



Weekly Journal

Similar to the Daily Journal home page, this section of efish is designed to let you see a breakdown of your business by week. It allows you to dig into the data and see the details behind it.

To get to the Weekly Journal navigate to **[Operations>Weekly Journal]**

Start at the Top:

The screenshot shows a banner titled "Weekly Journal" with a search and filter area. The filters are: Location: Wired Wine Bar Central, Fiscal Year: 2019, Week Start: 03/18/2019, and Sales Base: Gross (unselected) and Net (selected). A "Go" button is located to the right of the Sales Base options.

1. Make the following selections in the banner at the top of the page:
 - o Location
 - o Fiscal Year
 - o the start date of the desired week
 - o and your desired Sales Base (*choose how you want to view your data by selecting either Net or Gross Sales.*)
2. Once your selections have been made click the **[Go]** button to the right.

Custom Tracking/Weekly Notes: Acts as a manager's log for the week. Easily find all notes related to the selected week here at the top of the page. You can quickly edit the weekly notes by clicking the **green [Edit Weekly Report]** text under the weekly notes section.

The screenshot shows the main interface of the Weekly Journal. On the left, there is a "Weekly Notes" section with a red circle around its header. On the right, there is a "Custom Tracking" section with a red circle around it, containing a list of items: 1. Accountants Corner, 2. AM-MANAGER, 4. Cleaning Items, and 5. Training. Below this list is a link "Add/Edit Misc Items" with a red arrow pointing to it. At the bottom center of the page, there is a link "Edit Weekly Report" with a red arrow pointing to it.

must be enabled under administration



Custom Tracking: Keeps track of the topics that will be noted. This can be updated in 2 different ways for your convenience.

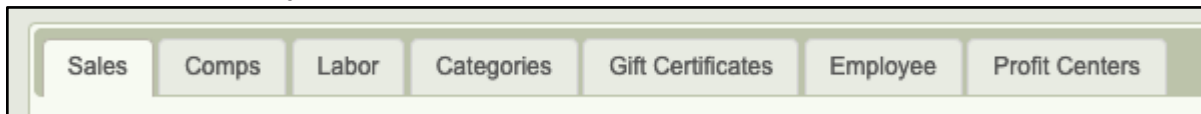
Directly from the Weekly Journal:

- By clicking on the green **[Add/Edit Misc. Items]** text below the Custom Tracking section.
- Then clicking on the **[Custom Tracking Tab]**

Or from Any efish Page:

- By navigating to **[Administration>Location Settings]**
- Then clicking on the **[Custom Tracking Tab]**

Tabs: tabs on this page will give you an overview of weekly data, most of these tabs are interactive to provide you with drill down detail.



Sales Tab: Weekly totals broken down by shift - Daily Totals by shift breakdown is available below allowing you to see day to day performance as well as Daily Notes.

Week Totals By Shift

Shift Name	Gross	%	Comps	%	Net	%	Checks	%	Guests	%	PPA
Day	\$23,563.19	34.4%	\$2,064.17	22.7%	\$21,499.02	36.2%	623	42.9%	1,435	43.8%	\$14.98
Night	\$44,952.80	65.6%	\$7,010.00	77.3%	\$37,942.80	63.8%	828	57.1%	1,845	56.3%	\$20.57
Totals	\$68,515.99	100%	\$9,074.17	100%	\$59,441.82	100%	1,451	100%	3,280	100%	\$18.12

Daily Totals By Shift

Mon, 03/04/2019 | [Daily Note](#)

Tue, 03/05/2019 | [Daily Note](#)

- **To see Daily Totals by Shift** - click the **[Expand icon]** to the right of the desired date.

Daily Totals By Shift

Mon, 03/04/2019 | [Daily Note](#)

Shift Name	Gross	%	Comps	%	Net	%	Checks	%	Guests	%	PPA
Day	\$1,627.29	19.0%	\$61.48	3.2%	\$1,565.81	23.5%	57	32.6%	124	34.3%	\$12.63
Night	\$6,953.50	81.0%	\$1,861.26	96.8%	\$5,092.24	76.5%	118	67.4%	237	65.7%	\$21.49
Totals:	\$8,580.79	100%	\$1,922.74	100%	\$6,658.05	100%	175	100%	361	100%	\$18.44



- To see Daily Notes - click the **[Edit Icon]** to the right of the desired date.

Daily Totals By Shift

☐ Mon, 03/04/2019 Daily Note

Daily Note

MGMT/Fixed Labor Fee:

Labor Budget:

Comps Tab: This tab provides you with a breakdown of all comp/discount instances by type during the selected week. It provides you with the \$ amount and % of total sales per type.

Discount/Comp	Instances	Amount	% of Sales
\$ Off Food	2	\$10.00	0.0%
EMP Food	60	\$398.35	0.7%
Friends	10	\$34.35	0.1%
Owner Comp	3	\$322.75	0.5%

- You can see Daily Comps/Discounts below by clicking the **[Expand icon]** to the right of the desired date.

Labor Tab: See total weekly Hours, Payroll, % of Sales, and SPMH all broken down by category as defined by your POS.

Job Group	Job Name	Hours	Payroll	% of Sales	SPMH
☐	Subtotal	24.30	\$189.31	0.3%	\$0.00
☐ BACK	BACK Subtotal	474.00	\$5,063.69	8.5%	\$0.00
☐ BAR	BAR Subtotal	153.80	\$879.61	1.5%	\$0.00
☐ FRONT	FRONT Subtotal	339.70	\$1,786.56	3.0%	\$0.00
Hourly Totals		991.80	\$7,919.17	13.3%	
Management Salary				%	
Totals				%	

- Click on the **[Expand icon]** Next to the desired category for drill down detail.

Job Name	Hours	Payroll	% of Sales	SPMH
Server	281.70	\$1,361.35	2.3%	
Host(ess)	26.00	\$266.18	0.4%	
PM Server Assistant	32.00	\$159.03	0.3%	
FRONT Subtotal	339.70	\$1,786.56	3.0%	\$0.00

- You can see Daily Labor below by clicking the **[Expand icon]** to the right of the desired date.



Categories Tab: See weekly sales broken down by category of items sold. Click on the **[Expand icon]** next to each department to see weekly sales broken down by category.

Department	Category	Gross Sales	%	Discounts/Comps	% of Sales	Net Sales	%
Week Totals							
☐ Other							
	BEER	\$3,282.77	4.8%	\$558.00	0.9%	\$2,724.77	4.6%
	CATERING	\$1,351.50	2.0%	\$84.99	0.1%	\$1,266.51	2.1%
	FOOD	\$32,012.50	46.7%	\$3,058.20	5.1%	\$28,954.30	48.7%
	MODIFIERS	\$0.00	0.0%	\$0.00	0.0%	\$0.00	0.0%
	N/A BEV	\$1,477.50	2.2%	\$187.25	0.3%	\$1,290.25	2.2%
	WINE	\$30,391.72	44.4%	\$5,185.73	8.7%	\$25,205.99	42.4%
Other Subtotal		\$68,515.99	100.0%	\$9,074.17	15.3%	\$59,441.82	100.0%
Totals		\$68,515.99	100%	\$9,074.17	15.3%	\$59,441.82	100%

- You can see Daily Category data below by clicking the **[Expand icon]** to the right of the desired date.

Employees Tab: See weekly breakdown of each employee including Number of Shifts, Total Cost/Regular Cost, Total Hours/Regular Hours, Avg. Start Time/Avg. End Time, Overtime Cost/Hours.

Employee ID	Employee Name	Job	Start Average	End Average	Regular Hours	Regular Cost	Overtime Hours	Overtime Cost	Tot Hours	Tot Cost	Num Shifts
Week Totals											
2462	[Redacted]	Manager	18:42:00	03:00:00	8.30	\$0.00	0.00	\$0.00	8.30	\$0.00	1
3582	[Redacted]	Line Cook	15:43:45	00:36:00	35.49	\$372.65	0.00	\$0.00	35.49	\$372.65	4
2572	[Redacted]	Server	11:40:00	11:05:40	22.28	\$106.94	0.00	\$0.00	22.28	\$106.94	3
2572	[Redacted]	Bartender	12:43:00	20:04:00	14.70	\$70.56	0.00	\$0.00	14.70	\$70.56	2
6458	[Redacted]	Manager	14:27:12	03:00:00	62.73	\$0.00	0.00	\$0.00	62.73	\$0.00	5

Profit Centers Tab: See the stations where your profits are coming from as defined by your POS.

Profit Center	Checks	Transactions	Gross Sales	Discounts	Net Sales	%
Week Totals						
Bar	29	169	\$928.00	\$108.26	\$819.74	1.4%
Main	1308	17031	\$64,271.99	\$8,474.49	\$55,797.50	93.9%
ToGo	114	930	\$3,316.00	\$491.42	\$2,824.58	4.8%
Totals:	1451	18130	\$68,515.99	\$9,074.17	\$59,441.82	100%
Daily Totals						
☐ 03/04/2019						

- You can see Daily Profit Centers data below by clicking the **[Expand icon]** to the right of the desired date.