



## 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.

Daily Journal for Wednesday, March 06, 2019

Tue< Wed 03/06/2019 >Thu
Location: Wired Wine Bar Central 
[Add/Edit GM Entries](#)
[Reimport POS Data](#)

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

	Week To Date	Last year	%	Period To Date	Last year	%	Year To Date	Last year	%
Net	\$7,913.54	\$8,018.49	-1.3%	\$125,721.69	\$144,428.72	-13.0%	\$518,774.14	\$605,667.30	-14.3%



**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.



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