

How to Review/Reconcile the Daily Sales Report (DSR) in Compeat

The Daily Sales Report in Compeat creates a daily sales journal entry daily which you can review and edit under Transactions>Daily Sales Report or access by using the short cut for Daily Sales in the left hand short cut tool bar.

Reviewing and Reconciling your DSR (Daily Sales Report) in Compeat is an important step to complete prior to going live with Compeat. Once the DSR has been mapped and in balance, the project manager should review the DSR daily to insure that all transactions are properly polling into Compeat. After going live with Compeat, someone should be assigned the responsibility to check each DSR daily, and enter in the actual daily deposit.

Prior to reviewing the DSR, all Comps, Paid Outs and Payroll Departments must have either financial or statistical accounts assigned.

Comps: Go to Setup>DSR>Comps, assign either a financial GL account if sales are polling as gross or statistical GL account if sales are polling as net for each comp code. Once the Grid opens, double click on the first comp code, and add the GL account for that code. Use the VCR arrow buttons to scroll thru each Comp code to assign the GL account. If you have multiple restaurants that use the same Company wide GL account for the comp, fill in that field. If each restaurant uses a different GL account for the same comp, you must enter the Restaurant Specific GL account by going into each entity and opening the Comps to enter the GL code for the specific entity.

The screenshot shows the 'Comps (edited)' form in Compeat. At the top, there is a navigation bar with '1 of 74' and VCR-style arrow buttons. The form itself has the following fields:

- Code: 10GC
- Restaurant Specific POS Code: (empty)
- Description: \$10 GC
- Company Wide GL Account: (dropdown menu)
- Restaurant Specific GL Account: (dropdown menu)
- Reduce Sales Tax:
- Post Statistical:

Paid Outs: Go to Setup>DSR>Paid Outs, assign a financial GL account for each Paid Out Code. Once the Grid opens, double click on the first Paid Out code, and add the GL account for that code. Use the VCR arrow buttons to scroll thru each Paid Out code to assign the GL account.

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Paid Outs

Print

Paid Out Code

Code: RESTS

Entity Specific POS Code: P0014

Description: REST SUPPLIES

Company Wide GL Account: 7165-000

Restaurant Specific GL Account:

Payroll Departments: Go to Setup>Payroll Departments, assign 6 statistical accounts to each Payroll department, if using Compeat for Payroll also assign financial Wage accounts.

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Payroll Departments

Print

General

Code: BARTE Security Level:

POS Code: 19 (restaurant-specific)

Department: BARTENDER

Dept Type: Hourly, Directly Tipped

Hourly Rate:

Wage Accounts (used by Payroll Processing)

Wage Acct #: 6102-000 Vac Pay Acct #: 6102-000

OT Acct #: 6102-000 Sick Pay Acct #: 6102-000

Statistical Accounts (used by the DSR)

Reg Hrs Acct #: 9210-000 Reg \$ Acct #: 9211-000

OT Hrs Acct #: 9210-001 OT \$ Acct #: 9211-001

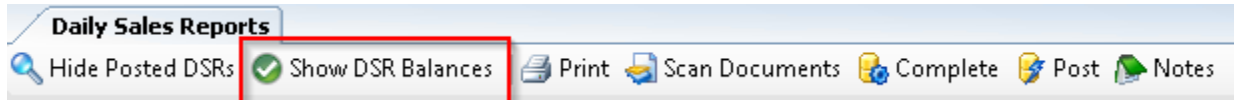
Sch Hrs Acct #: Sch \$ Acct #:

Note: Once all you GL accounts, either statistical or financial have been assigned, if the DSR in Compeat has already polled, you must delete and repoll in order to update the DSR with the GL accounts assigned.

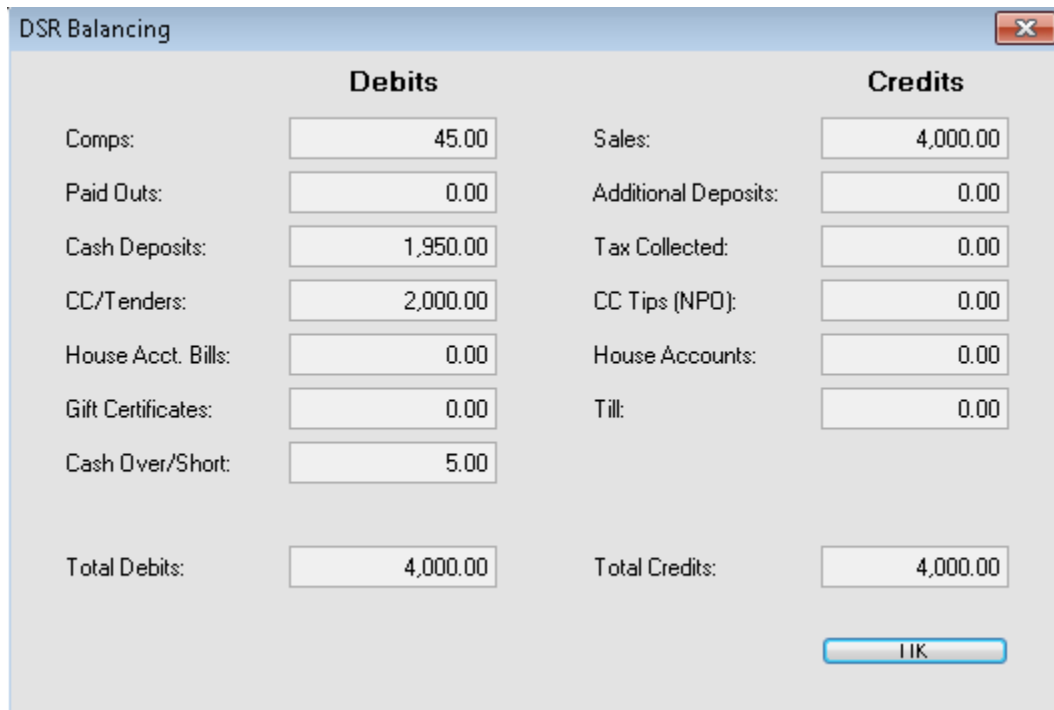
To Review/Reconcile the DSR:

Step 1

Verify that the DSR is in balance, open the DSR, click on Show DSR Balances.



The following Screen will open to show the total Debits and Credits. Note, this screen reflects the financial accounts only, statistical accounts will not be included on this prompt.



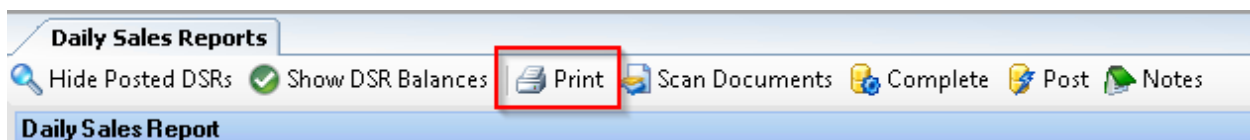
The 'DSR Balancing' dialog box displays a table with two columns: 'Debits' and 'Credits'. Each row contains a category name, a text input field with a numerical value, and another category name with its corresponding value. The 'Total Debits' and 'Total Credits' are both 4,000.00. A 'OK' button is located at the bottom right of the dialog.

Debits		Credits	
Comps:	45.00	Sales:	4,000.00
Paid Outs:	0.00	Additional Deposits:	0.00
Cash Deposits:	1,950.00	Tax Collected:	0.00
CC/Tenders:	2,000.00	CC Tips (NPD):	0.00
House Acct. Bills:	0.00	House Accounts:	0.00
Gift Certificates:	0.00	Till:	0.00
Cash Over/Short:	5.00		
Total Debits:	4,000.00	Total Credits:	4,000.00

Step 2

Verify that the journal entry that the DSR created is in balance. All financial and Statistical accounts must have been assigned to each line item in the DSR, Sales, Receipts, Comps, Paid Outs and Payroll Departments.

Click on the Print Button to open the journal entry that the DSR created.



The following DSR Edit List will open to review the DSR balances.

DSR Edit List			
Entity:	Karens AP/AR Training Entity	Report Run:	2/29/2016 9:22:57 AM
Date Range:	1/14/2016 - 1/14/2016	Page:	1 of 2
DSR Date:	1/14/2016	Posted:	No

Total Sales	
Sales Group	Amount
Food	3,000.00
Liquor	750.00
Beer	250.00
Wine	0.00
Beverages	0.00
Gift Card Sold	0.00
Retail	0.00
Catering	0.00
Unassigned	0.00
Guest Counts	0.00
Unassigned	4,000.00

Comps								
Entity #	Comp	Manager	Server	Reason	Food	Alcohol	Tip	Total
103 DM MED HUMM					20.00			20.00
103 HOLIDAY GC					25.00			25.00
Total					45.00	0.00	0.00	45.00

Labor							
Department	Reg Hours	Reg Dollars	Ovt Hours	Ovt Dollars	Bud Hours	Bud Dollars	
BARTENDER	8.00	32.00					
KITCHEN	8.00	80.00	5.00	45.00			
SERVER	15.00	45.00					
Total		31.00	0.00	5.00	45.00	0.00	0.00

Taxes		Receipts		Deposits	
Food		Cash	3,455.00	Theo Cash Dep	1,955.00
Liquor		Non-Compeat GC		Till	
Exempt Fd Sales		Amer Express	2,000.00	Charge Tips	1,500.00
Exempt Liq Sales		House Accounts	0.00	Actual Cash Dep	1,950.00
		Liquor Tax	0.00	2nd Cash Dep	
		Tip Discounts	0.00	Over/Short	+5.00
		V/MC/Discover	0.00		

Images							
Sales	Comps	Paid Outs	Add Deposits	House Accounts	Labor	Receipts	Notes
None	None	None	None	None	None	None	None

Pre-Post GL Account Totals				
Entity #	GL Acct #	Description	Debit	Credit
103	1002-000	Checking - Chase Bank	2,000.00	0.00
103	1002-000	Checking - Chase Bank	1,950.00	0.00
103	4011-000	Sales - Food	0.00	3,000.00
103	4012-000	Sales - Liquor	0.00	750.00
103	4013-000	Sales - Beer	0.00	250.00
103	7203-000	Comp 1 - Corporate Promo	20.00	0.00
103	7204-000	Comp 1 - Holiday GC	25.00	0.00
103	7425-000	Over/Short	5.00	0.00
103	9001-000	Comp Food	45.00	0.00
103	9100-000	Cook Reg Hours	8.00	0.00

DSR Edit List			
Entity:	Karens AP/AR Training Entity	Report Run:	2/29/2016 9:22:57 AM
Date Range:	1/14/2016 - 1/14/2016	Page:	2 of 2
DSR Date:	1/14/2016	Posted:	No

Pre-Post GL Account Totals				
Entity #	GL Acct #	Description	Debit	Credit
103	9100-001	Cook OT Hours	5.00	0.00
103	9101-000	Cook Reg \$	80.00	0.00
103	9101-001	Cook OT \$	45.00	0.00
103	9200-000	Server Reg Hours	15.00	0.00
103	9201-000	Server Reg \$	45.00	0.00
103	9210-000	Bar Reg Hours	8.00	0.00
103	9211-000	Bar Reg \$	32.00	0.00
103	9999-999	Statistical Offset	0.00	283.00
Total			4,283.00	4,283.00

Review each segment of the DSR Edit List, Sales, Comps, Labor, and the breakdown of Taxes, Receipts and Deposits. An Actual cash deposit must be entered daily, or the Theo Cash Dep value will show as the Over/Short for that day.

DSR Date:	1/14/2016	Posted:	No
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Total Sales	
Sales Group	Amount
Food	3,000.00
Liquor	750.00
Beer	250.00
Wine	0.00
Beverages	0.00
Gift Card Sold	0.00
Retail	0.00
Catering	0.00
Unassigned	0.00
Guest Counts	0.00
Unassigned	4,000.00

Comps								
Entity #	Comp	Manager	Server	Reason	Food	Alcohol	Tip	Total
103	DM MED HUMM				20.00			20.00
103	HOLIDAY GC				25.00			25.00
Total					45.00	0.00	0.00	45.00

Labor						
Department	Reg Hours	Reg Dollars	Ovt Hours	Ovt Dollars	Bud Hours	Bud Dollars
BARTENDER	8.00	32.00				
KITCHEN	8.00	80.00	5.00	45.00		
SERVER	15.00	45.00				
Total	31.00	0.00	5.00	45.00	0.00	0.00

Taxes		Receipts		Deposits	
Food		Cash	3,455.00	Theo Cash Dep	1,955.00
Liquor		Non-Compeat GC		Till	
Exempt Fd Sales		Amer Express	2,000.00	Charge Tips	1,500.00
Exempt Liq Sales		House Accounts	0.00	Actual Cash Dep	1,950.00
		Liquor Tax	0.00	2nd Cash Dep	
		Tip Discounts	0.00	Over/Short	-5.00
		V/MC/Discover	0.00		

Review the actual Sales Journal Entry that the DSR has created. Labor department statistical information is included, if you have not entered in the Statistical GL accounts used by the DSR in Setup>Payroll Departments, your sales journal entry will be out of balance.

Pre-Post GL Account Totals				
Entity #	GL Acct #	Description	Debit	Credit
103	1002-000	Checking - Chase Bank	2,000.00	0.00
103	1002-000	Checking - Chase Bank	1,950.00	0.00
103	4011-000	Sales - Food	0.00	3,000.00
103	4012-000	Sales - Liquor	0.00	750.00
103	4013-000	Sales - Beer	0.00	250.00
103	7203-000	Comp 1 - Corporate Promo	20.00	0.00
103	7204-000	Comp 1 - Holiday GC	25.00	0.00
103	7425-000	Over/Short	5.00	0.00
103	9001-000	Comp Food	45.00	0.00
103	9100-000	Cook Reg Hours	8.00	0.00



DSR Edit List

Karens AP/AR Training Entity	Report Run:	2/29/2016 9:22
1/14/2016 - 1/14/2016	Page:	2 of 2
1/14/2016	Posted:	No

Pre-Post GL Account Totals				
Entity #	GL Acct #	Description	Debit	Credit
103	9100-001	Cook OT Hours	5.00	0.00
103	9101-000	Cook Reg \$	80.00	0.00
103	9101-001	Cook OT \$	45.00	0.00
103	9200-000	Server Reg Hours	15.00	0.00
103	9201-000	Server Reg \$	45.00	0.00
103	9210-000	Bar Reg Hours	8.00	0.00
103	9211-000	Bar Reg \$	32.00	0.00
103	9999-999	Statistical Offset	0.00	283.00
Total			4,283.00	4,283.00

The DSR must be in balance both financially and statistically in order to Complete or Post.