

## Assign GL Accounts to DSR Codes

As part of the DSR mapping process, GL accounts must be assigned to codes created for Comps, Paid Outs, and Payroll Departments. DSRs cannot be posted until GL accounts are defined for codes listed on the corresponding tabs.

### Comp Codes

Comps are generally free food or drinks given to customers for various reasons (e.g., wrong order, service error, promotion, etc.). Comp codes allow you to account for these costs by associating a code with a GL account.

To assign GL accounts to a comp code, navigate to **Setup > DSR > Comps**. Select your desired comp code from the Comps listing, or select *New Record* to create a new code.

The screenshot shows a 'Comp Code' form with the following fields and values:

- Code: EMPME
- Restaurant Specific POS Code: 405
- Description: Emp. Meal
- Company Wide GL Account: 4504 (dropdown menu)
- Restaurant Specific GL Account: (dropdown menu)
- Reduce Sales Tax:
- Post Statistical:

Comp codes are global and can be assigned a general GL account; however, you also have the option of assigning an entity-specific GL account.

- » **Company Wide GL Account:** Select the desired GL account from the drop-down. This account will be used for all entities that post DSRs with this comp code.
- » **Restaurant Specific GL Account:** Select the desired, entity-specific GL account from the drop-down. If defined, this account takes priority over the company wide account.

#### Note – Financial vs. Statistical GL Accounts

If polling Gross Sales, choose a Financial GL account. If polling Net Sales, choose a Statistical GL account. You must also select the *Post Statistical* checkbox.

Once done, select the save  icon in the toolbar.


## Paid Out Codes

Paid Outs are miscellaneous expenses paid out of the cash register. Paid Out codes allow you to account for costs by associating a code with a GL account.

To assign GL accounts to a paid out code, navigate to **Setup > DSR > Paid Outs**. Select your desired code from the Paid Outs listing, or select *New Record* to create a new code.

Paid Outs codes are global and can be assigned a general GL account; however, you also have the option of assigning an entity-specific GL account.

- » **Company Wide GL Account:** Select the desired GL account from the drop-down. This account will be used for all entities that post DSRs with this paid out code.
- » **Restaurant Specific GL Account:** Select the desired, entity-specific GL account from the drop-down. If defined, this account takes priority over the company wide account.

Once done, select the save  icon in the toolbar.

## Payroll Department Codes

Payroll Departments represent employee labor categories captured on the DSR. Payroll Department codes allow you to account for labor costs by associating a code with a GL account.

To assign GL accounts to a payroll department code, navigate to **Setup > Payroll Departments**. Select your desired code from the Payroll Departments listing, or select *New Record* to create a new code.

General			
Code:	SERVE	Security Level:	Employee
POS Code:	133	(restaurant-specific)	
Department:	Server		
Dept Type:	Hourly, Indirectly Tipped		
Hourly Rate:	2.25		
Wage Accounts (used by Payroll Processing)			
Wage Acct #:	6003	Vac Pay Acct #:	6005
OT Acct #:	6003	Sick Pay Acct #:	6005
Statistical Accounts (used by the DSR)			
Reg Hrs Acct #:	9716	Reg \$ Acct #:	9717
OT Hrs Acct #:	9718	OT \$ Acct #:	9719
Sch Hrs Acct #:		Sch \$ Acct #:	

Payroll Department codes contain two GL account sections—*Wage Accounts* and *Statistical Accounts*. Wage Accounts are used for Compeat Payroll, and Statistical Accounts are those accounts impacted by a DSR posting.

- » **Reg Hrs Acct #:** Select the statistical GL account to which regular hours entered will post.
- » **Reg \$ Acct #:** Select the statistical GL account to which regular pay entered will post.
- » **OT Hrs Acct #:** Select the statistical GL account to which overtime hours entered will post.
- » **OT \$ Acct #:** Select the statistical GL account to which overtime pay entered will post.
- » **Sch Hrs Acct #:** Select the statistical GL account to which scheduled hours entered will post.
- » **Sch \$ Acct #:** Select the statistical GL account to which scheduled dollars entered will post.

**Note – Statistical Accounts**

If additional statistical accounts are needed, you can create them by navigating to **Setup > Chart of Accounts**.

Once done, select the save  icon in the toolbar.