



## Location Settings

This page allows you to manage each individual location including General Settings, Payments, Categories, Budgets, Items, Inventory, Labor, Paid Outs, Discounts, Custom Tracking, Cash Banks, and Closed Days, Tips, and Shifts.

### Navigate to **[Administration > Location Settings]**

- Select the Location from the **[Location Drop-Down]** and click **[Go]**

Location: **Wired Wine Bar Central** ▼ Go

**General Tab:** If you have other locations in efish use them as a benchmark. Enter the General information for this location, including the Name, Address, Time Zone, Fax Number, AP Import Email (the email that will be used for any vendor/supplier to send invoices directly into efish. i.e. LocationName@CompanyefishURL.efish.biz), Brand & District (Important for Executive-Live to function properly. If the new location needs a different brand or district go to **[administration, district / brand management]**) Class/Department, Operating Account, Over/Short Account, Cash Clearing Account, Tax Account, Tax Vendor Split for each vendor, Min Wage Hourly, and Min Wage Tipped. Don't forget to click **[Submit Changes]** when finished.

General | Payments | Categories | Budgets | Items | Inventory | Labor | Paid Outs | Discounts | Custom Tracking | Cash Banks | Closed Days | Tips | Shifts

Name: Wired Wine Bar Central  
Address:   
City: Phoenix  
State: AZ  
Zip: 85251  
Time Zone: Set Time Zone (optional) ▼  
Fax Number:   
AP Import Email:   
Brand: Unique Concepts ▼  
District: West ▼  
Class/Department: Select Class/Department ▼  
Operating Account: 1010 - WNB ▼  
Over/Short Account: ▼  
Cash Clearing Account: ▼  
Tax Account: ▼  
Tax Vendor Split: Vendor: Select Vendor ▼, Percent: 100.00, Add:   
Minimum Wage Hourly: 0.00  
Minimum Wage Tipped: 0.00



**Payments Tab:** Each Payment Type must be matched to its designated account & needs to be reviewed with Accounting, Cash items need to be marked as cash and gift cards need to be checked as well. Select your Daily GL Export Options at the bottom, once you are finished make sure to click on **[Submit Changes]**

Payment Type	Account	Cash	Gift Card
Cash	[Dropdown]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amex	[Dropdown]	<input type="checkbox"/>	<input type="checkbox"/>
Visa	[Dropdown]	<input type="checkbox"/>	<input type="checkbox"/>
MstrCard	[Dropdown]	<input type="checkbox"/>	<input type="checkbox"/>
Diners/CB	[Dropdown]	<input type="checkbox"/>	<input type="checkbox"/>
\$Gift Cert	[Dropdown]	<input type="checkbox"/>	<input type="checkbox"/>
\$10.00	[Dropdown]	<input type="checkbox"/>	<input type="checkbox"/>
\$20.00	[Dropdown]	<input type="checkbox"/>	<input type="checkbox"/>

**Categories Tab:** On the far-left side of the page are all the sales and discount categories in the POS system, it is important that each is assigned to how accounting is going to handle it. The sales categories will only need to have the Sales Account mapped and the Discounts/Comps categories will only need the Promo/Comp Account mapped. Disregard the “Alcohol” check box and only check off “Show in Recipes” if it would require a recipe (do not check this off for discount categories).

Category	Sales Account	Promo/Comp Account	Alcohol	Show In Recipes
\$ Off Beer	[Select...]	[Select...]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
\$ Off Catering	[Select...]	[Select...]	<input type="checkbox"/>	<input checked="" type="checkbox"/>
\$ Off Food	[Select...]	[Select...]	<input type="checkbox"/>	<input checked="" type="checkbox"/>
\$ Off Wine Bottle	[Select...]	[Select...]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
\$ Off Wine Glass	[Select...]	[Select...]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
\$20 Bruschetta	[Select...]	[Select...]	<input type="checkbox"/>	<input checked="" type="checkbox"/>



**Budget Tab:** The budgets tab helps you create an overall budget for the period.

**Select your fiscal year/period from the [Select Period Drop-Downs]**

- If you already have a Budget set for a previous period that you wish to copy over to this one, select the original period from the [Select Period Drop-Downs] and then click the [Copy This Budget to Another Period(s)]

**Set your Sales Forecast:** From the [Budget Type Drop-Down] choose from one of several default formulas designed for budgeting sales - Flat Amount, Percent of last Periods Sales, Percent of LY Sales or Account Based. (% of LY Sales is the most commonly used followed by Flat Amount)

**Enter your Budget Value & the estimated percentage per week:** Enter the Budget Value for the period and then in the respective boxes for each week enter the % of the total sales per week.

**\*\*Best practice recommends grabbing and existing P&L, set a budget for each account like your current P&L.**

**Note: you may not have a budget for every line item which is ok\*\***

**Setting Budgets for Sales Categories:** % of budgeted sales is most common

**Setting COGS (cost of goods/services) Budgets:** most commonly used is % of another account budget. For instance, will allow food sales against food expenses only.

**Setting Budget for all other expenses:** most common are flat amount or % of budgeted sales.



**Items Tab:** within each category are organized first by character (i.e. @,\$,%,^,&,\*), then numerically and then alphabetically. (Tip: the best way to find a specific item is to hit **{Ctrl + F}** on your keyboard and enter the name of the item you are looking for.)

**\*\*\*Note: Do not check off the [CC box] on any item\*\*\***

**To track and item:** simply click on the box next to **[Track]** a check mark should appear indicating that item is now set to be tracked.

**To stop tracking and Item:** simply uncheck the box next to **[Track]**.

**\*\*Do not forget to hit [Submit Changes] at the end to ensure your changes have been successfully saved. \*\***

<input checked="" type="checkbox"/> Track <input type="checkbox"/> CC	Bruschetta	<input checked="" type="checkbox"/> Track <input type="checkbox"/> CC	Butcher's Block	<input type="checkbox"/> Track <input type="checkbox"/> CC	Caprese	<input type="checkbox"/> Track <input type="checkbox"/> CC	Caprese Jr
<input checked="" type="checkbox"/> Track <input type="checkbox"/> CC	Cheese Board	<input type="checkbox"/> Track <input type="checkbox"/> CC	Cheese Taste	<input type="checkbox"/> Track <input type="checkbox"/> CC	Chick Mozz	<input type="checkbox"/> Track <input type="checkbox"/> CC	Choc Milk
<input checked="" type="checkbox"/> Track <input type="checkbox"/> CC	Combo	<input type="checkbox"/> Track <input type="checkbox"/> CC	Country Toast	<input type="checkbox"/> Track <input type="checkbox"/> CC	Creme Brulee	<input type="checkbox"/> Track <input type="checkbox"/> CC	Cup Soup
<input type="checkbox"/> Track <input type="checkbox"/> CC	Dan's Salad	<input type="checkbox"/> Track <input type="checkbox"/> CC	DESSERT-----	<input type="checkbox"/> Track <input type="checkbox"/> CC	Farm Scramble	<input type="checkbox"/> Track <input type="checkbox"/> CC	FOOD*****
<input type="checkbox"/> Track <input type="checkbox"/> CC	French Toast	<input type="checkbox"/> Track <input type="checkbox"/> CC	Ginger ale	<input type="checkbox"/> Track <input type="checkbox"/> CC	Granola	<input type="checkbox"/> Track <input type="checkbox"/> CC	Grilled Cheese

  

<input type="checkbox"/> Track <input type="checkbox"/> CC	Sierra Nevada	<input type="checkbox"/> Track <input type="checkbox"/> CC	Stella	<input type="checkbox"/> Track <input type="checkbox"/> CC	Stone Bomber	<input type="checkbox"/> Track <input type="checkbox"/> CC	Stone IPA
<input type="checkbox"/> Track <input type="checkbox"/> CC	Stone Sublimely	<input type="checkbox"/> Track <input type="checkbox"/> CC	Warsteiner Can	<input type="checkbox"/> Track <input type="checkbox"/> CC	Wipeout Bomber	<input type="button" value="Submit Changes"/>	

**Inventory Tab:** Manage your inventory groups from this tab. You can Add a new group by entering a Group Name, Measurement Size, Measurement Unit. And click on **[Add]**

General	Payments	Categories	Budgets	Items	Inventory	Labor	Paid Outs	Discounts	Custom Tracking	Cash Banks	Closed Days	Tips	Shifts
<b>Add New Group</b>													
Group Name:		<input type="text"/>	Measurement Size:		<input type="text"/>	Measurement Unit:		Each	<input type="button" value="Add"/>				
Group <input type="text"/> Items <input type="text"/> Search <input type="text"/>													



**Labor Tab:** Set the total salaried manager amount (several ways to calculate. The simplest is total annual salary /365 = Daily amount. Enter that daily amount for each day.) Set Management Flat Hours: if entered here they will calculate into the SPMH (Sales per Man Hour) Enter the daily labor budget (including managers salary) as either a % or Flat Dollar (click on the respective option to the left of the labor budget column). Enter the targeted daily SPMH Target Goal.

**Account Mapping:** The jobs listed on the left are from the POS, set the corresponding account from the **[Account Drop-Down]**. This is used in the P&L in efish.

Weekly Default Budget					
	Management Flat Salary	Management Flat Hours	Labor Budget		SPMH Target
Monday	\$ 200.00	10.00	25.00	<input checked="" type="radio"/> % of Sales <input type="radio"/> Flat \$	\$ 50.00
Tuesday	\$ 200.00	10.00	25.00	<input checked="" type="radio"/> % of Sales <input type="radio"/> Flat \$	\$ 50.00
Wednesday	\$ 200.00	10.00	22.00	<input checked="" type="radio"/> % of Sales <input type="radio"/> Flat \$	\$ 50.00
Thursday	\$ 200.00	10.00	21.00	<input checked="" type="radio"/> % of Sales <input type="radio"/> Flat \$	\$ 60.00
Friday	\$ 200.00	10.00	18.00	<input checked="" type="radio"/> % of Sales <input type="radio"/> Flat \$	\$ 65.00
Saturday	\$ 200.00	10.00	18.00	<input checked="" type="radio"/> % of Sales <input type="radio"/> Flat \$	\$ 65.00
Sunday	\$ 200.00	10.00	22.00	<input checked="" type="radio"/> % of Sales <input type="radio"/> Flat \$	\$ 60.00

  

Account Mapping	
Job/Type	Account
Flat Management:	6310 - Manager
Est Payroll Tax:	6410 - Payroll Taxes
Assistant:	
Barback:	6150 - Bar Back
Bartender:	6140 - Bar
Busser:	6120 - Busser
cashier:	6000 - Labor



**Paid Outs Tab:** the items listed on the left are based on the POS, select the corresponding accounting code for Paid In/Pay Outs from the **[Account Drop-Down]**. They will be included on the Daily GL Push. Check off the **[Exclude on Journal Checkbox]** if you wish to exclude them from the Daily/Weekly Journal. Don't forget to click **[Submit Changes]**

Category	Account	Exclude on Journal
Paid In	Select...	<input type="checkbox"/>
Pay Out	Select...	<input type="checkbox"/>

**Discounts Tab:** Under Construction.

**Custom Tracking Tab:** Set up the Managers Log Topics here. The Green **[Plus sign]** in the upper right adds topics. Enter the name of each topic under **[Item Label]**.

**\*\*\*Note: the order is alphabetical so you can enter a number in front of each topic so they appear in the order you wish.\*\*\***

Choose Long or Short Text: (short has restricted character count). make sure **[Active]** is checked. Check the Daily/Weekly Journal **[Checkboxes]** if you want it to be included in the email. Click **[Submit Changes]** when done.

Item Label	Input Type	Active	Modules
1. Accountants Corner	Long Text	<input checked="" type="checkbox"/>	Daily Journal: <input checked="" type="checkbox"/> Required: <input type="checkbox"/> Weekly Journal: <input checked="" type="checkbox"/> Required: <input type="checkbox"/>
2. AM-MANAGER	Long Text	<input checked="" type="checkbox"/>	Daily Journal: <input checked="" type="checkbox"/> Required: <input type="checkbox"/> Weekly Journal: <input checked="" type="checkbox"/> Required: <input type="checkbox"/>
3. PM-MANAGER	Long Text	<input checked="" type="checkbox"/>	Daily Journal: <input checked="" type="checkbox"/> Required: <input type="checkbox"/> Weekly Journal: <input type="checkbox"/> Required: <input type="checkbox"/>
4. Cleaning Items	Long Text	<input checked="" type="checkbox"/>	Daily Journal: <input type="checkbox"/> Required: <input type="checkbox"/> Weekly Journal: <input checked="" type="checkbox"/> Required: <input type="checkbox"/>
5. Training	Short Text	<input checked="" type="checkbox"/>	Daily Journal: <input checked="" type="checkbox"/> Required: <input type="checkbox"/> Weekly Journal: <input type="checkbox"/> Required: <input type="checkbox"/>



**Cash Banks:** efish provides flexible ways for daily cash reconciliation, you may set cash banks for register drawers, petty cash, safe amounts, or any combination. Add a Cash Bank with the **Green [+ Icon]**. Enter the Description (name), Base Amount (enter the amount of the cash bank), Threshold amount (for an automated warning when the cash bank needs refilling), Asset Account the cash bank is tied to, and Operating Account the cash bank is tied to. Delete a Cash Bank with the **red [X Icon]**.

Description	Balance	Base Amount	Threshold	Asset Account	Operating Account	
Safe	\$8,000.00	\$ 8000.00	\$ 0.00	1180.03 - Cash On Hand	1130.03 - GD-KC Petty Cash	

**Closed Days:** Set known days the location is closed (Christmas, Thanksgiving, etc.) by clicking on the Black **[Add Date]** text toward the bottom left.

General	Payments	Categories	Budgets	Items	Inventory	Labor	Paid Outs	Discounts	Custom Tracking	Cash Banks	Closed Days	Tips	Shifts
<b>Week Days</b> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday													
<b>Specific Dates</b> Per Page: 10													
Date													
<b>Add Date</b>													
Submit Changes													



**Tips Tab:** Setup the different tip/gratuity types you'd like to map. If you are withholding any tip amounts to be paid during payroll, enter those percentages here. Due to inconsistencies throughout POS systems, efish will not attempt to determine tip withholdings from POS data. Only the declared cash tips/gratuities, and tip/gratuity amounts tied to credit card payments will be imported. Then, using the values entered below, they will be separated into paid and withheld categories.

- The GL accounts are required if you plan on including tip values on the Daily GL accounting push.
- Cash Bank entries are not required, but highly recommended. This will indicate which cash banks you have paid tips out of and will affect the cash reconciliation section on Daily GM Entries as well as Daily GL push.

**Shifts Tab:** **\*\*Do not make any changes unless recommended by Point Blank Software or your efish retailer. \*\*** Manage/Add Shifts here. To add a shift, click on the **blue [+ Icon]**. To delete a shift, click on the **red [- Icon]**.

- **Note:** If your POS allows shift creation and editing, it is highly recommended you update the POS to match the changes you are making here. Otherwise, the times will be overwritten next time data is imported.