



# Actual & Budgeted Cover Counts

## Quick Reference Guide

Date: October 15

### Introduction

This Quick Reference Guide will explain the procedures to creating cover counts in for Maestro Front Desk. It is assumed that the reader is already familiar with Maestro navigation and Managers Flash Report. For more information on Maestro navigation and Managers Flash Report, please see the Quick Reference Guide – “Maestro User Interface” and “Flash Report Configuration”.

A new feature has been added to the front desk module to allow covers counts to be entered for each appropriate outlet. This guide will also explain how to configure the actual totals to appear in the Manager’s Flash Report.

### Where to Find It

The Outlet Covers Budgets can be accessed from the Front Desk Maintenance module.

1. Select Setup> Outlet/Covers Budgets Maintenance

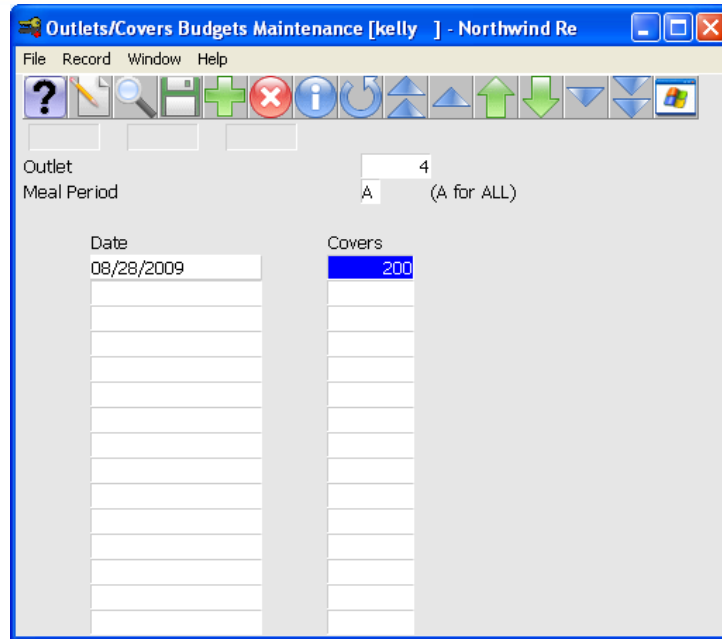
### Configuring the Outlet/Covers Budget Maintenance

In the Outlets/Covers Budget Maintenance screen, press your enter key to populate the fields within the screen if nothing has yet been entered.

1. F8 and choose the outlet for the budgeted cover counts.
2. F8 on the outlet field to choose the appropriate outlet for the entry of covers.

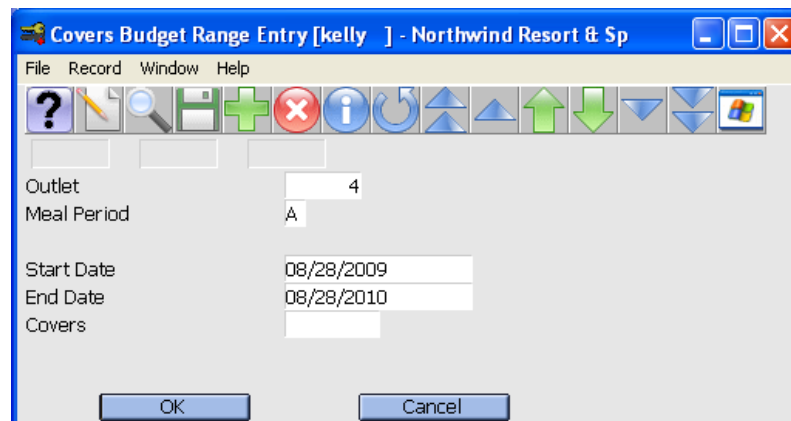
Note: Outlet/Covers Budgets may be entered for past dates. This is user permission within Global Maintenance.

| Field       | How to use it  |
|-------------|--|
| Outlet      | Select the outlet that you are going to enter in budgeted cover counts.  |
| Meal Period | F8 to select the appropriate meal period if being used, or leave blank to include all meal periods. If the outlet does not utilize meal periods, choose ‘A’ for all. |
| Date        | Select the date for the budgeted number of covers.   |
| Covers      | This field will populate from what has been entered from front desk maintenance.   |



From the Outlet/Covers Budgets Maintenance Screen a batch entry can also be used

1. Select the window menu > Budget Amount Range Entry
2. Choose the appropriate start and end date to assign the number of covers.



3. Select OK to complete the batch for covers.
4. Edit the number of covers as needed for particular dates, i.e. busy days of the week for the particular outlet

| Date       | Covers |
|------------|--------|
| 08/28/2009 | 75     |
| 08/29/2009 | 100    |
| 08/30/2009 | 100    |
| 08/31/2009 | 75     |
| 09/01/2009 | 75     |
| 09/02/2009 | 75     |
| 09/03/2009 | 75     |
| 09/04/2009 | 75     |
| 09/05/2009 | 100    |
| 09/06/2009 | 115    |
| 09/07/2009 | 75     |
| 09/08/2009 | 75     |
| 09/09/2009 | 75     |
| 09/10/2009 | 75     |
| 09/11/2009 | 110    |

Note: Continue this process for each outlet you wish to track covers.

#### Where to Find It

The daily cover counts can be accessed from the Front Desk module.

Select Audit> Daily Covers Entry

#### Creating Cover Counts

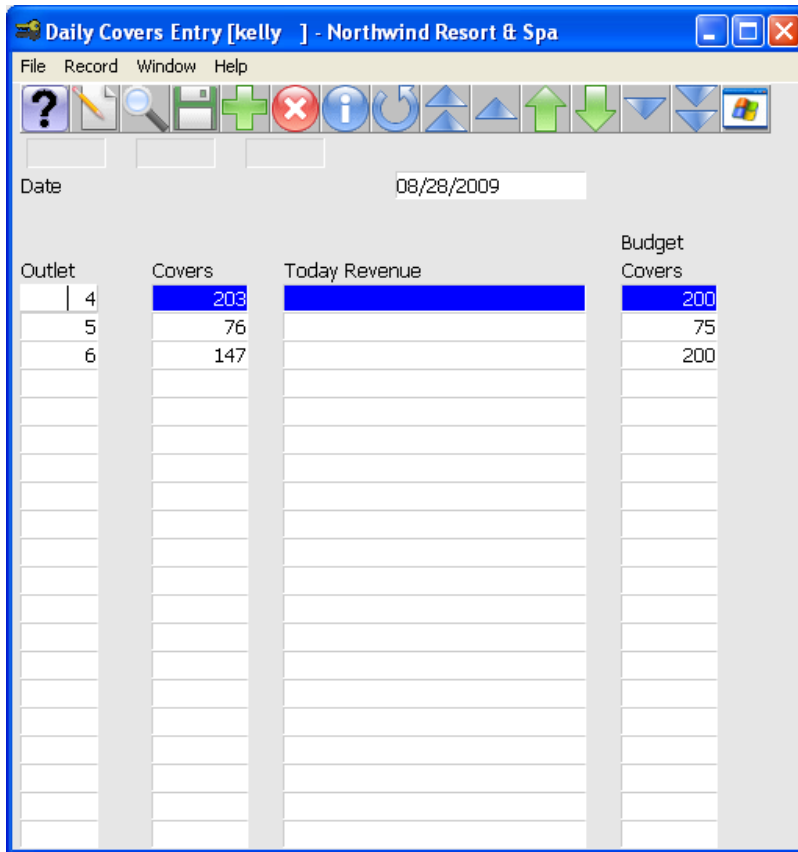
In the cover counts entry screen you will notice that the cursor defaults to the date field.

Select F8 and choose the date for cover counts entry.

F8 on the outlet field to choose the appropriate outlet for the entry of covers.

Note: Cover counts may also be entered for past dates. This is a user permission within Global Maintenance.

| Field         | How to use it  |
|---------------|--|
| Date          | Select the date that you are going to enter in cover counts.                                   |
| Outlet        | Select the outlet code for the cover count entry.  |
| Covers        | At the end of day, enter in the cover counts that were within the outlet location.             |
| Today Revenue | Revenue will only populate in this field with it is interfaced.                                |
| Budget Covers | This field will populate from what has been entered from in Outlet/Covers Budgets Maintenance. |



### Configuring the Flash Report

In Global Maintenance, details of the covers can be configured into the Flash Report. For additional details regarding the Flash Report, refer to the Quick reference Guide “Flash Report Configuration”.

1. Select Audit > Report Printing Sequence Maintenance.
2. Page down to view the last Section Sequence configured.
3. Place the cursor on the section sequence and input the next numerical sequence number.
4. Input the Section Description.
5. Enter in a Sub Sequence number of '1'.
6. Input the Sub Section Description.

