
- 1) Select **Report** | Select **Report Printing Sequence Maintenance**



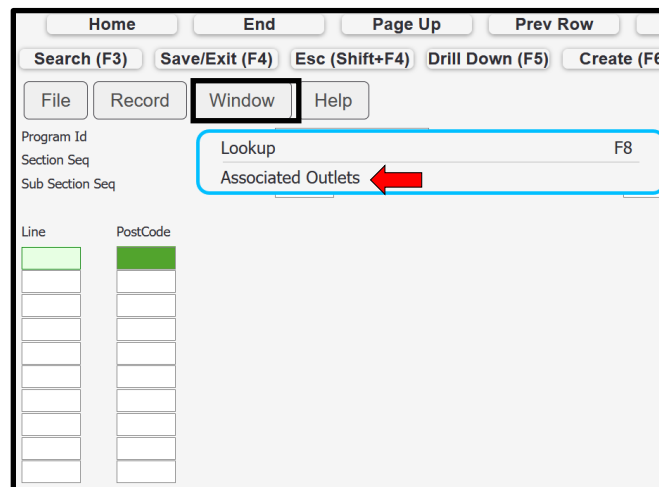
- 2) The cursor is in the **Program Id** field
- 3) **Page Down** to the FDFLASHREP (Front Desk Flash Report) F&B section (if available)
- 4) Ensure that for each Sub Section the posting codes are input to report revenue from all applicable F&B posting codes



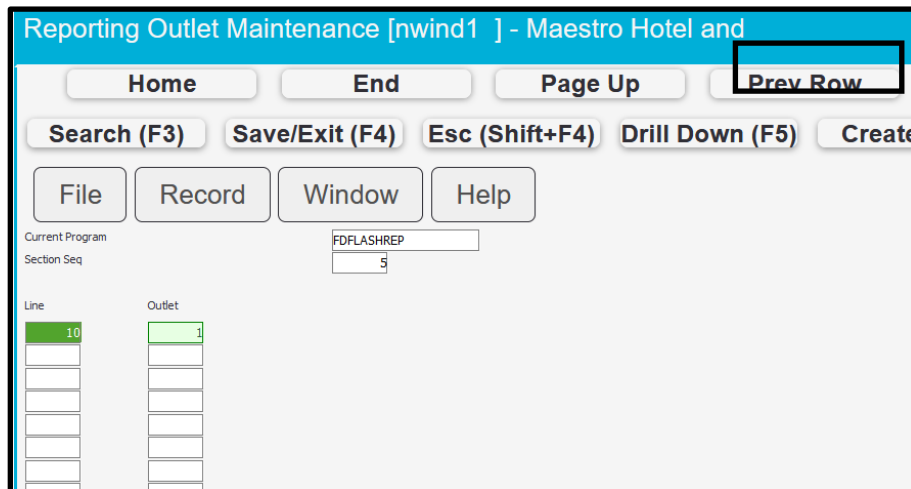
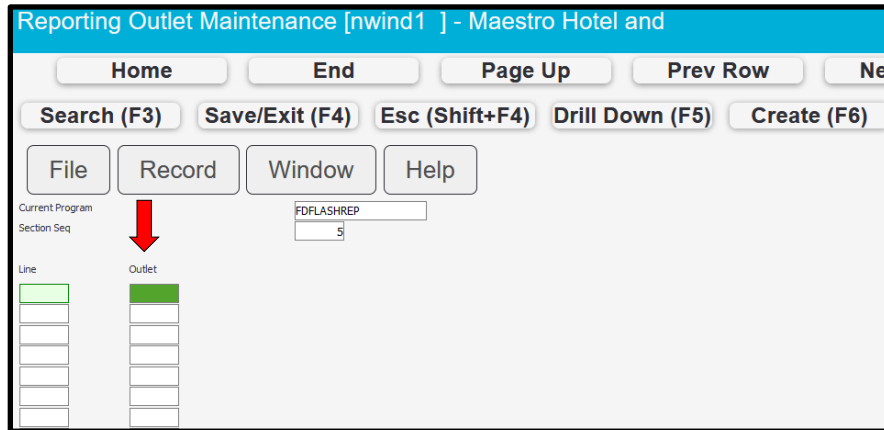
- 5) If no F&B section exists for the FDFLASHREP, then
- 6) Place cursor in the **Section Seq** field and **Page down** to view the last **Section Seq** number created for the current Flash Report
- 7) In that field input the next numerical sequence number and press **Enter**
- 8) The cursor is in **Section Desc** and input a **Description** and Press **Enter**
- 9) The cursor is in **Sub Sequence field** now input a **1** and Press **Enter**
- 10) The cursor is in **Sub Section Desc** field input a **description**



- 11) Select **Window** | Select **Associated Outlets**



12) Select **Create (F6)** to generate the **line number** and **Lookup (F8)** to select **Outlet(s)** as required



Note: For more information on setting up a Front Desk Flash Report, check out the Manager's Flash Report Configuration Quick Reference Guide on the Maestro eLearning website.

<http://www.elearning.maestropms.com/>