MASTER TRACKER
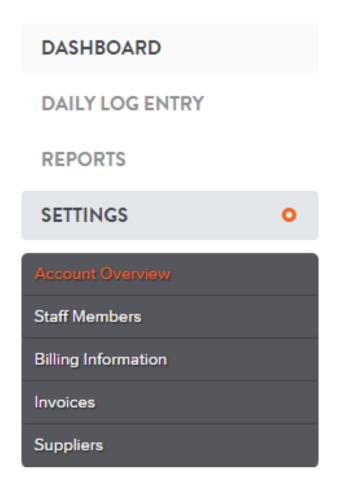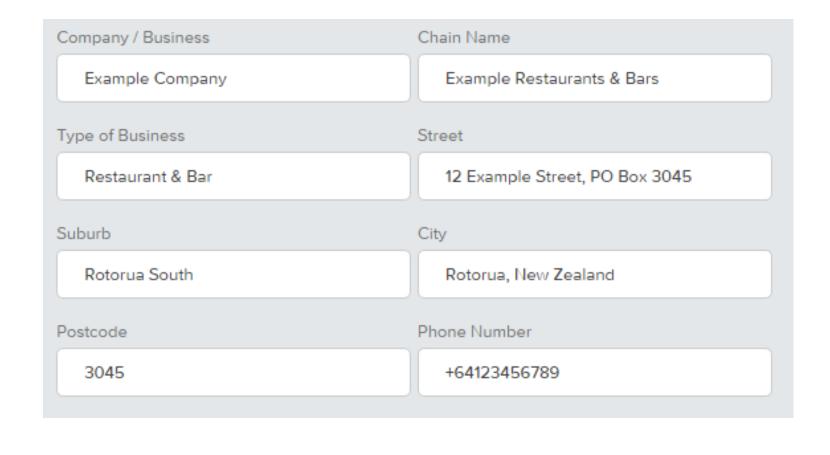
1. **SIGN UP, LOGIN**, select **SETTINGS**

2. Select **Account Overview**, fill in account details

DASHBOARD

DAILY LOG ENTRY

REPORTS

SETTINGS   ○

Account Overview

Staff Members

Billing Information

Invoices

Suppliers

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 **Staff Members** if you wish to add Users

SETTINGS ○

Account Overview

Staff Members

Billing Information

Invoices

Suppliers

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.

4. A **User** has no access to **Billing Information** and **Settings**. **Administrator** has access to all Menus. *Note: only the **Administrator/Account Owner** can add more Licenses (Chain) by using **UPGRADE ACCOUNT** in **Billing Information***.

ADD NEW USER CLOSE

First Name

Example

Last Name

Staff Member

Email

staff@mastertracker.nz

Permissions

User ▼

| User |
| Administrator |

⬅

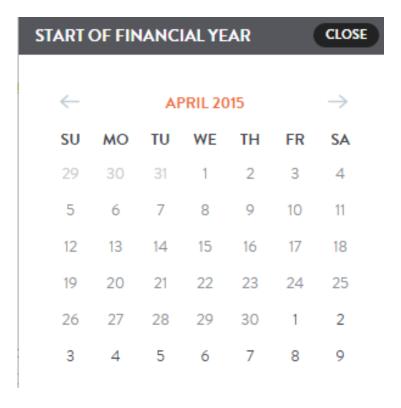| Name	Email	Access Level	Edit	Cancel
Example Staff Member	staff@mastertracker.nz	Standard User	✏	🗑
Example Owner	sample@mastertracker.nz	Administrator / Account Owner	✏	🗑

5. 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** →

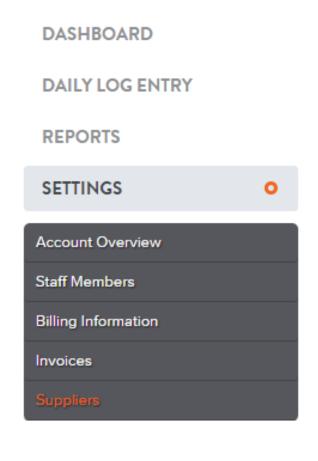| SU	MO	TU	WE	TH	FR	SA
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

6. Select **Cost Item,** 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	☑	☐	☐	✏	🗑
Staff Meals for the day	☑	☐	☑	✏	🗑
Staff Discounts	☐	☑	☑	✏	🗑
Miscelaneous	☐	☐	☐	✏	🗑
Transfers to Bar	☑	☐	☑	✏	🗑
Transfer to Kitchen	☐	☑	☑	✏	🗑

7. Setup **Suppliers**, click on **Add new supplier**, tick 'Sub-accounts inherit these suppliers' if you have Staff using the Program. Enter **Supplier** details.

DASHBOARD

DAILY LOG ENTRY

REPORTS

SETTINGS ⭕

Account Overview

Staff Members

Billing Information

Invoices

Suppliers

SUPPLIERS

You can manage suppliers that are availble 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	✏️	🗑️

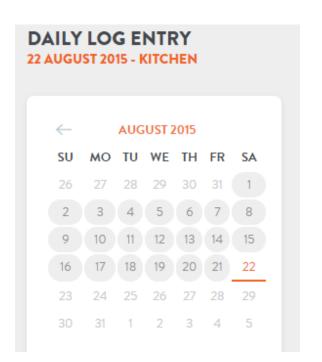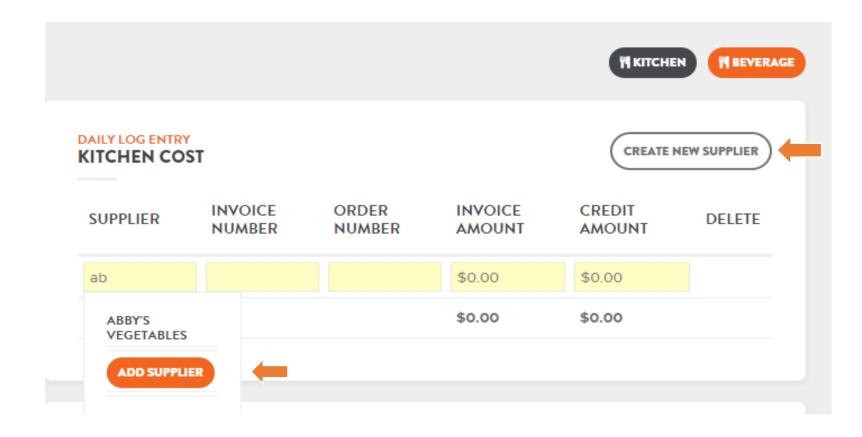8. Select **DAILY LOG ENTRY**, select the Department (on the right) and the date you wish to enter figures for

DASHBOARD

DAILY LOG ENTRY   ○

REPORTS

SETTINGS

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 to select, 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	
			$0.00	$0.00	

ABBY'S VEGETABLES

ADD SUPPLIER

10. Enter **INVOICE NUMBER** = Supplier Invoice Number, **ORDER NUMBER** = your own Company Order Number (if used)
    Note: 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. Click on **SAVE DAILY LOG ENTRY** button to save your work (at the 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

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 INVOICES + COST ITEMS**

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	

DAILY LOG ENTRY
REVENUE ENTRY

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

14. Click on **SAVE DAILY LOG ENTRY** button to save your work (bottom right)

SAVE DAILY LOG ENTRY

Underneath the Calendar you can now read the updated figures for the month
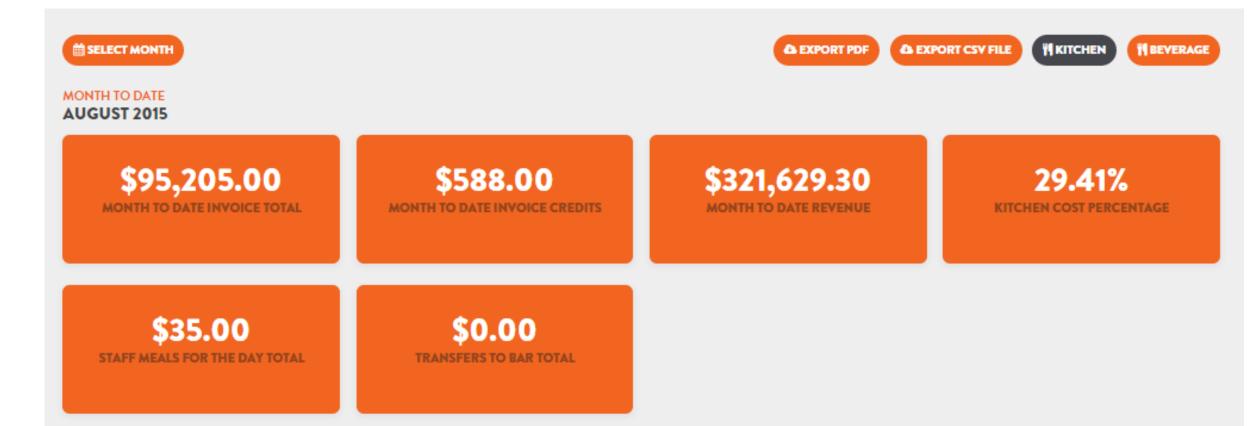*Note: Cost should be around 30%*

15. Click on **DASHBOARD** to see the **MONTH TO DATE** and **YEAR TO DATE** figures

16. Select **EXPORT PDF** or **EXPORT CSV FILE** to create Reports – see next page

$321,629.30
TOTAL REVENUE FOR (AUGUST)

29.41%
KITCHEN COST PERCENTAGE (AUGUST)

📅 SELECT MONTH   ☁ EXPORT PDF   ☁ EXPORT CSV FILE   🍴 KITCHEN   🍴 BEVERAGE

MONTH TO DATE
AUGUST 2015

$95,205.00
MONTH TO DATE INVOICE TOTAL

$588.00
MONTH TO DATE INVOICE CREDITS

$321,629.30
MONTH TO DATE REVENUE

29.41%
KITCHEN COST PERCENTAGE

$35.00
STAFF MEALS FOR THE DAY TOTAL

$0.00
TRANSFERS TO BAR TOTAL

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

   *Note: **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*
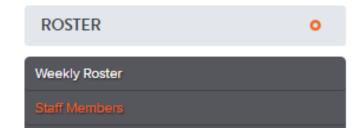
DASHBOARD

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

DATE	SUPPLIER NAME	INVOICE NUMBER	ORDER NUMBER	CREDIT	DEBIT
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

Contact Master Tracker if you wish to purchase the option to Export all figures and Import into your accounting program

INSTRUCTIONS FOR USE – ROSTER MENU

1. Click on **ROSTER**, select **Staff Members**

ROSTER	○
Weekly Roster	
Staff Members	

2. Click on **ADD A STAFF MEMBER**, fill in details including email address, hourly pay rate or annual salary, add the ☑ for salaried employees. *Note: when an Employee leaves, remove the ☑ from Active, you can still access details by selecting All Staff in the drop down box next to Show Roster Active Staff*

STAFF MEMBERS ▼   ADD A STAFF MEMBER   Show Roster Active Staff ▼

FIRST NAME	LAST NAME	POSITION	PHONE	PAY RATE HOURLY/SALARY	EMAIL	SALARY EMPLOYEES	ROSTER ACTIVE	SORT NO.	
Sjaack	Roos	GM	021 370144	50000.00	srjnr@me.com	✓	✓	1	🗑
Maya	Verbaan	F & B	021 370144	15.75	srjnr@vodafone.co.nz	☐	✓	2	🗑
Jeff	Brown	F & B	021 123456	15.00	jeff@hotmail.com	☐	✓	3	🗑

3. Select **Weekly Roster**, **SELECT DATE RANGE**, enter the times for each STAFF using the 24 hour clock, scroll down, click on **UPDATE ACTUAL**

ROSTER ⚬

Weekly Roster

Staff Members

Department Revenue

Reports

SELECT DATE RANGE

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

Note: Add a public holiday by selecting ▾ underneath the date

Our rosters use 24-hour clock format , example 1700 for 5pm. Please use 24-hour clock times when adding rosters.

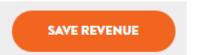| STAFF NAME		MON 27/03/2017	TUE 28/03/2017	WED 29/03/2017	THU 30/03/2017	FRI 31/03/2017	SAT 01/04/2017	SUN 02/04/2017	TOTAL HOURS	
		STAT HOLIDA ▾	STAT HOLIDA ▾	STAT HOLIDA' ▾	STAT HOLIDA' ▾	STAT HOLIDA' ▾	STAT HOLIDA' ▾	STAT HOLIDA ▾		
Sjaack Roos GM	START	07.00	07.00	07.00	07.00	07.00			FORECAST	40.00
	FINISH	15.30	15.30	15.30	15.30	15.30			ACTUAL	40.00
	UNPAID BREAK	30	30	30	30	30	0	0		
Maya Verbaan F&B	START	14.00			14.00	14.00	14.00	14.00	FORECAST	40.00
	FINISH	22.30			22.30	22.30	22.30	22.30	ACTUAL	40.00
	UNPAID BREAK	30	0	0	30	30	30	30		

UPDATE ACTUAL

4. Select **Department Revenue**, select the **DEPARTMENT** at the top right, the **Month** in the drop down Calendar, enter your forecasted income, click on **SAVE REVENUE**

ROSTER ○

Weekly Roster

Staff Members

Department Revenue

Reports

DEPARTMENT REVENUE
01 - 04 - 2017 - ADMIN & RECEPTION

🍴 ADMIN & RECEPTION   🍴 HOUSEKEEPING   🍴 KITCHEN   🍴 FOOD & BEVERAGE   🍴 DUTY MANAGERS

ADMIN & RECEPTION
DEPARTMENT REVENUE

04/2017

WEEK-13

MONDAY 27/03/2017	TUESDAY 28/03/2017	WEDNESDAY 29/03/2017	THURSDAY 30/03/2017	FRIDAY 31/03/2017	SATURDAY 01/04/2017	SUNDAY 02/04/2017
1500.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00
2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00

SAVE REVENUE

5. Select **Weekly Roster**, the top of your screen now shows the forecasted figures
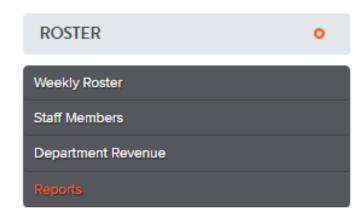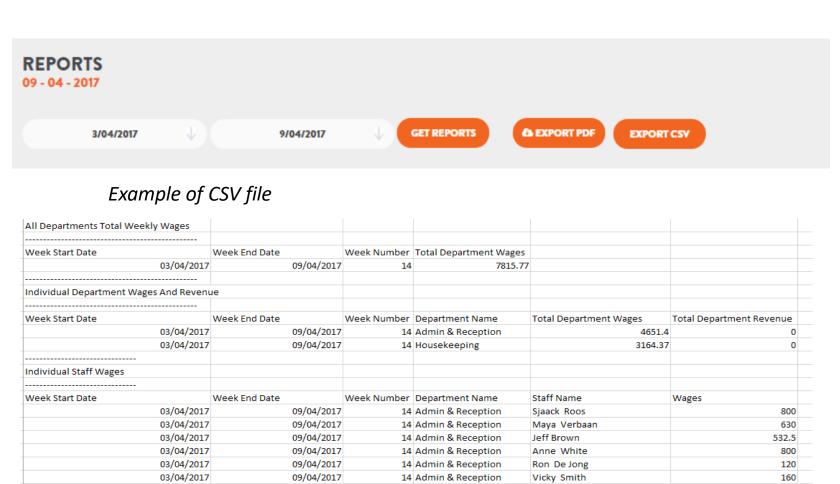

6. You can use **EMAIL TO STAFF** to distribute the **Rosters**, and/or use **PRINT ROSTER** for Noticeboards

7. At the end of the week (or throughout the week) **UPDATE** the Actual hours in the Roster and the Actual Revenue to see the **TOTAL ACTUAL** figures at the top of the **WEEKLY ROSTERS** screen

8. Select **Reports**, select the Date Range, click on **GET REPORTS** to view on screen, use **EXPORT PDF**, or **EXPORT CSV** (Excel)

ROSTER ○

Weekly Roster

Staff Members

Department Revenue

Reports

REPORTS
09 - 04 - 2017

| 3/04/2017 ↓ | 9/04/2017 ↓ | **GET REPORTS** | ☁ **EXPORT PDF** | **EXPORT CSV** |

Example of CSV file

All Departments Total Weekly Wages					

Week Start Date	Week End Date	Week Number	Total Department Wages		
03/04/2017	09/04/2017	14	7815.77		

Individual Department Wages And Revenue					

Week Start Date	Week End Date	Week Number	Department Name	Total Department Wages	Total Department Revenue
03/04/2017	09/04/2017	14	Admin & Reception	4651.4	0
03/04/2017	09/04/2017	14	Housekeeping	3164.37	0

Individual Staff Wages					

Week Start Date	Week End Date	Week Number	Department Name	Staff Name	Wages
03/04/2017	09/04/2017	14	Admin & Reception	Sjaack Roos	800
03/04/2017	09/04/2017	14	Admin & Reception	Maya Verbaan	630
03/04/2017	09/04/2017	14	Admin & Reception	Jeff Brown	532.5
03/04/2017	09/04/2017	14	Admin & Reception	Anne White	800
03/04/2017	09/04/2017	14	Admin & Reception	Ron De Jong	120
03/04/2017	09/04/2017	14	Admin & Reception	Vicky Smith	160
03/04/2017	09/04/2017	14	Admin & Reception	Duncan Smith	450
03/04/2017	09/04/2017	14	Admin & Reception	Jill Ross	200
03/04/2017	09/04/2017	14	Admin & Reception	vijay Narisetti	958.9
03/04/2017	09/04/2017	14	Housekeeping	Vijay Narisetti House Keeping	958.9
03/04/2017	09/04/2017	14	Housekeeping	Elaine Salmon	1150.68
03/04/2017	09/04/2017	14	Housekeeping	Jo Moir	1054.79

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