

Daily Journal the Home Page

When you log in to efish you land on the Daily Journal

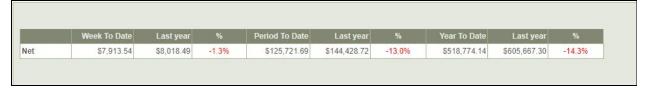
• The top of the page displays 4 navigation tabs, see example below:

Operations	Reporting	Accounting	Administration
Daily Journal	Dashboard	AP processing	Company Settings
Weekly Journal	Executive Live	Daily GL	Location Settings
Document Repository	Recipes	Short P&L	User Settings
Scheduling	Product Mix	Accumulated P&L	District/Brand Management
Component Transfer	Payroll Summary	Invoice Lookup	Employee Admin

Date: may be selected by clicking the **[arrows]** advancing or reversing by one day increments, or by clicking on the **[calendar icon]** which will allow for monthly changes.



Sales Banner: Day, Month and Year compared to the same date range last year located at the top of the page







Tabs: Easily navigate to each section of the Daily Journal



Sales Tab: Daily Totals broken down by shift - Compare the most recent day to the same day last week, last month, and last year. The **green [numbers]** may be clicked on for drill down detail.

Categories Tab: Displays Category (i.e. Food, Wine, Beer) Quantity Sold, Dollars Sold and % of total sales per category for the day.

Discounts/ Comps Tab: Displays the Comps for the day totaled by category (i.e. Employee food, Waste, Friends, PR Comp.) You may click on the **[name of the discount]** for drill down detail.

Voids Tab: Displays the Voids for the day. You may click on the **[name of the void]** for drill down detail.

Labor Tab: Breaks down labor as organized in POS. Tracks hours, dollars, and % of hourly employees as well as salaried management all compared to the daily budget.

• To add salaries, navigate to [administration > locations > labor]

Items Tracked Tab: Choose the items on the menu you would like to track daily. Use for prep items, monthly specials etc...

Profit Centers Tab: Tracks where/what types of sales are being made as outlined in your POS.

Employee Summary Tab: Tracks all discounts/voids by employee. Allows you to quickly see individual checks by clicking on the **[Green Totals]**. Allows you to verify the void/discounted line items by clicking on **[Show]** under details.



