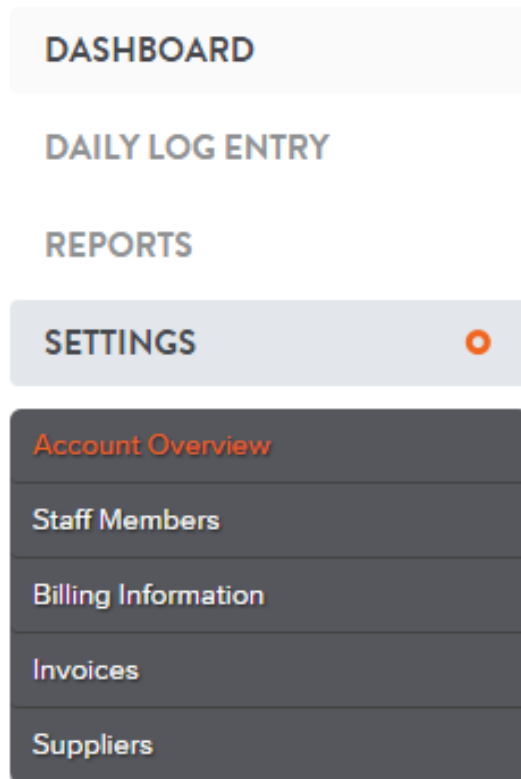


MASTER TRACKER

INSTRUCTIONS FOR USE

1 | **SIGN UP, LOGIN,** and select **SETTINGS:**



A vertical navigation menu with the following items: DASHBOARD, DAILY LOG ENTRY, REPORTS, SETTINGS (highlighted with a red circle), Account Overview (highlighted in orange), Staff Members, Billing Information, Invoices, and Suppliers.

2 | Select **Account Overview**, fill in Account Details:



A form titled 'Account Overview' with the following fields and values:

Company / Business	Chain Name
Example Company	Example Restaurants & Bars
Type of Business	Street
Restaurant & Bar	12 Example Street, PO Box 3045
Suburb	City
Rotorua South	Rotorua, New Zealand
Postcode	Phone Number
3045	+64123456789

3 | Select **FINANCIAL YEAR** “**Select your start date..**”:

FINANCIAL YEAR

Select your start date for the financial year



Currently: **01 April**

START OF FINANCIAL YEAR

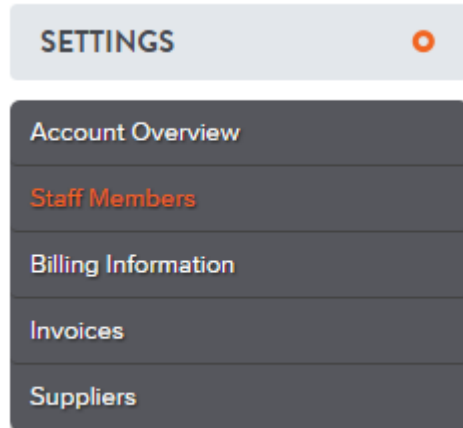
CLOSE

← APRIL 2015 →						
SU	MO	TU	WE	TH	FR	SA
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

4 | Select **Cost Items** to use, add **New Field** if required, click on **Edit** to change **Cost Item Name** or use **Delete** to remove:


Cost Item Name	Kitchen	Beverage	Dashboard	Edit	Delete
Food at Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Staff Meals for the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Staff Discounts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Miscellaneous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Transfers to Bar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Transfer to Kitchen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

5 | Add **Staff Members** if required:



STAFF MEMBERS





You can give other people admin access to Master Tracker.

 [Add a staff member](#)

Once a new staff member has been created a temporary password will be emailed to the new user.

6 | Note: **User** does not have access to **Billing Information** and **Settings**. **Administrator** has access to all Menus but only the **Administrator/Account Owner** can add more Licenses (Chain) by using **UPGRADE ACCOUNT** in **Billing Information**.

A modal form titled 'ADD NEW USER' with a 'CLOSE' button. It contains the following fields: First Name (Example), Last Name (Staff Member), Email (staff@mastertracker.nz), and Permissions (User). The 'User' option in the permissions dropdown is highlighted in blue, with an orange arrow pointing to it.


Name	Email	Access Level	Edit	Cancel
Example Staff Member	staff@mastertracker.nz	Standard User		
Example Owner	sample@mastertracker.nz	Administrator / Account Owner		

7 | Setup **Suppliers**, tick 'Sub-accounts inherit..' if you have Staff using the Program, click on "[Add new supplier](#)", enter **Suppliers** details:

DASHBOARD

DAILY LOG ENTRY

REPORTS

SETTINGS 





- Account Overview
- Staff Members
- Billing Information
- Invoices
- Suppliers**

SUPPLIERS

You can manage suppliers that are available in the data entry section of Master Tracker.

 [Add new supplier](#) 

Sub-accounts inherit these suppliers 

Supplier Name	Contact Name	Phone Number	Edit	Delete
Aaron's Bakery	Aaron Example	+6412345679		
Abby's Vegetables	Abby Example	+6434567890		

8 | Select **DAILY LOG ENTRY**, select **KITCHEN** or **BEVERAGE** (right of screen), and the date you wish to enter figures for

DASHBOARD

DAILY LOG ENTRY

REPORTS

SETTINGS

KITCHEN BEVERAGE

DAILY LOG ENTRY
22 AUGUST 2015 - KITCHEN

← AUGUST 2015

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

9 | Enter the first letters of the **SUPPLIER** Name and it will pop up, click on it, or you can use **ADD SUPPLIER** or **CREATE NEW SUPPLIER**

KITCHEN BEVERAGE

DAILY LOG ENTRY
KITCHEN COST

CREATE NEW SUPPLIER



SUPPLIER	INVOICE NUMBER	ORDER NUMBER	INVOICE AMOUNT	CREDIT AMOUNT	DELETE
ab			\$0.00	\$0.00	
ABBY'S VEGETABLES			\$0.00	\$0.00	

ADD SUPPLIER

10) **INVOICE NUMBER** = Supplier Invoice Number, **ORDER NUMBER** = your own Company Order Number if used, **INVOICE AMOUNT** can be excluding Tax or Including Tax depending on your Company policy, **CREDIT AMOUNT** should be filled in without a negative (-), use **DELETE** if you have entered the **INVOICE/CREDIT AMOUNT** for the wrong Date:

DAILY LOG ENTRY
KITCHEN COST

CREATE NEW SUPPLIER

SUPPLIER	INVOICE NUMBER	ORDER NUMBER	INVOICE AMOUNT	CREDIT AMOUNT	DELETE
Abby's Vegeta	123985757	5600	\$2,555	\$0.00	
Aaron's Bakery	488877	5601	\$1,599	\$0.00	
			\$0.00	\$0.00	
			\$4,154.00	\$0.00	

11) Use **SAVE DAILY LOG ENTRY** button to save your work (bottom right)

SAVE DAILY LOG ENTRY

12) Enter any **COST ITEMS** you had on this day, in this example Staff Meals only. **COST (PP)** means Per Person.
Note: if you enter your Invoices excluding Tax these amounts should be excluding Tax or vice versa

DAILY LOG ENTRY
COST ITEMS

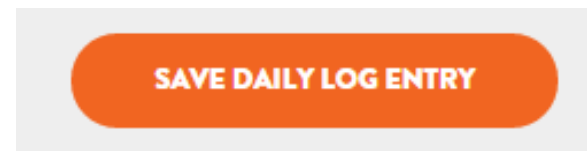
LABEL	ITEM / PAX	COST (PP)	TOTAL COST	NOTE
Food at Cost	0	\$0.00	\$0.00	
Staff Meals for the day	10	\$3.50	\$35.00	extra Staff today
Transfers to Bar	0	\$0.00	\$0.00	

13) Enter your **TOTAL REVENUE** (Income) for the day. Note: if you enter your Invoices excluding Tax this amount should be excluding Tax or vice versa. **TOTAL OUTGOINGS** = Total of Invoices and Cost Items

DAILY LOG ENTRY
REVENUE ENTRY

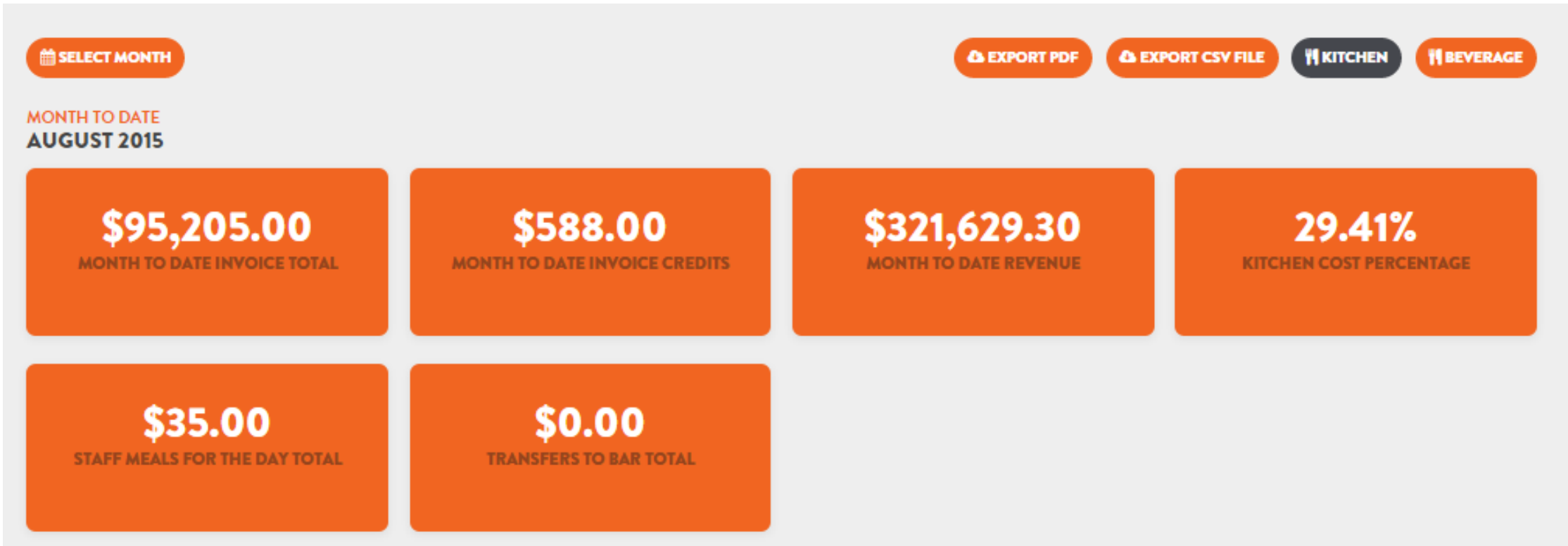
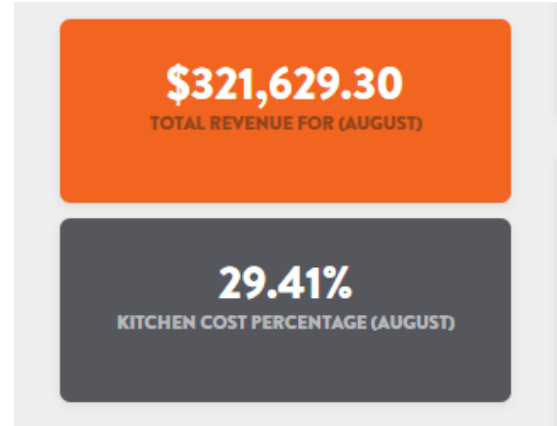
DATE	TOTAL REVENUE	TOTAL OUTGOINGS
Saturday 22nd August	\$59,020.00	\$4189.00

14) Use **SAVE DAILY LOG ENTRY** button to save your work (bottom right)



Underneath the Calendar you can now see the updated figures for the month.
Cost should be around 30%

Click on **DASHBOARD** to see the **MONTH TO DATE** and **YEAR TO DATE** figures, select **EXPORT PDF** or **EXPORT CSV FILE** to create Reports



REPORTS: enter Date range, click on **UPDATE** to create Reports on **Invoices Recorded, Invoices by Supplier, Cost Items, Revenue, Kitchen Cost Percentage** and **EXPORT** to **PDF** or **CSV** (Excel).

TIP: SUPPLIERS monthly Statements can be checked by clicking on **Invoices by Supplier** or **Invoices Recorded**, select option, scroll down on the right, and click on **SUPPLIER NAME** to sort, use **Export** to **PDF** or **CSV** (Excel) if you wish to Print

DASHBOARD

DAILY LOG ENTRY

REPORTS

Invoices Recorded

Invoices by Supplier

Cost Item

Revenue

Kitchen Cost Percentage

REPORT
01 AUGUST 2015 - 23 AUGUST 2015

SHOWING 1 - 25 OF 96 RECORDS

<u>DATE</u>	<u>SUPPLIER NAME</u>	<u>INVOICE NUMBER</u>	<u>ORDER NUMBER</u>	<u>CREDIT</u>	<u>DEBIT</u>
22nd August 2015	Aaron's Bakery	#488877	#5601	\$0.00	\$1,599.00
22nd August 2015	Abby's Vegetables	#123985757	#5600	\$0.00	\$2,555.00
8th August 2015	Bakers Delight	##BA16950	##PO1000	\$0.00	\$670.00
11th August 2015	Bakers Delight	##BA91686	##PO1000	\$0.00	\$1,610.00
21st August 2015	Bakers Delight	##BA84284	##PO1002	\$0.00	\$1,372.00
1st August 2015	Bidvest	##BI33783	##PO1005	\$0.00	\$219.00
3rd August 2015	Bidvest	##BI29276	##PO1001	\$0.00	\$1,023.00
5th August 2015	Bidvest	##BI31519	##PO1004	\$0.00	\$1,188.00