



Aspect Software, Inc.
Back-office software for restaurateurs

Aspect Software Users Manual

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Revised May 21, 2007

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If you've just started using Aspect

Overview - If you've just started using Aspect

If you have purchased a copy of Aspect, it has probably already been installed for you and it should be set up to import data from your point-of-sale system automatically at the end of each day. (If not, refer to the topic on Installation).

Right now, you're probably wondering 'what next'? Rest assured, it will not be difficult. Think of the first time you used Word or Excel or your point-of-sale system. You probably had the same feeling and now you know how to accomplish what you need to in those programs. You probably also continue to learn more about those programs as you work with them. Your experience with Aspect will be similar. You will be able to accomplish the basic tasks quickly, but you will discover more features as you become comfortable with each new part.

The way to approach Aspect is to break it into 4 parts:

Sales & Labor Reporting

Employee Scheduling

Inventory

Menu Costing

Sales & Labor Reporting is the place to start because there's really nothing that you have to do. All of the information comes from your point-of-sale system. The only thing you need to worry about is how to view the reports. As you work with these features, you will also learn how to customize reports and become comfortable with navigating the program.

When you are ready, you should spend a little time learning how to enter an employee schedule. If you want to skip this and move on to the inventory, do so.

The next step is learning how to set up your inventory. Then you'll begin to enter inventory counts and invoices to calculate your cost of sales.

After you've entered several inventory counts, and your cost of sales reports look reasonable, you can begin costing your menu items to determine your legitimate, or ideal, inventory cost.

Using this Documentation

The topics in the documentation you are reading are divided into two main sections: How To... and FAQ... (FAQ means 'frequently asked questions').

If you follow the outline given above, you will find a How To topic associated with each section. You will also find a FAQ for each section. Read the How To first and begin working with that part of the program. If you have questions that are not covered in the How To topic, refer to the FAQ. Chances are that you will find the answer there.

This documentation is updated on an ongoing basis. Look at www.aspect-software.net for the most up-to-date version of this document.

FAQ: Top Ten (10) Most Frequently Asked Questions

1. Why is there a message saying that my license is about to expire?

When Aspect is installed, a forty day license is entered so you may begin using the program immediately. When the invoice is paid, a permanent license is entered and you will never be asked for a license again. If your license expires while the invoice is outstanding, simply call to have it extended. The program will warn you each day starting ten days before the license expires. If the license does expire, you will only be able to view the sample data. However, your data is not lost.

2. How do I set up Aspect to run from a second computer in my office?

First, create an empty Aspect folder on the C: drive of the workstation. Next, right-click on the Windows Desktop and select New and Shortcut.

The target will be endofday.exe, located in the Aspect folder on the server. After creating the desktop icon, right-click on the icon and select Properties. At the end of the target, add [drive]:\aspect where [drive] is the drive letter of the server. For example, your target might look like: "g:\aspect\endofday.exe". You also need to change the start-in folder to C:\Aspect.

Each copy of Aspect has its own store list. Open the program and select Store Settings from the Settings menu. Click on the green '+' on the toolbar to add your store. When you press Ok, you will be prompted to set up routines to import from your POS system. **DO NOT DO THIS**. Press cancel. This step was done when you installed Aspect on the server and doing it on the workstation would likely cause the server to stop importing.

Each copy of Aspect also requires its own license. Otherwise, you will not be able to view data for your store. Call to obtain a license to the workstation.

3. Why can't I print from Aspect?

If you receive a message saying 'Report not printed', you simply need to reboot your computer. If you are still unable to print, make sure that you have selected the correct printer in the drop-down list. You should also try printing from another program. If you are unable to print from other programs as well, then you need to inform your system administrator of the problem.

4. The buttons on the toolbar at the top have all disappeared. How do I get them back?

If the buttons on the toolbar disappear, you need to reboot the computer. This is not critical. The program will still function normally without these buttons and you can access the same commands by clicking on the File menu and Edit menu.

5. How do I import missing sales?

Sales and labor are normally imported for the previous day by selecting Import POS Totals from the Action menu.

In version 5.65 and later, you can import past sales by clicking the Import button in the Edit Daily Sales window.

In earlier versions, select Sales Summary Report from the Sales menu. Enter a range of dates that includes the day(s) you want to import. After the report opens, right-click on the day you wish to import, select Import Past Journal from the pop-up menu and press Ok. Sales for the day should import. (This will not work with Micros, RCS or Panasonic systems. Missing sales for these POS systems must be entered manually).

If the sales do not import, and you are using an HSI POS system, chances are that your sales were posted to the wrong day in HSI. This is especially true after a holiday or if the POS system has been posted twice on the same day. There are two ways to correct this. The first is to call HSI and ask them to correct the journals. You can then import the day as described above. Another approach is to select 'Import Past Journal' and then modify the name of the journal file there. The journal name will be 'g:\touchit\jor2\jorYYYYM.MDD', for example, 'g:\touchit\jor2\jor20021.224'. Try changing the date in the name to one day later (or earlier), for example, 'g:\touchit\jor2\jor20021.225', and press Ok.

6. How do I import missing labor?

Sales and labor are normally imported for the previous day by selecting Import POS Totals from the Action menu.

To import labor for a prior day, select Edit Daily Labor from the Payroll menu. Press the green '+' on the toolbar, enter the day you wish to import and press Ok. If the information is available on your POS system, it will be imported. If the program complains that the day already exists, you will need to delete it first and then insert it by pressing the green '+'.

7. How do I get terminated employees off the schedule (or active employees onto it)?

Select Edit Employee Records from the Payroll menu. Click on the binoculars on the toolbar and then on the Custom button at the bottom. Turn on the checkboxes labeled 'Terminated Employees' and 'Deleted Employees'. This will cause all employees to be displayed in the list. Double-click on any employee and note that there is a field for the employee's date-of-termination near the bottom right. If there is a date here, the employee will not appear on the schedule. If there is no date, they will.

Another thing to be aware of is deleted employees. Deleted employees will appear in light gray in the display. If you have deleted an employee, you can undelete that employee by double-clicking on their record and then selecting Ok. Answer Yes when asked if you want to Un-Delete the employee. Deleted employees will not appear on the schedule.

8. The price of one of my inventory items is wrong. How do I fix it?

Errors in price are almost always due to an incorrect conversion for an item or to an invoice that has been entered incorrectly. To correct a price, follow these steps:

Select Edit Inventory Items from the Inventory menu. Locate the item in question and double-click on it. Verify that the purchase size and count size are correct and press Ok. Do not worry about the price that appears here. Prices are determined by invoices you enter and changing the price here will have absolutely no effect.

Right-click on the item and select Conversions from the pop-up menu. Verify that the conversions for the item are correct. Any size with a number next to it must be equivalent to any other size with a number next to it. For example, you might have 1 next to case and 12 next to bottle. This means that '1 case' is the same as '12 bottles'. Correct any mistakes and press Ok.

Right-click on the item again and select Inspect from the pop-up menu. Set the date to inspect the last two or three months. When the inspect window opens, right-click anywhere on the window and select Inspect Purchases from the pop-up menu.

You will see a list of all the invoices that have been entered for this item. The column on the far right displays the unit price recorded on each invoice. If one of these is incorrect, double-click on that line and correct the invoice. Be aware that if you edit an old invoice, you will likely change your beginning inventory value for the current period.

If you do not see any invoices in the window, then you need to back out and inspect again from an earlier date.

Do not make this a habit, but as a last resort, you may force the price of an item by entering a dummy invoice. For example, you could add an invoice on which you purchase 10 units for \$100 and then -10 units for -\$100. The net result will be zero since you are backing out the inventory as well as putting it in. This will give the program an invoice to look at to determine the price. You will need to enter a quantity that is large enough to account for the inventory currently on hand. For example, if you have 6 units on hand, your invoice must add and subtract at least six units. You could add and subtract 1000 units. It really doesn't matter as long as you cover the amount that you have on hand. The price will take effect on whatever date you enter for the invoice.

Finally, to make sure that every thing is up to date, select Update Perpetual from the Inventory menu and update your inventory from the date of your beginning count.

9. There are no sales figures on my Cost Of Sales report. How do I fix it?

Select Inventory Setup from the Settings menu and then Inventory Groups. Each group should have one or more sales links indicating the sales figure that should be used for that group on the Cost Of Sales Report.

For example, food cost will be displayed as a percentage of food sales, liquor as a percentage of liquor sales, and so on. Each of your food groups will have one sales link for representing net food sales. If you are using an HSI system, the sales link will be named 'Actual Food'. On Aloha, it's called 'Net Food'. On other POS systems, it might be named 'Food Sales' or just 'Food'.

Enter sales links for your liquor, beer and wine groups in a similar fashion using 'Actual Liquor', 'Actual Beer' and 'Actual Wine' (or Net Liquor, Net Beer and Net Wine).

Make sure to edit each of the three main groups (Food, Bar and Operating) and enter sales links for these groups as well. The Bar group will have three sales links (liquor, beer and wine) since you will want to calculate bar cost as a percentage of total bar sales. The Operating group should have one sales link named 'Net Sales'.

When you have entered sales links for each inventory group, the appropriate sales figure will be displayed on the Cost Of Sales report.

10. The legitimate usage (or perpetual) of one of my inventory items is wrong. How do I fix it?

To view the legitimate usage and perpetual for an item, select Edit Inventory Items from the Inventory menu. Locate the item in question, right-click on it and select Inspect from the pop-up menu. Set the date to inspect the last month or two.

The legitimate usage for the item is displayed for each day in the column named 'Legit Usage'. The perpetual appears in the next column. The legitimate usage is the amount you should have used based on your sales. It depends on the recipe ingredients you have entered. The perpetual is the amount of inventory you should have on hand at the end of each day. It is calculated simply by taking the previous day's perpetual, adding anything that was purchased and subtracting anything that was sold. Each time you enter an actual count, you override the perpetual and the next day perpetual is based on your actual count.

If the legitimate usage appears incorrect, then a recipe might be entered incorrectly. If the legitimate usage appears too low, then you may have failed to include the item in a recipe.

To see which recipes account for the legitimate usage, right-click on a particular day and select Inspect Legitimate. The resulting window displays each of the menu items that contributed to the legitimate usage. If something appears incorrect, then you need to select Edit Recipes from the Inventory menu and correct the problem. If a menu item is missing, then you need to add the inventory item to the ingredients for that menu item.

If the perpetual appears incorrect, you need to look at the counts that have been entered, the purchases and the legitimate usage. The perpetual depends on all of these things. You may have entered a count incorrectly or an invoice may have been left out. There might also be an error in a recipe causing the legitimate usage to be too high or low.

How To: Installation

Obtaining a copy of Aspect

Aspect is available for download from www.aspect-software.net. Download the file to an empty temporary directory. After downloading, double-click on the file to extract it and run Setup.

By default, the downloaded version is not the current released version. For instance, the default download may be version 5.63, but the latest version is 6.05. To obtain the latest version, please contact Aspect Software.

Making an install CD

You can make an install CD by downloading a copy of the program from www.aspect-software.net. After downloading, double-click on the file to extract it. To make the CD, copy the extracted files to the CD. When you place the CD into a computer, the Setup program will load automatically.

Importing from the POS system

After installing the program, follow these steps to complete the installation:

Select About from the Help menu. Leave the serial number blank and enter 2236 as the authorization number. This authorization number will restrict some parts of the program but it is enough for you to get started until you can call to obtain a valid license.

Note: If you are installing Aspect on another computer where the POS data resides, you need to map a drive or network a drive from the Aspect based computer to the POS Server where the data resides. If you do not know how to setup a mapped drive or network connection, contact your system administrator.

Select Store Settings from the Settings menu. Press the green '+' on the toolbar to add your store. Enter the name of your store. If your store has a number assigned by your company, enter it in the code. If not, don't worry about it. Select the correct POS system in the drop-down list and press Ok. Everything else is the way it should be.

The program will ask if you want to create a directory. Answer Yes. Next, the program will set up the routines needed to import from your POS system. Press Next and Finish. Close the store list when you have added your store.

Next, select System Settings from the Settings menu. Change the "Maximum open windows allowed" from "4" to "8", change the "After 12:00p begin importing today's totals from the POS System" to "4:00p", and make sure that "Log all activity", "Auto-format report display", "Import check detail", and "Highlight subtotals with color" are checked.

To import from the POS, select Import POS Totals from the Action menu. (You might see something slightly different like 'Import Aloha Daily Totals').

After the import is complete, you are ready to create the Daily Sales Report. Select Edit Daily Sales from the Sales menu. Answer Yes when asked if you wish to create the report. You will be asked to select fields that represent your net sales, tax, charges, etc. In most cases, Aspect will make these selections for you automatically. Make the appropriate selections and press Next until you have finished. The Daily Sales Report will appear on the screen. Do not worry if it does not contain any numbers. The numbers will begin importing properly at the end of the current day.

Note that Micros systems, RCS systems, Electralogics, and Panasonic systems require additional setup from the POS vendor as well as Aspect Software.

Automating the import

You can automate the import of data from your POS system using the Windows task scheduler. To do this, you will need to create a small batch file.

The contents of your batch file should be:

C:

cd \aspect

endofday /close

endofday /execute_event /event="import pos totals"

exit

If Aspect is not installed on the C: drive, change the drive letter on the first line to the correct drive. If the Action menu in Aspect contains something other than 'Import POS Totals', modify the batch routine to reflect exactly what is displayed in the Action menu. For example, you would use "Import Aloha Daily Totals" for an Aloha POS system. Enter it exactly as it appears in the Action menu.

When you have created the batch file, save it to the Aspect folder using 'import.bat' as the name. Open the Windows Task Scheduler and add a scheduled task to run this batch routine each morning. Make sure that the task is scheduled to run after the POS system has been closed out. If you are importing from Aloha, make sure that the task executes after the Aloha 'grind' is complete.

Scheduling a Task – Import Sales

To schedule an automated import, simply go to Start, Settings, and Control Panel. In the Control Panel you will see an icon for Scheduled Task. Simply double click the Scheduled Task and a new window will appear. In the new window, you will see a Schedule Task Wizard.

The Schedule Task Wizard will enable you to setup an Aspect Script. Follow the steps of the wizard as

standard until you get to the Program selection wizard. Here, you will choose the browse option and browse to the Aspect directory. Inside the Aspect directory, you will choose import.bat. If you don't have an import.bat file, you have to create it. To do so, open a notepad and type in the following:

```
g: [where g: represents the drive where Aspect is installed]
cd \aspect
endofday /close
endofday /execute_event /event="import pos totals"
exit
```

Save the file as import.bat.

Continue with the wizard as instructed and choose the frequency you wish to pull the data from the POS system. Name the file "Aspect Import" and choose the frequency, meaning the days of the week and the time. Typical settings are "daily", "4:00am", and "everyday". When finished, it will ask you for a username and password. Simply use the windows based username and passwords with your computer. If you are unsure of these settings, please contact your system administrator.

Scheduling a Task – Backup

To schedule an automated import, simply go to Start, Settings, and Control Panel. In the Control Panel you will see an icon for Scheduled Task. Simply double click the Scheduled Task and a new window will appear. In the new window, you will see a Schedule Task Wizard.

The Schedule Task Wizard will enable you to setup an Aspect Script. Follow the steps of the wizard as standard until you get to the Program selection wizard. Here, you will choose the browse option and browse to the Aspect directory. Inside the Aspect directory, you will choose script.bat. It should already exist in your Aspect directory.

Continue with the wizard as instructed and choose the frequency you wish to pull the data from the POS system. Name the file "Aspect Backup" and choose the frequency, meaning the days of the week and the time. Typical settings are "daily", "4:30am", and "everyday". When finished, it will ask you for a username and password. Simply use the windows based username and passwords with your computer. If you are unsure of these settings, please contact your system administrator.

After the schedule task is created, right click on the task and choose properties. At the end of the target, you are going to add "Aspect – Daily Script". For instance, it might look something like "g:\aspect\script.bat "Aspect – Daily Script". You will need the quotations around "Aspect – Daily Script". Please note that it is case sensitive. To determine what is backed up, please refer to the "Backing up your files" section of this document.

How do I set up Aspect to run from a second computer in my office?

First, create an empty Aspect folder on the C: drive of the workstation. Next, right-click on the Windows Desktop and select New and Shortcut.

The target will be endofday.exe, located in the Aspect folder on the server. After creating the desktop icon, right-click on the icon and select Properties. At the end of the target, add [drive]:\aspect where [drive] is the drive letter of the server. For example, your target might look like:

"g:\aspect\endofday.exe". You also need to change the start-in folder to C:\Aspect.

Each copy of Aspect has its own store list. Open the program and select Store Settings from the Settings menu. Version 5.65 and later will attempt to create the store list on the workstation for you. If you do not see your store in the list, click on the green '+' on the toolbar to add your store. When you press Ok, you will be prompted to set up routines to import from your POS system. DO NOT DO THIS. Press cancel. This step was done when you installed Aspect on the server and doing it on the workstation would likely cause the server to stop importing.

Each copy of Aspect also requires its own license. Otherwise, you will not be able to view data for your store. Call to obtain a license for the workstation.

How To: Sales Reporting

Overview - Sales Reporting

Sales information is normally imported automatically from your POS system at the end of each day or early the next morning. If sales information is not imported automatically, select Import POS Totals from the Action menu to import it manually. If you wish to automate the import, see the topic named 'Installation'.

Aspect's sales reports complement your POS system by giving you more flexible ways to view information. There is really no work for you to do other than to become familiar with the reports. All of the reports are available from the Sales Reporting tab on the Navigator and from the Sales menu.

Daily Sales

The Daily Sales report displays information for a single day. Information is recorded permanently. Use the arrows at the top to go backward or forward by one day or click on the Date button to go to a particular date.

A default report is created the first time you use this feature based on the information available from your POS system. Generally, you will see sales, tax and gross sales on the left. On the right, discounts, charges and other adjustments are deducted from the gross sales to calculate a deposit due. You may key in your actual deposit to calculate your over/short.

There are buttons on the right of the report that bring up additional information. For example, click on the Discounts button to view a breakdown of each individual discount.

When you print the Daily Sales report, the report will include all of the numbers you see on the screen plus additional information including discounts and labor. This is the only report in the program for which the printed report looks different than what is displayed on the screen.

Sales Summary

The Sales Summary report is used to view sales information for a period of time. You may open this report for a single day, a week, a month, or any period you like.

When you first open this report, you will probably see sales figures for each department. To view other displays, click on the binoculars and select Discount Summary or any other display.

You may customize any of the displays by clicking on the binoculars and then the Custom button. On the bottom right, you will see a list of 'Fields Selected'. These are all of the columns included in the report. On the left, you see a list of 'Available Fields'. These are all of the columns that can be added to the report. Use the Add and Remove buttons to add or remove columns from the display. Before adding a column, highlight the position you want it to occupy under the 'Fields Selected'. The highlighted field will be moved down to make room for the new field. You can create new displays by entering a

different name at the top of the custom window. When you are done, press the Save button and Ok.

Now that you know how to customize a report, keep in mind that EVERY report in Aspect can be customized by clicking on the binoculars.

Another feature that is available in every report is the ability to load the report into a spreadsheet or as a web page. To do this, right-click anywhere on the report and select 'Load As Spreadsheet' or 'Load As Web Page'. You will need a spreadsheet program like Excel or Lotus to view the report as a spreadsheet.

If you find that you are missing numbers for a particular day, right-click on that day, select Import Past Journal and press Ok. If the information is available from your POS system, it will be imported.

Period-To-Date Sales

Like the Sales Summary report, the Period-To-Date Sales report displays sales information for some period of time. Try opening this report and set the period to daily, the number of periods to 7 and enter a starting date for the report.

You will see seven columns in the report, one for each day. The default report is similar to the Daily Sales report except that the information runs down the page and you can view more than one day at a time.

You may have up to 7 columns in the report. The date range of each column is determined when you open the report. For example, if you set the period to monthly and the number of periods to 4, you will be viewing four weekly totals. You could also view six monthly totals. If you click on the 'Select Custom Dates' button when opening the report, you can set the dates to anything you like. Use this option to compare sales from different periods, for example, this year versus last year..

Sales Mix Summary

The Sales Mix Summary report displays the number of each menu item sold and the dollar sales for each menu item over some period of time.

After opening the report, click on the binoculars and select either 'Dollar Sales' or 'Number Sold'. The 'Profit' display will not contain useful information until you have entered all of your recipes.

Exporting Sales to an Accounting Package

For information on exporting daily sales information to an accounting package, check the topic named 'How To: Exporting Sales'.

Entering Budgets

First, you will need to add a line to the Daily Sales report where you can enter your budgets. To do this, select Sales Setup from the Settings Menu and then Sales Record Setup. Scroll down to the bottom and find a line with no description. Double-click on this line and enter 'Sales Budget' as the description. It must be named exactly 'Sales Budget'. Press Ok.

Next, select Sales Setup from the Settings Menu and then Sales Input Setup. Find a blank line around row 15 or so and double-click on it. Enter 'Sales Budget' as the description and select 'Sales Budget' in the first drop-down list. Press Ok and close this window. Make sure to answer yes when prompted to save your changes.

If you select Edit Daily Sales from the Sales menu, you should now see a line where you can enter your sales budget. Click the arrow to the right at the top of the window to move forward day by day and enter the sales budget for each day.

How To: Labor Reporting

Overview - Labor Reporting

Labor information is normally imported automatically from your POS system at the end of each day or early the next morning. If labor information is not imported automatically, select Import POS Totals from the Action menu to import it manually. If you wish to automate the import, see the topic 'Installation'.

You can use Aspect to review your labor each day, to make timeclock adjustments and to prepare a payroll timesheet at the end of the pay period. This timesheet can be exported to many popular accounting packages and payroll services.

All of the labor reports are available from the Labor Reporting tab in the Navigator and from the Payroll menu. Before you get started though, you will need to verify that the overtime rules for your state are set correctly in Aspect.

Payroll Settings

In order for Aspect to calculate overtime correctly, you will need to enter the frequency of your payroll and the overtime rules that should be used. To do this, close the Navigator, select Payroll Setup from the Settings Menu, and then Payroll Settings.

Click the Overtime button at the bottom and enter the beginning day of your payroll week, the date of the first day of the current payroll period and your payroll frequency.

Next, turn on the checkboxes next to each overtime rule that should be applied.

The checkbox labeled 'Use average regular rate...' determines whether the overtime rate is 1-1/2 times the current job being worked or 1-1/2 times the employee's average rate. For example, if an employee works 20 hours as a hostess and 20 hours as a server, they will have 40 regular hours. If they then come into work the 41st hour as a server, this checkbox determines whether they are paid 1-1/2 times their server rate or 1-1/2 times their average hourly rate during the first forty hours.

The checkbox labeled 'Use tip credit...' is only used if you pay servers less than minimum wage. If you do not pay any employee less than minimum wage, leave it turned off. If you do, turn it on.

The checkbox labeled 'Overtime for hours over 40...' works as follows: Suppose an employee works several 10 hour shifts and you are paying them overtime for hours over eight in a single day. They will have some combination of regular and overtime hours even if they have not worked 40 hours yet. When the employee does reach 40 hours, they will be paid overtime for each additional hour. However, some states do not include the earlier overtime as part of the 40 hours.

This is as complicated as it gets. The rest is easy. Check with your payroll company if you are unsure of these settings. Press Ok to save your changes and click on the lightning bolt to open the Navigator back up.

Employee Records

When you select Employee Records from the Labor Reporting tab of the Navigator, you see a list of all the employees that have been imported from your POS system. You can add employees manually in Aspect but it is not recommended. Instead, add new employees to your POS system and they will be imported into Aspect. There is not much that you will do in the Employee Records window, but there are a few things you should know.

Double-click on any employee and note that there is a place for a date-of-termination near the bottom right. If a date is entered here, the employee will not appear on the employee schedule in Aspect.

You can enter addresses, phone numbers and other information that may not be imported from your POS system. Additional information can be entered by pressing the 'More' button. Do not change the job codes or pay rates because this information is updated every night from the POS system. If you want to change a rate, do it on the POS system.

Normally, you will not delete employees. You will enter a date of termination instead. However, if you wish to delete an employee, highlight the employee and press the red '-' at the top. You will have three options. The first option is used to simply hide the employee. If you delete an employee using this option, you can always un-delete them by double-clicking their record and selecting Ok. If an employee is deleted in this manner, their timeclock information will not be imported from the POS system.

The second option is used to completely purge an employee from Aspect. If you do this, make sure to remove them from the POS system as well or they will be imported again. You can not retrieve any information about an employee in Aspect once they have been purged.

The third option is used to merge two employee records together. This is useful if you have mistakenly entered an employee on the POS system twice with a slightly different spelling of the names. If you choose this option, make sure that the duplicate record has been removed from the POS system, otherwise it will be imported again.

Daily Labor

The Daily Labor window displays one line for each day that has been imported from the POS system. Double-click a day to view the employees that worked that day, their job code, time in/out, hours and pay.

If you find that you are missing a day of labor, click the green '+' at the top and enter the date that you wish to import. If the information is available from your POS system, it will be imported. If the day already exists, you will need to delete it by pressing the red '-' before you can import it again.

You can edit the time in/out, rate and tips for an employee by double-clicking on their record. Press the Sales button to edit tips. When you edit a shift, you will see three time in/out entries. The bottom one is the information that came from the POS system. The middle one is the employee's scheduled time in/out (if you entered a schedule in Aspect). The Approved time in/out is the same as the POS timeclock unless you change it.

Once a day has been imported into Aspect, it will not be imported again. This means that if you make timeclock adjustments to a past day on the POS system, Aspect will be unaware of these changes

unless you delete the day and reimport it.

The procedure that most people follow is to make any timeclock adjustments for the current day on the POS system before it is imported into Aspect. Once the day has been imported into Aspect, adjustments to that day should be made in Aspect.

If instead, you choose to make all of your adjustments on the POS system, you will need to delete and reimport each day in Aspect so that it reflects the current POS information.

Labor Detail Report

The Labor Detail Report is where you go to view a payroll timesheet for the entire payroll period.

The most commonly used displays in this report are 'Detail By Employee' and 'Payroll Timesheet'. Click on the binoculars to select either of these displays. Make sure to familiarize yourself with the other displays as well.

When viewing the 'Detail By Employee' display, you may edit time and rates by double-clicking on a shift (not one of the blue subtotals).

The 'Payroll Timesheet' display is similar to the 'Detail By Employee' display, except it only displays totals for each employee rather than each individual shift.

By default, tips are not included on either of these displays. To add tips to the report, click on the binoculars and then on the Custom button. On the bottom right, you see a list of 'Fields Selected'. These are all of the columns currently displayed in the report. On the left, you see a list of 'Available Fields'. These are all of the columns that can be displayed. To add Total Tips, scroll to the bottom of the 'Fields Selected' and highlight the blank line beneath Total Pay. This will cause the new field to go on the far right of the report. Next, locate Total Tips in the list of 'Available Fields' and double-click on it or press Add. You should see Total Tips on the right-hand side now. Press the Save button at the top to make this a permanent change and Ok at the bottom to view the change.

Using the binoculars, you can also filter the report to display information for a single employee. To do this, click on the binoculars and Custom, then select the desired employee from the drop-down list next to the word 'Employee'.

When you have reviewed the payroll timesheet, you may print it and fax it to your payroll company or you can right-click and select one of the export options. Look at the topic named 'How to: Exporting Payroll' for information on exporting labor information to a payroll service or accounting package.

Labor Summary Report

The Labor Summary Report is used primarily to view labor percentages by day. You will not find information about individual employees in this report, only totals for each day. This report is most useful once you have started entering schedules. Use the binoculars to create reports containing total hours, pay, actual vs. scheduled pay, etc. for each schedule.

Exporting Labor to a Payroll Service or Accounting Package

For information on exporting labor information to a payroll service or accounting package, check the topic named 'How To: Exporting Payroll'.

How To: Employee Scheduling

Overview - Employee Scheduling

Entering a schedule in Aspect is a simple process. Before you can enter a schedule though, you need to create some schedule names and schedule positions. This is a one-time thing. When this is done, you will be ready to enter your first employee schedule in Aspect.

Schedule Names

Before employees schedules may be entered in Aspect, you must name each schedule that will be created. For example, most restaurants have bar, wait, busser, host, kitchen and manager schedules.

To enter schedule names, open the Navigator by clicking on the Lightning Bolt, select Employee Scheduling on the left and then Schedule Names. Press the green '+' at the top to add each schedule name. Make sure you add things like Bar, Kitchen, Server, etc. Do NOT put employee names here.

Default budgets may be entered for each schedule. When a schedule is entered, the actual cost of the schedule will be evaluated against the budgets that are entered. You can come back and enter the budgets later if you like.

Schedule Positions

After you have entered schedule names, positions must be created for each schedule. For example, a kitchen schedule might include positions like Grill, Prep, Dish, Line, Expediter, etc. A server schedule might include only a single position named Server.

Positions let you create a schedule more quickly. A default job code and clock in / out time are assigned to each position. So when you enter a shift, you only need to specify the position. Aspect will fill in the job code and clock in / out times for you. Aspect will also fill in the correct pay rate based on the job code defined by the position. You can override any of these entries if necessary.

To enter schedule positions, select Schedule Positions from the Navigator. Press the green '+' to add a position. Enter the name of the position and an abbreviation. Select the schedule that the position belongs to and the job code that employees will clock in with when they work this position. Finally, enter default in/out times for each day of the week. This is the time that MOST employees will clock in/out when they work this position. These times are optional and you can override them when you create the actual schedule. Most people find it useful to use positions like AM Server and PM Server rather than just Server so that default times can be entered.

Note that you are NOT entering employee names here. You are entering positions that employees will work.

Opening An Employee Schedule

After schedule names and schedule positions have been entered, you are ready to begin entering an employee schedule. Select Weekly Schedule from the Navigator. The default date of the schedule should be the end of the upcoming week. Correct the date if necessary and select OK.

(If the date is incorrect, select Payroll Setup from the Settings menu and then Payroll Settings. Click on the Overtime button and correct the starting date of the current pay period).

Selecting A Schedule

After opening a schedule, Aspect displays a grid containing all active employees.

Normally, you will want to limit the display to show only the employees on a particular schedule. For example, you might limit the display to show only bartenders or servers. To do this, click on the binoculars to open the list of displays. Highlight the display named "Schedule - Worksheet" where Schedule is the name of the schedule that you wish to work on. For example, highlight 'Bar - Worksheet'. Don't press Ok yet.

If this is the first time that you have entered schedules, you will need to tell Aspect how to display only those employees that belong on a particular schedule. To do this, press the Custom button and turn on the check box labeled 'Only employees who can work' and select Bar from the drop-down list. If you didn't create a schedule named bar, select the appropriate job code. You are telling Aspect to only display employees who can work this particular job code. Press the Save button and Ok. You will have to do this one time for each worksheet display.

Entering Shifts

To enter a shift, double-click an empty box on the schedule. When you select a position for the shift, Aspect fills in the job code, rate, time in and time out for you. Press the Tab key to move through the fields in the window and adjust the time in and out if necessary. Press the Ok button to save the shift.

Double-click on the box for the next day and continue adding shifts for the employee until all shifts have been scheduled. Notice that when you enter the next shift, Aspect automatically fills in the position based on the last position that you entered for the employee.

If Aspect does not automatically fill in the job code and time in/out when you select a position, check the default settings you entered when you created the position. Aspect may also fail to initialize the rate properly if an employee is not set up to work the selected job code on your POS system.

Entering Double-Shifts

To add a second shift for an employee on a particular day, double-click on the employee's name. Aspect will open a new window showing all scheduled shifts for the employee.

To add a shift in this window, press the Insert button and enter a date for the shift. Notice that you can schedule two shifts on the same day by entering two shifts, each with the same date. An employee can be scheduled for up to 3 shifts on a single day.

Press Ok to close the window and return to the schedule. If you added a double shift for the employee, you will find that the employee now has two lines in the schedule. You can add additional double shifts for the employee directly from the schedule.

Adding a column for total pay

The total hours scheduled for each employee are displayed in the last column of the schedule. You can also add a column for total pay so you can view the total pay for each employee and the schedule as a whole.

To do this, click on the binoculars and press Custom. In the list of 'Fields Selected', scroll to the bottom and highlight the blank line beneath the last field. Scroll through the list of 'Available Fields' until you find 'Total Ttl Pay' and double-click on it to add it to the selected fields. Press the Save button and Ok.

If you add total pay to the schedule, make sure that you add it to one of the worksheet displays, for example, Bar - Worksheet. These worksheet displays are for you to use as you create the schedule and they may contain information that you don't want to print and hang on the wall. When you're ready to print the employee schedule, select one of the schedule displays, for example, Bar-Schedule.

Entering Budgets

To enter budgets, right-click anywhere on the schedule and select Budget from the pop-up menu. Aspect will open a new window showing totals by day for each schedule. Budgets are entered by day for each schedule. For example, you will enter a Bar budget for Monday, Tuesday, Wednesday, etc.

To enter or change a budget, double-click the line containing the budget and enter budgeted pay for the selected day. Press the Tab key to enter budgeted hours, if desired, and select Ok to save the budget.

You can change the display from budgeted pay to budgeted hours and visa versa by pressing the Display button. Current versions of Aspect also include a display for projected labor percentages. For information on viewing projected labor percentages, see the topic named 'FAQ: Labor & Scheduling.

Printing The Schedule

When you are ready to print the schedule, click on the binoculars and select the display named "Schedule - Schedule" where Schedule is the name of the schedule you wish to print, for example, 'Bar - Schedule'. Only employees that have shifts on the selected schedule will be displayed. To print the schedule, select Print from the File menu.

Saving The Schedule

It is important to note that changes made to the weekly schedule are not saved until you exit the schedule. This means that a system crash or power failure can cause you to lose a significant amount of work.

To prevent this, use the auto-save feature to automatically save your work every few minutes. To enable the auto-save feature, right-click anywhere on the schedule and select Auto Save.

The Auto Save window is used to specify how often the schedule should be saved. For example, a value of five will cause the schedule to be saved every five minutes. Enter a value of zero to disable the Auto Save feature.

Importing A Schedule

If you are starting with a blank schedule, you may wish to import a previous schedule and modify it for the upcoming week.

To do this, right-click anywhere on the schedule and select Import Previous Schedule. Select the schedule to import and the ending date of the week to import from. You may also choose to add to or replace the existing schedule. If you choose to replace the existing schedule, the current schedule will be completely deleted and replaced with the imported schedule.

Important: If you choose to replace the existing schedule, the entire schedule will be erased and replaced by the import, even if you have filtered the display to include only particular employees. For example, if you are working on a Bar schedule and you import from a previous week with the 'replace existing schedule' option turned on, you will replace not only the Bar schedule, but the Server schedule, the Kitchen schedule and any other schedules as well. This is true even if you only import the Bar shifts from a previous week. Be sure not to erase another person's work when you import!

Exporting A Schedule To Your POS System

Aspect currently exports employee schedules to H.S.I., Aloha, Restaurant Manager, and RCS point-of-sale systems. These POS systems use the exported schedule to ensure that employee clock in/out at the correct time. If an employee tries to clock in/out outside of a specified grace period, they must get a manager's approval.

To export a schedule, select Export Schedule from the Payroll menu. Enter the beginning and ending date of the week to be exported. Make sure the checkbox labeled 'Update the point-of-sale system after exporting' is turned on and that 'Export POS Schedule' is selected in the drop-down list. Press Ok to export the schedule. If you do not have the 'Export POS Schedule' option available, you will need to create a batch routine to copy the data from Aspect to the POS System.

If you are exporting a schedule to H.S.I., Aloha, or Restaurant Manager, you will need to enter grace

periods into Aspect before you export the schedule. To do this, select Payroll Setup from the Settings menu and then Job Codes. Double-click on any job code. At the bottom, you will see a place for four grace periods - early in, late in, early out and late out. These grace periods must be entered for every job code. If you don't want to enforce the clock-out times, enter large grace periods, for example 120 minutes. After entering grace periods, you will also need to ask your HIS, Aloha, or Restaurant Manager representative to enable the scheduling feature on the POS system.

To enter grace periods for RCS, select Payroll Setup from the Settings menu and then Payroll Settings. You will find a line that says 'If an employee clocks in within...'. The value you enter here will be the grace period for both the clock in and out times. For example, enter 10 to set the grace period to 10 minutes. A secondary effect will be that employees clocking in early will automatically be rounded up to their scheduled clock in time. You do not have to enable the scheduling feature on RCS. RCS will begin enforcing the schedule as soon as you export it.

Projected Hours

When you enter an employee schedule in Aspect, you know what your labor cost will be for the upcoming week - at least in theory. In reality, employees will come in early, leave late, swap shifts and otherwise depart from the schedule.

The Projected Hours report gives you an up-to-date projection of what your labor cost will be based on what has actually happened so far and the remaining scheduled hours. For example, if you open a Projected Hours report at the beginning of the week, it will project the same cost as your schedule. However, if you open it on Friday morning, it will show the actual cost for Monday thru Thursday and the remaining scheduled cost for Friday thru Sunday. This makes it easy to see which employees will be going into overtime by the end of the week even if they were not scheduled for overtime.

How To: Inventory

Overview - Inventory

Aspect's inventory features can be broken into two parts: calculating your actual inventory cost and calculating your legitimate cost. Calculating your actual cost involves setting up your inventory items and entering purchases and inventory counts. Calculating your legitimate cost requires editing each menu item and entering the ingredients used to produce it.

Calculating your actual cost is the first step and it must be done before you can move on to calculating your legitimate cost.

To calculate your actual cost, you will first set up your inventory groups, vendors and items. Then you will enter your first inventory count. This will be your beginning inventory. Next, you will enter each invoice you receive after your first count. When you enter your second inventory count, this will be your ending inventory and you will have a complete period. This ending inventory will become your beginning inventory for the next period and you'll continue entering invoices and counts in the same manner.

Inventory Groups

Inventory items that you enter in Aspect will be organized into groups such as meat, dairy, produce, dry goods, etc. The first step in setting up your inventory is to define these groups. To do this, open the Navigator by clicking on the Lightning bolt. Select the Inventory Setup tab and then Inventory Groups. Aspect will create a number of default groups for you. The four top-level groups are Food, Bar, Operating and Group 4. Each group you enter will be a sub of one of these groups. For example, meat, dairy and produce will each be a sub of food. Liquor, beer and wine will each be a sub of Bar.

To add a group, click on the green '+'. Enter a name for the group and make it a sub of Food, Bar or Operating. Do not worry about entering a G/L code for the group.

Sales links are used to calculate the cost percentage of each group in the Cost Of Sales report. For example, food cost will be displayed as a percentage of food sales, liquor as a percentage of liquor sales, and so on. Each of your food groups will have one sales link for representing net food sales. If you are using an HSI system, the sales link will be named 'Actual Food'. On Aloha, it's called 'Net Food'. On other POS systems, it might be named 'Food Sales' or just 'Food'. Enter a sales link for the group and press Ok.

Enter sales links for your liquor, beer and wine groups in a similar fashion using 'Actual Liquor', 'Actual Beer' and 'Actual Wine' (or Net Liquor, Net Beer and Net Wine).

Make sure to edit each of the three main groups (Food, Bar and Operating) and enter sales links for these groups as well. The Bar group will have three sales links (liquor, beer and wine) since you will want to calculate bar cost as a percentage of total bar sales. The Operating group should have one sales link named 'Net Sales'.

If you would like more detail in your inventory reports, you can create additional groups to break down your inventory even further. For example, you might enter a group named Beer and make it a sub of

Bar. Then, you might enter two more groups named 'Domestic Beer' and 'Import Beer' and make them both a sub of 'Beer'. The Cost Of Sales report would then show totals for domestic and imported beer as well as a total beer cost.

Vendors

To enter vendors, select Inventory Setup in the Navigator and then select Vendors. Click on the green '+' to add a new vendor. The only information required is a vendor name. You may enter phone numbers and addresses if you desire but they are not necessary.

Inventory Items

After inventory groups and vendors have been entered, select Inventory Items from the Navigator to begin entering your inventory items.

To add an item, click on the green '+'. Enter a name for the item and assign it to an inventory group. Do not worry about the code. Enter the way that you will count the item. For example, '1 Case' or '1 Bottle'. You must also list at least one vendor that you purchase the item from. Do not worry about the vendor code but if you would like to enter in Invoices by code or do reporting by code, it is recommended you enter it in here. Enter a purchase size for the vendor and the price of the purchase size. Finally, press Ok.

When you press Ok to save the item, you may be asked to enter a conversion if the count size and the purchase size are different. If you count an item by the Bottle and purchase it by the Case, the program will ask how many bottles are in a case. You would enter 1 next to case and 12 (or 24 or whatever) next to Bottle. If you do not know the answer, you may press Cancel. However, Aspect will continue to ask for the missing conversion each time the inventory item is used in a calculation.

If you make a mistake entering the conversion, right-click on the item and select Conversions from the pop-up menu. Any size with a number next to it in this window must be equivalent to any other size with a number next to it. For example, a 1 next to Case and a 12 next to Bottle would mean that 1 Case is equivalent to 12 Bottles.

Continue adding new inventory items to build your inventory list.

Entering Inventory Counts

To enter an inventory count, select Inventory Maintenance in the Navigator and then Inventory Count. Pay close attention to the date that appears here. Inventory is always considered to be taken at the close of business. If you count Sunday night, you would enter Sunday's date. If you count Monday morning, you would still enter Sunday's date.

To print a worksheet to record your count, click on the binoculars and select the Inventory Worksheet display. The column labeled 'Record Count' will be underlined when you print the report, giving you a place to record your count. If you want to print a worksheet for a particular group of items (bar, food, etc.), click on the binoculars and then on the Custom button. In the middle of the screen, select the group that you wish to display and press Ok.

When you are ready to enter your count, click on the binoculars and change the display to 'Inventory Count'. Double-click on an item to enter the count for that item. When you press Ok, you will automatically be prompted to enter a count for the next item in the list.

You can enter multiple counts for an item by separating them with a comma or a space. For example '1 2 3' and '1,2,3' would both be interpreted as 6. You can also use the +, -, x and / symbols. For example, "2x24+16" would be interpreted as 64.

If you do not enter a count for an item, Aspect will use the perpetual inventory (what it thinks you should have) as the ending inventory. If an item is out of stock, enter a zero rather than skipping it. At any time, you can right-click in the inventory count window and select Initialize Counts. This will cause the program to enter a zero for all uncounted items. This ensures that a perpetual inventory is not mistakenly used as an ending inventory.

Your inventory count is not saved until you close the count window. When you close the count window, you will be prompted to save your changes. You will also see a warning if you have not entered a count for all items in the inventory.

Entering Counts By Area

When you enter an inventory count, you also have the option to record counts by area (walk-in, Bar, etc.) rather than just a total count. To do this, right-click anywhere in the count window and select Edit Counts By Area from the pop-up menu.

To add an area, click the New button and enter a name for the area. Next, add some items to the area. Locate an item in the drop-down list and press the button named 'Add item to area'. You can add entire groups to an area in a similar fashion.

When you've added all of the items that belong in the area, use the 'Move Up' and 'Move Down' buttons to organize the items in a particular order.

To print a count worksheet for the area, press the Print button. The worksheet will be underlined so you have a place to write down the count.

To enter counts, double-click on one of the items that you added to the area and enter the count. You will automatically be prompted to enter a count for the next item when you press Ok.

Counts that you enter here will be visible and can be edited in the main count window when you close the area.

Entering Invoices

Invoices are entered into Aspect to calculate the usage and update the price of each inventory item.

To enter invoices, select Inventory Maintenance from the Navigator and then click on Invoices. Press

the green '+' to add a new invoice. Select the correct vendor and enter the invoice date, number and amount. The due date, discount dates and payment information are not required. Press the Insert button to add each item received on the invoice. Each item can be added by name or by vendor ID. When adding an item, enter the total quantity purchased and the total amount paid for the item. When you press Ok, you will be prompted to enter the next item on the invoice. Press Cancel to stop entering new items.

The most common mistake made when recording invoices is entering the wrong size or entering the unit price instead of the total amount paid. To avoid these mistakes, you can have Aspect warn you when the price of an item changes by a certain percent. To do this, select Inventory Setup from the Settings menu and then Inventory Settings. Enter a value after the line 'Notify when price changes by'. A value between 15 and 25 percent is usually sufficient to catch mistakes and large price changes while ignoring smaller changes.

If you need to record a credit invoice, enter it the same as a normal invoice but enter negative values for the quantity purchased and total price paid.

Importing Electronic Invoices From Your Vendors

Aspect imports electronic invoices supplied by Alliant, Sysco, US Foodservice, Shamrock, PYA, Milton, Gordon's Foodservice, Nicholas Foodservice, PFG, Maines and Abbott. If you order from one of these vendors, you may receive an email containing the invoice information or your vendor may have a website on which you can view the invoice. (If you do not receive an invoice by email or if you cannot view your invoices on a website, you'll need to contact your vendor ask them to either email you an invoice or tell you how to view it online.)

To import one of these invoices, you need to be viewing it either as an email or on a website. Click on the Edit menu of the program you are using to view the invoice and select 'Select All'. Click on the Edit menu again and select 'Copy'. When you've copied the invoice, open the invoice list in Aspect by selecting Edit Invoices from the Inventory menu. Right-click anywhere on the window and select 'Paste Electronic Invoice'.

After a few moments, Aspect should recognize the invoice and open an import window. In this window, you'll select the Aspect inventory item that corresponds to each line item on the invoice. As you select each item, Aspect will record the vendor item codes and you will not have to match each item again the next time.

If you are importing from Maines, you'll need to create a receiving worksheet with the following columns - Item Number, Product Description, Unit Measure, Pack, Price, and Quantity Ordered. It is important that the columns be added in this order. Click on the Display button, copy this receiving worksheet and paste it into Aspect as described above.

Cost Of Sales Report

When you have entered a beginning inventory, an ending inventory and all of the invoices in between, you will have your first Cost Of Sales report.

To open the report, select Inventory Maintenance in the Navigator and click on Cost Of Sales. Aspect looks for inventory counts that have been entered and prompts you to select a valid starting and ending date. The beginning date will be the day after an inventory count. The ending date will be the day of an inventory count.

There are two default displays in the Cost Of Sales report. Click on the binoculars to select a display. The 'Cost Of Sales' display shows the actual cost for each inventory group as a dollar amount and as a percent of sales. The 'Actual Vs. Legitimate' display compares actual cost for each group against the legitimate cost. If you have not entered all of your recipe ingredients, the legitimate cost will be meaningless.

To learn more about a particular group, right-click on the line for that group and select 'Inspect' from the pop-up menu. A new window will open displaying the actual and legitimate cost for each item in the group. Click on the binoculars to select a display. The 'Inspect Cost' display shows dollar costs for each item. The 'Inspect Usage' display shows usages for each item.

You can inspect again by right-clicking on an item in the report and selecting 'Inspect'. A new window will open showing you detailed activity for that item over the period of the report. The 'Quantity Purchased' column shows any purchases recorded for the item. The 'Legit Usage' column shows the amount that should have been used each day. If you have not entered recipe ingredients, this column will be useless. The 'Perpetual On Hand' column displays the amount that should be on hand at the end of each day. It is calculated by taking the previous day's perpetual, adding any purchases and subtracting the legitimate usage. Whenever you enter an actual count, the perpetual is reset and begins calculating again from your actual count.

Inventory Extensions

The Inventory Extensions report should be reviewed at the end of each inventory period to locate any mistakes in the inventory. To open it, select Inventory Maintenance from the Navigator and click on Inventory Extensions.

Click on the binoculars to select a display. The display named 'Inventory Extensions' shows the usage and cost for each item in the inventory. The display named 'Actual Vs. Legitimate' compares actual and legitimate usages for each item. The legitimate cost will not be accurate if you have not entered ingredients for all of your menu items.

Take some time to familiarize yourself with the other displays as well. These can help you spot problems in your inventory and call your attention to price changes.

There are three types of errors you might find in the report - errors in price or purchases, errors in the beginning or ending inventory and errors in the legitimate usage. If the price or purchases for an item look wrong, right-click on the item to inspect it. Right-click again and choose Inspect Purchases to review the invoices that were entered. Double-click on an invoice to review and correct it. If the beginning or ending inventory count is incorrect, close the report and go back and correct your inventory count by selecting Edit Inventory Count from the Inventory menu. If the legitimate usage is incorrect, you will need to review the accuracy of the recipe ingredients you entered.

Inventory Item Usage Projections Report / Menu Item Sales Projections Report

These two reports are under the inventory menu named "Inventory Item Usage Projections Report" and "Menu Item Sales Projections Report".

They are nearly identical. The item one shows average legitimate usage for each inventory item each day of the week. For example, users can see the average number of tomatoes used (legit, not actual) on Tuesday over the last three weeks. If they key projected sales into Edit Daily Sales, they can also see the projected number of tomatoes used each day of the upcoming week.

The menu item report is exactly the same thing but it shows the average number of each menu item sold and the projected number sold for the upcoming week.

These reports would probably best be used for prepping. For example, the user can tell how many baked potatoes they need to cook or how much bread to bake, etc.

Exporting Invoices to an Accounting Package

For information on exporting invoices to an accounting package, check the topic named 'How To: Exporting Invoices'.

How To: Menu Costing

Overview - Menu Costing

If you have entered a few inventory counts and produced Cost Of Sales reports that look reasonable, you are ready to begin entering recipe ingredients into Aspect. When you enter recipe ingredients, Aspect will begin calculating legitimate usages for each item in your inventory. This will give you the information you need to determine how close your actual inventory cost is to your ideal cost.

Entering recipe ingredients is the biggest task that you will face and it is not necessary that you do it all at one time. For example you might start just by entering your beer recipes. Then you could begin comparing actual vs. legitimate for your beer items right away. Then you can add in the rest of your bar items and tackle the food last.

Fluid ounces vs. weighted ounces

Simply put, there's a difference. When entering sizes in Aspect, make sure to use Ounce for weighted ounces and Fluid Oz. for fluid ounces.

Entering recipe ingredients

To begin entering recipe ingredients, select Menu Costing from the Navigator and then select Recipes. You will see a list of all the menu items that have been imported from your POS system.

Double-click on any menu item. The menu item name, group, sale price and menu number all come from the POS system. DO NOT change them.

When you list the ingredients used to prepare the menu item, they will produce some quantity, usually one serving. This is the 'Gross Yield'. Practically every menu item will have a 'Gross Yield' and 'Serving Size' of 1 serving. The only exceptions will be batch recipes.

To begin adding ingredients, click on the Insert button. Select an inventory item and enter the quantity that should be used in the recipe. The 'Description' field is not required. Some quantities can be confusing and the description is used to further explain why you entered '.16 each' for example. You might enter 'one slice' in the description.

You are free to use any sizes you like when adding ingredients. If the program does not know how to convert from one size to another it will pop up a window asking you for the conversion.

Using batch recipes

Any menu item in Aspect can be used as an ingredient (batch recipe) in another menu item. To allow a menu item to be used as a batch recipe, right-click on the menu item and select 'Recipe Options' from

the pop-up menu. Turn on the checkbox labeled 'Allow this recipe to be used as a batch recipe' and press Ok. When you go to insert an ingredient in another menu item, you will see the batch recipe included in the list of inventory items with the word '(batch)' after it.

You will probably want to enter new menu items for batch recipes that you make in-house such as dressings, sauces, plate setups, etc. To add a new menu item, press the green '+'. Enter a name for the menu item and assign it to a group. Do not enter a menu number or price for the menu item since it is not coming from the POS system. You will need to enter a gross yield and serving size. The gross yield is the quantity that the ingredients you enter will make, for example, 5 gallons. The serving size is not critical. It is the size that you typically serve the item by, for example, 1 Ounce. The cost of each ingredient will be displayed in terms of the serving size.

If you will be adding your own batch recipes, it is a good idea to create a batch group so you can keep them all together. To do this, close the recipe window and the Navigator. Select Inventory Setup from the Settings menu and then Recipe Groups. Press the green '+' to add a new group and name it 'Batch'. Then, when you return to your recipes, any new batch recipes you enter can be assigned to this group.

Entering substitutions

If you have menu items on your POS system that can be used to swap one side item for another, there is a way to record that in Aspect. Suppose that you have a menu item named 'Sub BP' which indicates that a baked potato was substituted for french fries. The ingredients for this menu item would be -1 Serving of french fries and 1 Serving of a baked potato. Notice that you can enter a negative amount for the ingredient quantity.

Fixing mistakes

When you enter recipe ingredients, you will most likely make some mistakes. These will be apparent when you begin comparing actual and legitimate usages for your inventory items.

Often it is helpful to be able to display all of the menu items containing a particular ingredient. To do this, click on the binoculars and press Custom. To the right of the word 'Contains', select the inventory item you are interested in and press Ok. The filtered display will now show only those menu items containing that inventory item. Make sure to set the display back to 'All' when you have finished (or somebody else will come along and wonder where all the menu items went).

How To: Passwords

Overview - Passwords

Every menu option in Aspect can be password protected. Some routines like 'Edit Inventory Count' can use separate passwords for current information and past information. For example, you might allow a user to edit an inventory count for two days but require a password if it is more than two days past. You can also use separate levels of protection to control viewing and editing of information. For example, a user might be able to view recipes but not be able to change them.

Each user is given a password level and each menu option that you want to protect is also assigned a level. If the user's level is greater than or equal to the routine, they will be able to access it. Otherwise, they will not.

Master Password

The first step in setting up password protection is to enter a master password. This password protects the other password settings you will enter.

To enter a master password, select Passwords in the Navigator and click on 'Master Password'. Enter a password you will not forget and press Ok. Pay attention to the caps-lock because the master password is case-sensitive.

User Passwords

To assign levels to each user, select Passwords in the Navigator and then User Passwords. Press the green '+' to add a new user. Enter the user's name, a password and a level for that user. You can use any range of levels that you like. A range of 1 - 10 is probably sufficient. Users with a 10 will have the most access. Those with a 1 will have the least.

Protected Routines

To protect individual menu options, select Passwords in the Navigator and then Protected Routines. You will find one line for each menu option in the program. It is rarely necessary to password protect everything. Usually you will want to password protect things like Edit Daily Labor and Edit Inventory Count to ensure that only certain users are able to make changes.

To password protect a routine, double-click on it. Set the desired password levels for viewing and modifying data. When applicable, enter additional levels for historical data.

Password Time Out

Passwords can be annoying if the program keeps prompting you to enter one. To avoid this, select System Settings from the Settings Menu. Enter a value of 5 to the right of the label 'Password time out'. This will cause the program to remember your password until there is no activity on the computer for 5 minutes. Aspect will remember who you are as long as you are working in the program. When you quit working for 5 minutes, Aspect will forget the password and the next user will be prompted for one. Set this value higher or lower as necessary.

How To: Scripts and FTP Transfer

Overview - Scripts

Scripts can be used to accomplish and automate a number of different tasks. For example, you can use a script to automatically back up your data each night. If you desire, the backup file can be transferred to an FTP site so that it is located off of the local computer. In the event of a hard-drive crash, you could recover your backup from the FTP site. Scripts can also be used to automatically transfer files from one or more stores to a central office each night. An automated script at the office would receive the files so you could view information from all of the stores at the office the next day.

Scripts like these are already built into Aspect and require a minimum of setup. After you become familiar with the scripts, you might want to add your own routines to back up other non-Aspect data or to send files from a central office back to the store. A common example of this is updating stores with a master set of inventory files that are maintained at a central office.

There is nothing complicated about scripts. If you can write a batch routine, then you can create a script. Even if you can't write a batch routine, you can accomplish common tasks using the pre-defined scripts.

FTP Settings

Aspect uses FTP transfers over an internet connection to send and receive files. If you will be backing up your data to an FTP site or if you will be sending data to a home office, you will need an internet connection and an FTP site. An FTP site is nothing more than some space on your internet provider's computer where you can put files like a web page. If you have an internet connection you most likely have an FTP site as well. If you are not familiar with this, call your internet provider and ask for the "domain name", "user name" and "password" to your FTP site. Those are the three pieces of information you need and they will know what you mean.

When you have this information, select FTP Settings from the Settings menu in Aspect. At the top, select the version of Windows that you are using. On the right-hand side of the screen, enter the domain name, user name and password to your FTP site.

On the left-hand side of the screen, enter the name of your dial-up connection as it appears in Windows. If you are unsure, double-click on My Computer and then on Dial-Up Networking. Enter the name of the connection in Aspect EXACTLY as it appears in Windows. Also, enter the user-name and password that you use to connect to the internet. Press Ok when you are done.

If you are using Windows 95/98 or Windows XP, you need to take an additional step. You will need to create a shortcut to your dial-up connection in the Aspect folder. To do this, open Windows Explorer, scroll down to the bottom and highlight 'dial-up networking'. Use the right mouse button to drag your connection onto the Aspect folder. When you let the mouse button up, select 'Create shortcut here'. With 'dial-up networking' still selected on the left, click on the Connections menu and select Settings. Make sure the checkbox labeled 'Prompt for information before dialing' is turned off. Lastly, locate the shortcut you created in the Aspect folder. It will be named 'Shortcut to...'. Rename it to remove the words 'shortcut to'. When finished, make sure that the name of the shortcut is entered in Aspect under FTP Settings exactly as it appears in Windows Explorer.

Backing up your files

A pre-defined script is already included that can be used to back up your data. To run the script, click on the lightning bolt to open the Navigator. Select the Scripts tab and then 'Back up your files'. The script probably will not take more than a few seconds to run. You may or may not see a black DOS window open. The default backup script simply backs up your data files in the store directory using the day of the week as the file name, for example, mon.zip. You can verify that the backup was done by looking for this file in Windows Explorer.

If you want to back up your files to an FTP site, you will need to modify the script only slightly. To do this, select 'Customize these scripts or add new ones' from the Scripts tab on the Navigator. You can also get to the scripts by selecting Scripts from the Settings menu.

When the scripts window opens, 'Aspect - Back up store files' is probably already selected. If not, select it. There is only one line in this script named 'Back up files'. Double-click on this line.

The Description is just a description of this step in the script. Beneath this you see the store that is to be backed up.

The name of the backup file should be '[storedir][dayabbr].zip'. An important feature of the scripts in Aspect is the ability to use tokens like [storedir] and [dayabbr]. Tokens are always enclosed in square brackets. When the script actually runs, [storedir] will be replaced with something like 'c:\aspect\store1' and [dayabbr] will be replaced with something like mon, tue, etc. So, the resulting filename might be 'c:\aspect\store1\mon.zip'. Another token that is used frequently is [storecode]. This token is replaced by whatever code you entered for your store when you created it by selecting Store Settings from the Settings menu.

If you want to transfer the backup file to an FTP site, turn on the checkbox labeled 'Transfer the backup file to an FTP site.' Make sure that 'Default FTP site' is selected. You will also need to enter the directory on the FTP site that will receive the file. Typically, you will want to create a directory on your FTP site with the store code as the directory name. Be aware that FTP sites are almost always case-sensitive. It's better to use numbers than letters for your store code because numbers are not case-sensitive. Also, FTP sites use a forward slash (/) to separate directories rather than a backslash (\) like Windows uses.

If you are not familiar with how to create a directory on your FTP site or which directory you should use, contact your system administrator.

Compressing data

Another pre-defined script that can be used without any modification is 'Aspect - Compress Store Files'. In the Navigator, this appears on the scripts tab as 'Compress older files'. This script simply zips up (compresses) files that are more than 90 days old. The data is zipped to a file named 'compress.zip' in the store directory. You can still access this data, but you would need to unzip it first.

By default, Aspect compresses files older than 90 days. If you want to change the default from 90 days, select Scripts from the Settings Menu. Select 'Aspect - Compress Store Files' in the drop-down list. Double-click on the only line in the script and change the number of days.

Sales information is not compressed by this routine, only inventory and payroll information. Even if you compress everything older than 90 days, you will still be able to view all sales figures that have been imported from the POS system.

Sending files to a home office

When files are transferred to a home office, they are actually transferred to your FTP site. The home office then downloads the file from the FTP site and imports it. This means that you do not actually dial into the home office computer directly. The FTP site is used as a temporary storage place for the data.

The only modification that should be required in the pre-defined routine is to verify the FTP directory that will receive the file. Select Scripts from the Settings menu and then 'Aspect - Send to Home Office'. The store to export should be your store. Beneath that, the Export Profile should be 'All Store Files'. DO NOT change this to 'All Files'. This will result in sending program and other files that certainly will not help and may cause problems when the data is imported at the home office.

The Output File Name should be '[storedir][storecode].fil'. When the script is run, these tokens will be translated into something like 'c:\aspect\store1\001.fil'.

The checkbox labeled 'Compress output file using pkzip' should be turned on and the compressed file name should be '[storedir][storecode].ZIP'. If the .zip extension is not capitalized, make it all uppercase letters.

The checkbox labeled 'Transfer the output file to an FTP site' should be turned on. Make sure that 'Default FTP Site' is selected. Also make sure that the name of the FTP directory that will receive the file is correct. By default, the directory is '[storecode]'. Remember, this will be replaced with the code you entered for your store under Store Settings in the Settings menu. For example, [storecode] might be replaced with 001. Remember also that FTP sites are case-sensitive and they use a forward slash (/) instead of a backslash (\) to separate directory names. Check with your system administrator if you are unsure of the directory.

Run this script by opening the Navigator, selecting the Scripts tab and then 'Send files to your home office'.

Receiving files at a home office

Receiving files at a home office is almost identical to sending them from the store. The only exception is that the name of the script is 'Aspect - Import at home office'. This script appears in the Navigator as 'Import files at the home office'.

As with the script used to send files from the store, you will need to edit this script and make sure that the FTP directory is correct. It should be identical to the one entered at the store. Also, make sure that you have the same store code entered at the office that was used at the store. To verify the store code, select Store Settings from the Settings menu.

You will also need to enter the appropriate ftp Settings by selecting FTP Settings from the Settings menu.

How to Setup a File Transfer using File Transfer Protocol (FTP)

Aspect can upload and download store data files for multiple stores in a variety of geographic locations using the Windows FTP routines. Capitalizing on the scripts built into Aspect as well as the FTP executables supplied with Windows as part of the operating system, Aspect can upload data to an FTP Web Site and then download the data from the FTP Web Site in a remote location.

Ideally, the File Transfer is used for multiple restaurants that have restaurants in different geographical locations and want data to be sent to a centralized office for data manipulation and data mining. Note, understanding of FTP and TCP/IP protocols is required prior to attempting to setup the File Transfer.

Prior to setting up Aspect for File Transfer using FTP, you will need to first have the following requirements:

- 1) A FTP server with either an internal IP address or external public ftp web address.
- 2) Username and passwords for the FTP server
- 3) Directories on the FTP server that correspond to each sites Aspect Store code. We recommend that these directories be established on the root of the FTP server.
- 4) Internet access, either in the form of static connection or dial up.
- 5) You will need to copy the entire store1 directory from each store to your corporate office.

Once you meet the requirements, follow the steps below:

REMOTE LOCATIONS – UPLOAD

STORE SETTINGS

- 1) Select Settings / Store Settings. You will see your store listed here with potentially a Sample Store.
- 2) Open up the store you want to transfer by right-clicking on the store and choosing edit or simply double clicking on the store itself. A box will appear next.
- 3) In the box, you will see the Store Name and the Store Code. Simply change the store code to either a number or an alpha numeric identifier that is specific only to that store. For instance, "Phil's Café" is the Store Name and "001" is the Store Code. It is this Store Code that will need to be setup on the FTP Server as indicated above.

FTP SETTINGS

- 1) Select Settings / FTP Settings. You will see a box where you will need to fill in your FTP information.
- 2) In the drop down menu option, choose your Windows Operating System Version.
- 3) In the first box on the left column, you will need to enter in the name of the dial-up connection if you are using a dial up account to get to the Internet, such as AOL, Netzero, or Earthlink. To determine the name of the dial up connection, go to Dial and Network Connections in your control panel and simply copy the name of the shortcut and place it in the box. The name is case sensitive, for example "Dial Up to AOL." On the other hand, if you are using a static connection to the Internet where you are always connected to the Internet, simply type in the phrase "Internet."
- 4) In the second box on the left column, if you are using a dial up connection, enter in the user name for the dial up connection. If you are using a static connection, no entry is required.
- 5) In the third box on the left column, enter the password for the dial up connection. If you are using a static connection, no entry is required.
- 6) In the first box on the right column, enter the name or IP address of your FTP Server. For instance, <ftp.aspect-software.net> or 216.144.144.2.

- 7) In the second box on the right column, enter the username for the FTP server. The username has to have read and write permissions. To set up permissions, see your hosts FTP documentation or your network administrator.
- 8) In the third box on the right column, enter the password for the FTP server.
- 9) In the final box, simply leave the Aspect Login the same.

SCRIPT SETTINGS

- 1) Select Settings / Scripts. A box will appear called Edit Scripts.
- 2) Using the drop down menu in the Name box, choose "Aspect – Send to home office." Once selected, choose "Edit" on the left side of the box and an Export Store Files box will appear. We recommend using the default settings and they are as follows:
 - a. Description – Export and Transfer
 - b. Store to Export – The name of the store listed, not all stores
 - c. Export Profile – All Store Files
 - d. Output file name – [storedir][storecode].fil
 - e. Checkmark in Compress file using Pkzip
 - f. Compressed file name – [storedir][storecode].zip
 - g. Checkmark in Transfer the output file to an FTP site
 - h. FTP Site to use: "Default"
 - i. FTP Directory – [storecode]

****If you wish to change these settings, please refer to the naming conventions section of the FAQ for file descriptions**

- 3) Once finished, hit OK
- 4) Using the drop down menu in the Name box, choose "Aspect – Back up store files." Once selected, choose "Edit" on the left side of the box and a Backup store files box will appear. We recommend using the default settings and they are as follows:
 - a. Description – Back up files
 - b. Store to back up – The name of the store listed, not all stores
 - c. Backup file name - [storedir][dayabbr].zip
 - d. Backup the last – 90 days
 - e. Uncheck Transfer the backup file to a FTP site
 - f. FTP site to use – Default
 - g. FTP Director – Leave Blank

****If you wish to change these settings, please refer to the naming conventions section of the FAQ for file descriptions**

- 5) Once finished, hit OK
- 6) Using the drop down menu in the Name box, choose "Aspect – Compress store files." Once selected, choose "Edit" on the left side of the box and a Compress past data box will appear. We recommend using the default settings and they are as follows:
 - a. Description – Compress files
 - b. Store to back up – The name of the store listed, not all stores
 - c. Compressed file name - [storedir]compress.zip
 - d. Compress files older than – 90 days
 - e. Uncheck Transfer the backup file to a FTP site
 - f. FTP site to use – Default
 - g. FTP Director – Leave Blank

****If you wish to change these settings, please refer to the naming conventions section of the FAQ for file descriptions**

- 7) Once finished, hit OK
- 8) Using the drop down menu in the Name box, choose "Aspect – Daily Script." You will see a list of six items with Yes/No. To change the selections that will run as part of the script, simply double click on the Yes/No. We recommend using the default settings and they are as follows:
 - a. Yes – Backup Files
 - b. Yes – Compress Files

- c. Yes – Send to Home Office
 - d. No – Download documentation
 - e. No – Download upgrade
 - f. No – Send logs to Aspect Software
- 9) Next, choose Script Options in the top left of the box. A new box will appear called Edit Script Options.
 - 10) In Edit Script Options, choose "Include in Action Menu" located in the third box on the left entitled "Miscellaneous."
 - 11) Once finished, hit OK
 - 12) Once finished with Edit Scripts, hit "Close"

EXPORT STORE

- 1) Select File / Export Store. An Export Store box will appear.
- 2) In the first box, Profile Name select All Files.
- 3) In the second box, the name of the store listed, not all stores
- 4) In the third box, export file name should be aspect.fil.
- 5) We recommend using the following settings for the rest:
 - a. Period to Export – Last 3 days
 - b. Starting Date – Should automatically deduct 3 days from today's date.
 - c. Uncheck – Do not export files containing...
 - d. Check – Always export entire file
 - e. Uncheck – Compress the export file...
- 6) Once you have selected these settings, simply hit "save profile" and then choose "Cancel." Your settings have been saved.

To test that you have set up the Aspect portion correctly, simply go to Action / Aspect – Daily Script and the program should run, sending a file to the FTP site.

SETUP WINDOWS TASK SCHEDULER – TO AUTOMATE

- 1) Go to Start / Settings / Control Panel / Task Scheduler
- 2) Navigate the Wizard to c:\aspect\script.bat and follow the prompt dictated by Windows.
- 3) Once the scheduled task appears in the task scheduler, simply right click and choose properties. In the path of the script, c:\aspect\script.bat, simply modify it to read c:\aspect\script.bat "Aspect – Daily Script." Save your changes and follow the prompt dictated by Windows. It is case sensitive.
- 4) To test, right click and choose run. The task should run, sending a file to the FTP site.

Should it fail for any reason, simply go to c:\aspect\ftp\ftp.log and you will see a step by step detail of the entire process and you will be able to determine where the script failed. For further questions / answers on FTP failure, please refer to the FAQ.

CORPORATE LOCATIONS – DOWNLOAD

STORE SETTINGS

- 1) Select Settings / Store Settings. You need to add a store for each store you have.
- 2) Simply hit the green plus and add each store, making sure you use the same name and store code for each store you have.
- 3) Choose the Point-of-Sale type
- 4) Click OK and if it asks you to create a store directory, click YES.
- 5) The system will then ask you to create a batch file. You do not want to do this. Select Cancel instead, simply making the store entry and not the batch file.

- 6) Close the window.

FTP SETTINGS

- 1) Select Settings / FTP Settings. You will see a box where you will need to fill in your FTP information.
- 2) In the drop down menu option, choose your Windows Operating System Version.
- 3) In the first box on the left column, you will need to enter in the name of the dial-up connection if you are using a dial up account to get to the Internet, such as AOL, Netzero, or Earthlink. To determine the name of the dial up connection, go to Dial and Network Connections in your control panel and simply copy the name of the shortcut and place it in the box. The name is case sensitive, for example "Dial Up to AOL." On the other hand, if you are using a static connection to the Internet where you are always connected to the Internet, simply type in the phrase "Internet."
- 4) In the second box on the left column, if you are using a dial up connection, enter in the user name for the dial up connection. If you are using a static connection, no entry is required.
- 5) In the third box on the left column, enter the password for the dial up connection. If you are using a static connection, no entry is required.
- 6) In the first box on the right column, enter the name or IP address of your FTP Server. For instance, ftp.aspect-software.net or 216.144.144.2.
- 7) In the second box on the right column, enter the username for the FTP server. The username has to have read and write permissions. To set up permissions, see your hosts FTP documentation or your network administrator.
- 8) In the third box on the right column, enter the password for the FTP server.
- 9) In the final box, simply leave the Aspect Login the same.

SCRIPT SETTINGS

- 1) Select Settings / Scripts. A box will appear called Edit Scripts.
- 2) Using the drop down menu in the Name box, choose "Aspect – Import at home office." Once selected, choose "Edit" on the left side of the box and an Import Store Files box will appear. We recommend using the default settings and they are as follows:
 - a. Description – Transfer and Import
 - b. Store to Import – All stores
 - c. Import Profile – All Files
 - d. Import file name – [storedir][storecode].fil
 - e. Checkmark in Compress file using Pkzip
 - f. Compressed file name – [storedir][storecode].zip
 - g. Checkmark in Download the import file from an FTP site
 - h. FTP Site to use: "Default"
 - i. FTP Directory – [storecode]
 - j. FTP File Name – [storecode].zip
 - k. Local Directory – [storedir]

****If you wish to change these settings, please refer to the naming conventions section of the FAQ for file descriptions**

- 3) Once finished, hit OK
- 4) Next, choose Script Options in the top left of the box. A new box will appear called Edit Script Options.
- 5) In Edit Script Options, choose "Include In Action Menu" located in the third box on the left entitled "Miscellaneous."
- 6) Once finished, hit OK
- 7) Once finished with Edit Scripts, hit 'Close'

To test that you have set up the Aspect portion correctly, simply go to Action / Aspect – Import at

home office and the program should run, importing the files from the FTP site.

SETUP WINDOWS TASK SCHEDULER – TO AUTOMATE

- 1) Go to Start / Settings / Control Panel / Task Scheduler
- 2) Navigate the Wizard to c:\aspect\script.bat and follow the prompt dictated by Windows.
- 3) Once the scheduled task appears in the task scheduler, simply right click and choose properties. In the path of the script, c:\aspect\script.bat, simply modify it to read c:\aspect\script.bat "Aspect –Import at home office." Save your changes and follow the prompt dictated by Windows. It is case sensitive.
- 4) To test, right click and choose run. The task should run, sending a file to the FTP site.

Should it fail for any reason, simply go to c:\aspect\ftp\ftp.log and you will see a step by step detail of the entire process and you will be able to determine where the script failed. For further questions / answers on FTP failure, please refer to the FAQ.

For additional setup and instructions outside of this scope, please contact Aspect Software.

The Daily Script

It is often desirable to run several scripts at the end of each day. For example, you might back up your data, compress older data and then send information to a home office. A simple way to accomplish this is to chain these scripts together inside of a single script. To see an example of this, select Scripts from the Settings menu and select 'Aspect - Daily Script' from the drop-down list.

This pre-defined script simply acts as a wrapper that can be used to execute several scripts with one command. You can click on the Yes/No next to each line in the script to enable it or disable it.

Running scripts from the Action menu.

Another way to make things easier is to include scripts that you want to run in the Action menu. To do this, select Scripts from the Settings menu. Select the script you want, click on Script Options and turn on the checkbox labeled 'Include in Action Menu'.

Automating a script

If you want a script to run automatically each night, you will use the Windows Task Scheduler. If you are unfamiliar with the task scheduler, speak with your system administrator or select Help from the Start menu and read about it in the Windows help documentation.

The target for your task will be script.bat located in the Aspect folder. Set up the task as you normally would. When you have added the task, right-click on it and select Properties. At the end of the target, include the name of the script that you want to run. For example, your target might look like:

```
c:\aspect\script.bat "Aspect - Daily Script"
```

Note the double quotes around the name of the script. The name of the script that you enter here must be EXACTLY the same as it appears in Aspect. Case does not matter, but spaces do.

To test the task, right-click on it and select Run. If nothing happens there could be two things wrong. Either the name of the script does not match the name of the script in Aspect or you need to enter a password for the script. If you see 'Could not start' in the Task Scheduler, then you need to enter a password for the task. To do this, right-click on the task, select Properties and then press the Password button. This will be your Windows password, not an Aspect password. If you do not know what it is, check with your system administrator.

Custom scripts

If you are copying data to and from a central office, you will probably use batch routines to some extent to manage the files. Custom scripts can be created in Aspect to make this much easier. There are two advantages to using scripts in Aspect instead of batch routines. First, you do not have to keep up with external batch files. All of the scripts you create are stored in script.dta. If you make changes in one or more of the routines, you only need to copy script.dta to the stores, not individual batch routines.

The second advantage is that tokens can be used in scripts so the same script will work at every store without modification. For example, the [storecode] token in a custom script will be replaced with the appropriate store code when the script is run. The alternative is to copy batch files to every store while remembering to change the hardwired store code at each store.

Writing scripts in Aspect is very easy. If you can write a batch routine, you can write a script.

To create a custom script, select Scripts from the Settings menu and press the New button. Enter a name for the script and press Ok. To add a step to the script, press the Insert button and select the Custom Script option. After you press okay, you can write any valid DOS commands you care to use. You can also use tokens. For example, add a line such as:

```
echo [programdir]
```

Press Ok to save the step you added to the script and press the Preview button. Notepad will open and you will see a batch routine created by Aspect using the steps in your script. If you look through the lines, you will find that the line you added has been replaced with something like:

```
echo c:\aspect\
```

Effective use of tokens means that your scripts will work at any store even if Aspect is installed on another drive and with different store codes at each location.

Script tokens

The following tokens are available when creating scripts in Aspect:

[exedir] - Location of endofday.exe. For example, c:\aspect\.

[exedir-] - Same as [exedir] but without the trailing slash.

[programdir] - Same as [exedir] unless you've set up a shortcut on a workstation incorrectly. In this case it will point to the local Aspect directory rather than the Aspect directory on the server.

[programdir-] - Same as [programdir] but without the trailing slash.

[storedir] - Location of the store data. For example, c:\aspect\store1\. Note that you must select a store on the top right when adding the line to the script for this to be valid.

[storecode] - Aspect store code for the store. Again, you must select a store on the top right when adding the line to the script for this to be valid.

[ftpdir] - Location of the ftp directory beneath Aspect. For example c:\aspect\ftp\.

[ftpdir-] - Same as [ftpdir] but without the trailing slash.

[storename] - Name of store.

[posdir] - Value entered for POS Directory in store record.

[posdir-] - Same as [posdir] without the trailing slash.

[version] - Aspect software version.

[versiondate] - Date the software version was compiled.

[date] - Current date.

[@mmdyy] - Current date. Variations include [mmdyyy], [mm/dd/yy], [mm-dd-yyyy], [yyyy-mm-dd]. Most variations are acceptable. If you want to know if one is valid, try it.

[@time] - Current time.

[@hhmmss] - Current time. Variations include [hhmm], [hh:mm:ss].

[mmdyy] - Current date less 12 hours. This is used in the AM hours to back the date up to the day for which data is being manipulated. For example, data from the POS taken at 5am is really for the previous day.

[dayofweek] - Current day. For example, Thursday.

[dayabbr] - Three letter abbreviation for current day. For example, thu.

How To: Exporting Payroll

Overview - Exporting Payroll

Aspect exports payroll information to a number of popular payroll services and accounting packages.

The payroll services supported include: ADP, Paychex, PcPayroll, PrimePay, RapidPay, Topps, Millenium, OneSource, Extra Pay, Pay Systems of America, and Heartland / Paychoice. The list is always updated, so make sure you check with Aspect to see if your payroll service has been added.

Accounting packages supported include: AG Edwards, BusinessWorks, Great Plains and MAS 90.

Your payroll company or package is not going to recognize the employee names that are imported to Aspect from your POS system and it will not recognize the job codes like 'server', 'kitchen', etc. either. Because of this, you will need to enter a number for each employee and a number for each job code that your payroll company or package can recognize.

Employee Numbers

You are probably already aware that your payroll company or package identifies employees by number. Before exporting, you need to enter the same numbers into Aspect. To do this, select Employee Records from the Payroll menu. Double-click on each employee and press the More button. The third field down, named 'Payroll Number' is where you will enter the payroll number for each employee.

If you are lucky, your payroll company or package might use the last 4 or 5 digits of the employee's social security number as their employee number. If this is the case, you can skip this step, assuming you have entered SSN's on your POS system. You will be given the option to use the SSN when you create the export file.

It is not likely, but if the employee number happens to match the POS Number that is being imported from the POS system, you can import this number into the Payroll Number field. To do this, select POS Definitions from the Settings Menu. Double-click on your POS system and then click Setup. Double-click on Employee Definitions or Employee Records. Note the number on the top right next to 'Index of Key'. Scroll down in the list at the bottom until you find 'Employee Payroll Number'. Double-click on this line and enter the same number there next to Field. Press Ok to close these windows. The next time you import from the POS the payroll number will be imported as well.

If you are using an HSI POS system, the employee number might be included as a 'reference number' on HSI. If this is the case, you can import this number as the payroll number. To do this, select POS Definitions from the Settings Menu. Double-click on 'Hospitality Systems, Inc.' and then click Setup. Double-click on Employee Records. Scroll down in the list at the bottom until you find 'Employee Payroll Number'. Double-click on this line and enter 26 as the Field. Press Ok to close these windows. The next time you import from the POS the HSI reference number will be imported as the payroll number.

Job Code Numbers

To enter identifying numbers for each job code, select Job Codes from the Settings menu. You will need a list of the numbers used by your payroll company or accounting software to identify each job.

Double-click on any job code in the list. The identifying numbers will be entered on the right-hand side of the screen in the section labeled 'Job Number and Earnings Codes'. DO NOT change the number immediately to the right of the job code name. This number is used to identify the job code on your POS system.

Each payroll company and accounting package handles job codes a little differently. Here is how to enter the codes for each specific service or package:

For ADP and Topps, the only thing required is an identifier for the job code in the 'Regular Hours' field. If ADP uses E1, for example, enter that next to 'Regular Hours'. Leave the rest of the fields blank.

Paychex requires a 'Job Number' and earnings codes for 'Regular Hours', 'Overtime Hours', 'Tips' and 'Sales'.

PcPayroll, PrimePay and OneSource require only a 'Job Number'.

Intuit Payroll Service requires a two character code for regular hours, overtime hours, and tips. All of other fields can be left blank.

Millennium requires earnings codes for 'Regular Hours', 'Overtime Hours' and 'Tips'. A job number is not required.

Paychoice requires a 'Job Number' and earnings codes for 'Regular Hours', 'Overtime Hours' and 'Tips'. The Job Number entered is exported as the Labor/Dept. Code to Paychoice.

Check with your payroll representative if you do not know what values to use when entering these codes.

Creating the export file

When you have entered employee numbers and job code numbers, you are ready to create the export file. To do this, select Labor Reporting from the Navigator, select Labor Detail Report and enter appropriate dates. When the report opens, right-click anywhere on the window and select the desired export routine from the pop-up menu.

If you are using social security numbers as the employee number, make sure to turn on that checkbox and set the number of digits to use.

If you are exporting to ADP, the export file names will be filled in for you when you enter the Company Code and Batch ID. For all other exports, enter a file name manually. The file name you enter will be the default the next time you export. If you do not specify a directory, the file(s) will be created in the Aspect folder. If you are not familiar with file names and folders, ask your system administrator.

How To: Exporting Invoices

Overview - Exporting Invoices

If you are entering invoices in Aspect to calculate inventory usage and cost, you can export these invoices to popular accounting packages including: BusinessWorks, Great Plains, MAS 90, Navision, Peachtree, Quickbooks and Solomon.

To do this, you will need to enter codes that your accounting package will understand for each inventory group (meat, dairy, etc) and for each vendor. You will NOT enter identifying codes for each inventory item in Aspect. Individual items are not exported to your accounting package, only the totals for each inventory group.

Inventory Group Codes

To enter codes for each group, select Inventory Setup from the Navigator and click on Inventory Groups. Double-click on any group. You will notice a space for a G/L Account for that group. This is where you enter the code used by your accounting package to identify the group.

If you are exporting to Quickbooks, you will enter the Quickbooks account number if you are using numbers in Quickbooks. Otherwise, you will enter the text description used by Quickbooks, for example, 'cost of sales:food'. Sub-accounts in Quickbooks are separated by a colon (:).

You do not have to export each group to a separate account in your accounting package. For example, all of the food groups defined in Aspect might be exported to a single Food account in your accounting package.

Vendor Codes

To enter identifying codes for your vendors, select Inventory Setup from the Navigator and click on Vendors. Double-click on any vendor. To the right of the vendor name is a place for a Code. Enter the number used to identify the vendor in your accounting package here. DO NOT enter anything in the line labeled 'G/L Account'. This field is no longer used.

If you are exporting to Quickbooks, you do not need to enter a code for each vendor. However, you do need to make sure that the vendor names in Aspect match those in QuickBooks exactly. If they are spelled differently, Quickbooks will add a new vendor during the import using the spelling in Aspect. Case does not matter, but spelling and spaces do.

Creating the Export File

When you have entered codes for each inventory group and vendor, you are ready to create the export

file. To do this, select Inventory Maintenance from the Navigator and click on Invoices. Right-click anywhere on this window and select the appropriate export routine from the pop-up menu.

Enter the name you wish to use for the export file. If you do not specify a folder, the file will be created in the Aspect folder. If you are unfamiliar with file names and folders, check with your system administrator.

Select the range of dates that you wish to export. Also, turn on the appropriate checkboxes in the 'Invoices paid by' section. Generally, you will turn all of these on to make sure you export every invoice. Most users don't record the way an invoice was paid in Aspect. If you do, then you can select which checkboxes you wish to turn on.

When you enter an invoice in Aspect, there is a checkbox on the bottom left that indicates whether or not the invoice has been 'Posted to A/P'. A check here means that the invoice has already been exported. If it's not checked, it hasn't. When you create the export file, there are two checkboxes at the bottom of the export window that let you determine which invoices to export. Generally, you will want to leave the one labeled 'Export invoices that have already been posted' turned off, and the one labeled 'Mark invoices as posted after exporting' turned on. This will cause the program to export only those invoices that have not already been exported and to mark each invoice as posted when it is exported.

If you need to export a group of invoices a second time, turn on the checkbox labeled 'Export invoices that have already been posted'.

When you have created the export file, you are ready to import it into your accounting package. Refer to the documentation supplied with your accounting package for instructions on importing the file. It's a good idea to back up the data in your accounting package before importing.

Should only some of the invoices import and not all of the invoices into QuickBooks, you may have some empty invoices in Aspect. When entering invoices, make sure the invoice has details and the price matches that of the detail. To flag it for future reference, you can always go settings / inventory setting / inventory setup and check "Require Invoice Detail to Match Total."

How To: Exporting Sales

Overview - Exporting Sales

Sales information imported from your POS system including sales, tax, discounts, charges, etc. may be exported to several popular accounting packages including: Great Plains, Quickbooks, Peachtree, Business Works, and MAS 90.

Sales information is exported in the form of a general ledger transaction. The transaction consists of debits and credits and the sum of the debits must equal the sum of the credits.

To illustrate this, suppose you had \$1000 in food sales that you wanted to export. You couldn't just export \$1000 in food sales because you've got to have both debits and credits. What you could do is export \$1000 in food sales and \$1000 in cash indicating that you sold \$1000 worth of food and deposited \$1000 in the bank.

Before you even begin to set up the export routine in Aspect, sit down with a piece of paper or a spreadsheet and decide what you are going to export. Use actual numbers from a particular day and organize them into two columns - debits and credits. When you add up the debits they must equal the credits. They simply must. If they don't, keep working on it. Your accounting package will reject the export if they do not add up.

For an idea of what you should be putting into the transaction, select Daily Sales from the Sales Reporting tab of the Navigator and take a look at the daily sales report in Aspect. Your debits will include all of the sales and tax figures listed on the left. Your credits will include the charges and other deductions listed on the right. Over/short will be treated as a debit that can be either positive or negative.

When you've listed all of the fields that will go into the transaction and you have used numbers from an actual day to ensure that they balance, you are ready to create the export routine in Aspect.

If this all sounds foreign (even if it doesn't), you may want to speak with your accountant about helping you with this. You can also find people who specialize in providing support for various accounting packages.

Importing a Chart of Accounts From Your Accounting Package

When you create the export routine in Aspect, you will list each number that you want to export and the G/L account that number will go to in your accounting package. To make this easier, Aspect will import a list of G/L accounts from your accounting package so you do not have to key them into Aspect. Refer to the documentation supplied with your accounting package for instructions on exporting the list of G/L accounts. Try to export the file to the Store1 folder located beneath the Aspect folder.

If you are using Quickbooks, also include classes and vendors in the export.

Creating the Export Routine

In order to create an export file from Aspect, you will need to define the transaction that will be exported. To help with this, select Sales Setup from the Settings Menu and then select Sales Input Setup. This window displays a list of all the numbers displayed in Aspect's Daily Sales report. You will see a description of each number and a field in the column labeled 'Field1' that defines the number to be displayed. Select Print from the File menu to print this list. Chances are that the transaction you created on paper includes the numbers listed in this window.

To create the export routine, select Sales Reporting in the Navigator and then click on Daily Sales. Click the Export button. Select the accounting package that you will be exporting to and press Setup.

Before you do anything else, turn on the checkbox at the bottom labeled 'Include this transaction in the export'. Next, select 'Load Chart Of Accounts' and select the chart of accounts that you exported from your accounting package.

You are now ready to list each of the numbers that will go into the transaction. Double-click on the first line in the scrolling list. In the drop-down list at the top, select the field that you wish to export, for example, 'Actual Food' to export food sales. Refer to the list you printed to determine the appropriate field.

In the drop-down list next to 'Account', select the G/L account that this number will go to in your accounting package. The account type should be filled in for you if you imported the chart of accounts from your accounting package. If you did not import a chart of accounts, you may enter the account number and account type manually.

The Credit/Debit field will probably be the opposite of what you expect. Sales figures will be debits. Charges and discounts will be credits. Select 'Reverse Sign' on the line you add for over/short.

If you are exporting to Quickbooks, you may also enter a class. In Quickbooks, you must also indicate which numbers represent sales tax and a vendor for those numbers.

When you have defined all of the lines in the transaction, press Close.

Creating the Export File

To export the file, select Export from the Daily Sales Report and enter a name for the export file. If you do not specify a folder, the file will be created in the Aspect folder.

Enter the starting and ending dates of the range that you wish to export. The checkbox labeled 'Mark records as posted after exporting' should be turned on. The checkbox labeled 'Export records that have already been posted' should be turned off. If you need to export the same range of dates a second time, turn this checkbox on. A 'Batch Id' is only required for MAS 90 and Great Plains.

Press Ok to create the export file. If any of the exported transactions are out of balance, you will see a message indicating this. If this happens, you must edit the transaction as before and make certain that the debits and credits balance. To help with this, you might wish to open the exported file in Notepad or Excel to view the numbers that were exported.

When you have created an export file with no out-of-balance transactions, you are ready to import it into your accounting package. Refer to the documentation provided with your accounting package for information about importing the file. It's a good idea to back up the data in your accounting package before importing.

FAQ: General

How do I obtain the most recent version of this document?

This documentation is updated on an ongoing basis. Look at www.aspect-software.net for the most up-to-date version.

Can I copy portions of this document and include it in my company's documentation concerning Aspect?

Yes, but please do not modify the text that you copy. Also, please include a link to the online documentation so that users have access to the most recent information available.

Why is there a message saying that my license is about to expire?

When Aspect is installed, a forty day license is entered so you may begin using the program immediately. When the invoice is paid, a permanent license is entered and you will never be asked for a license again. If your license expires while the invoice is outstanding, simply call to have it extended. The program will warn you each day starting ten days before the license expires. If the license does expire, you will only be able to view the sample data. However, your data is not lost.

How do I obtain an upgrade?

You can download an upgrade by going to www.aspect-software.net. Click on the Download link at the top and then on the Upgrade link. You will need a user name and password to access the upgrade page. If you do not have a user name and password, call to have one set up for you.

You can also download upgrades directly from the program. First establish an internet connection. Then, click on the Support & Upgrades tab in the Navigator and select 'Download the Latest Version of Aspect Software'.

How do I find out what's new in Aspect?

Select the 'Release Notes & Upgrades` tab in the Navigator. In current versions of Aspect, you should see release notes describing significant changes in the program. Click one of the links at the bottom of the Navigator or select Version History from the Help menu for a complete list of all additions and modifications. The list you see here will be current for the version you are using. To see what's new in later versions, look at the release notes available online at www.aspect-software.net.

How do I set up Aspect to run from a second computer in my office?

First, create an empty Aspect folder on the C: drive of the workstation. Next, right-click on the Windows Desktop and select New and Shortcut.

The target will be endofday.exe, located in the Aspect folder on the server. After creating the desktop icon, right-click on the icon and select Properties. At the end of the target, add [drive]:\aspect where [drive] is the drive letter of the server. For example, your target might look like: "g:\aspect\endofday.exe". You also need to change the start-in folder to C:\Aspect.

Each copy of Aspect has its own store list. Open the program and select Store Settings from the Settings menu. Version 5.65 and later will attempt to create the store list on the workstation for you. If you do not see your store in the list, click on the green '+' on the toolbar to add your store. When you press Ok, you will be prompted to set up routines to import from your POS system. **DO NOT DO THIS.** Press cancel. This step was done when you installed Aspect on the server and doing it on the workstation would likely cause the server to stop importing.

Each copy of Aspect also requires its own license. Otherwise, you will not be able to view data for your store. Call to obtain a license for the workstation.

I need to replace my computer, so how do I take my existing Aspect program and install it on my new computer?

Aspect is a self contained program, meaning all of the required executables and dll's are stored within the Aspect folder. As a result, Aspect can be moved very easily from the old computer to the new computer.

To reinstall Aspect on a new computer, you must first copy the entire Aspect folder from the old computer to the new computer by either putting the Aspect folder on a CD, a ZIP disk, a set of floppy disks, or direct copy through a local area connection. Note the original location of the Aspect folder on the old computer, such as C:\Aspect. When copying it to the new computer, you will want to place it in the same location, such as C:\Aspect.

Once the Aspect folder is copied to the new computer, you will need to complete the following three (3) items:

1. Create a desktop shortcut to the Aspect Software program.
2. Obtain a license for the software.
3. Setup any scheduled tasks.

Note: If you install it on a new computer and put it in a different location, you will have to reset your POS Import routines and any applications you may setup.

Once all is completed, you should be able to open your Aspect program.

How do I increase the size of the columns so I can view or print data rather than seeing asterics () in place of numbers?***

There are several ways to fix this issue.

- 1) Go to File / Printer Setup and change margins from .25 to .10. This allows more information on the page.
- 2) Change the format of the fields by by going to the report, click on the binoculars, clicking on custom, and then going to the Fields Selected area. On each line in the Fields selected, and clicking on Format then you will get a format screen...you then can change the width and decimals.
- 3) Remove any unwanted columns by going to the report, click on the binoculars, clicking on custom, and removing those unwanted fields under the Fields Selected area. Once done, click on Save, then OK.
- 4) Another option is to click on the Setup button when printing and change the paper orientation from portrait to landscape.
- 5) If you click the binoculars with a report open and then press Properties, you have the option to have Aspect "Auto-Format" the display or not. If this checkbox is turned on, Aspect will automatically adjust the column widths and try to find a font that will make everything fit. If this is turned off, the report must be manually formatted.

How do I add (or remove) a column from a report?

Every report in Aspect can be customized by clicking on the binoculars and then Custom. For example, here is how to add Total Tips to the payroll timesheet:

Open a Labor Detail Report from the Payroll menu. Click on the binoculars, highlight the display named 'Payroll Timesheet' and press the Custom button. On the bottom right, you see a list of 'Fields Selected'. These are all of the columns currently displayed in the report. On the left, you see a list of 'Available Fields'. These are all of the columns that can be displayed.

To add Total Tips, first highlight the position where you want the column to be added in the selected fields. To do this, scroll to the bottom of the 'Fields Selected' and highlight the blank line beneath Total Pay. This will cause the new field to go on the far right of the report. Next, locate Total Tips in the list of 'Available Fields' and double-click on it or press Add. You should see Total Tips on the right-hand side now.

Press the Save button at the top to save the change and Ok at the bottom to view the change. If you don't press the Save button, you will still see the new column when you press Ok, but Aspect will forget the change when you select another display.

Keep in mind that you can change any report in the program this way - sales, labor and inventory reports.

Why can't I print from Aspect?

If you receive a message saying 'Report not printed', you simply need to reboot your computer. If you are still unable to print, make sure that you have selected the correct printer in the drop-down list. You should also try printing from another program. If you are unable to print from other programs as well, then you need to inform your system administrator of the problem.

Why do I get just a header and footer but no report when I print from Aspect?

When printing, Aspect reduces the font size so that the report will fit the printer. If a small enough font cannot be found, the report will not print. If you have customized a display in Aspect and it doesn't print, you've probably added too many columns. Reduce the number of columns and try again. You may need to break the report into two displays. You might also try changing the printer orientation to landscape.

If you are having a problem printing the daily sales report, select Sales Setup from the Settings menu and then Sales Print Setup. Try using a different box layout to correct the problem. If you are using custom input boxes, it's important that input boxes containing three or more columns of numbers be printed in a box that is the width of the page, not a 1/2-width box.

A final suggestion would be to adjust the margins when you print the report. If you have 0 margins, try setting them all to 0.25. If you have set large margins, try reducing them.

What do all the buttons on the toolbar stand for or what do they do?

The toolbar located at the top in Aspect allows you to utilize shortcuts built into the system. Here is a reference sheet to what each button does:



- Green Plus** – Insert a new record in the active window
- Red Negative** – Delete the highlighted record in the active window
- Blank Folder** – Edit the highlighted record in the active window
- Pencil Folder** – Add a note to the highlighted record in the active window
- Binoculars** – Choose a report format for the active window
- Magnifying Glass** – Search for numbers or text in the active window
- Printer** – Print the records in the active window
- Graph** – Graph the records in the active window
- ?** – Launches the Users Guide and Manual
- Lighting Bolt** – Launches the Navigator

The buttons on the toolbar at the top have all disappeared. How do I get them back?

If the buttons on the toolbar disappear, you need to reboot the computer. This is not critical. The program will still function normally without these buttons and you can access the same commands by clicking on the File menu and Edit menu.

Why doesn't the Navigator open on my computer?

First, try clicking on the Lightning Bolt on the toolbar. This should open the Navigator. If not, follow the steps below:

Right-click on the icon used to open Aspect and select Properties from the pop-up menu. Click on the shortcut tab and look at the target. It should look something like "G:\aspect\endofday G:\aspect". Note the "G:\aspect" following the target. If you are using Aspect on a workstation and your target does not have this, the Navigator will not load. (Your computer may use a drive other than G. Use whatever drive letter appears in the target - for example - "H:\aspect\endofday.exe H:\aspect"). Refer to the question "How do I set up Aspect to run from a second computer in my office?" for more information on setting up a shortcut on a workstation.

If the properties for the icon are correct and the Navigator still does not load, open Aspect and select Navigator Setup from the Settings menu. Click on File and Open. You should see Aspect in the drop-down list. (See the next paragraph if you don't). Turn on the checkbox below that says "Make this the default Navigator" and press Ok. Select Exit from the File menu to close the window. Click on the Lightning Bolt on the toolbar to open the Navigator.

If you did not see Aspect in the drop-down list in the last step, you need to download a full copy of Aspect from www.aspect-software.net and install it over the existing copy. If you are using Aspect on a workstation, make sure you install Aspect to the server and not to the workstation.

Is there a way to back up my data in Aspect?

The 'Aspect - Back up store files' script can be used to back up your store data. Select the Scripts tab on the Navigator and click on 'Back up your files'.

This script creates a zip backup in the store directory using the day of the week as the file name. For example, mon.zip, tue.zip, etc.

The script can be automated and it can be modified to send the file to an FTP site or home office so that it is off the local computer. See the topic 'How To: Scripts' for more information on scripts.

I've been using Aspect for a couple of years. Is there a way to compress old data so that it takes up less room?

The 'Aspect - Compress store files' script can be used to compress old data. Select the Scripts tab on the Navigator and click on 'Compress store files'.

This script creates a zip file named compress.zip in the store directory. By default, it compresses everything older than 90 days. You can edit the script to change the number of days. See the topic 'How To: Scripts' for more information on scripts.

If you compress data, you will no longer be able to view it in Aspect. To view data that has been compressed, you must manually unzip the files from the compress.zip archive. The files all have dates in the filename so you can determine which files you wish to extract.

How do I recover or restore compressed data?

First, you will need to find the file called "Compress.zip". Typically, this file is located in the store folder under the Aspect directory, such as C:\Aspect\Store1. The file by default will contain data that is more than 90 days old, but could contain less or more depending on your "Aspect – Compress Store Files" settings. Once you have located the file, simply follow these steps to recover or restore the compressed data:

Step 1

You have to unzip the file called compress.zip. First, go to C:\Aspect via the My Computer icon on the desktop. Choose File / New / New Folder and create a new folder called Recover. Second, go to C:\Aspect\store1 and find the file called compress.zip. Right click on compress.zip and choose copy. Go to C:\Aspect\Recover and right click and paste.

Step 2

Now that you have the file in C:\Aspect\Recover called compress.zip, we have to unzip the files. You can do this successfully with PKUNZIP or WINZIP. Go to Start / Run and type in CMD then hit OK. At the command prompt, type the following:

```
C: [HIT ENTER] - - - should look like C:\>  
CD ASPECT [HIT ENTER] - - - should look like C:\Aspect\  
CD RECOVER [HIT ENTER] - - - should look like C:\Aspect\Recover  
PKUNZIP *.ZIP - - - should start inflating files
```

Note: If you get an error saying that pkunzip.exe is not found, you will need to copy the program files PKUNZIP and PKZIP from C:\Aspect to C:\Aspect\Recover

Once done, type EXIT

Step 3

Go to C:\Aspect\Recover and then go to Edit / Select All – This will highlight all the files. Then choose Edit / Copy. Then, go to C:\Aspect\Store1 and choose Edit \ Paste.

All files will then be copied over and you are fully restored for historical reporting.

How do I restore from a backup file?

First, you will need to find the file some zip files. Depending on the day of the week and date you restore from, they can be called "mon.zip" or "tue.zip" or "wed.zip" or "thu.zip" or "fri.zip" or "sat.zip" or "sun.zip". Typically, this file is located in the store folder under the Aspect directory, such as C:\Aspect\Store1. The file by default will contain data that is more than 90 days old, but could contain

less or more depending on your "Aspect – Backup Store Files" settings. Once you have located the file, simply follow these steps to restore the data:

Step 1

You have to unzip the file. First, go to C:\Aspect via the My Computer icon on the desktop. Choose File / New / New Folder and create a new folder called Backup. Second, go to C:\Aspect\store1 and find the zip. Right click on zip file and choose copy. Go to C:\Aspect\Backup and right click and paste.

Step 2

Now that you have the file in C:\Aspect\Backup, we have to unzip the files. You can do this successfully with PKUNZIP or WINZIP. Go to Start / Run and type in CMD then hit OK. At the command prompt, type the following:

```
C: [HIT ENTER] - - - should look like C:\>  
CD ASPECT [HIT ENTER] - - - should look like C:\Aspect\  
CD BACKUP [HIT ENTER] - - - should look like C:\Aspect\Backup  
PKUNZIP *.ZIP - - - should start inflating files
```

Note: If you get an error saying that pkunzip.exe is not found, you will need to copy the program files PKUNZIP and PKZIP from C:\Aspect to C:\Aspect\Backup

Once done, type EXIT

Step 3

Go to C:\Aspect\Backup and then go to Edit / Select All – This will highlight all the files. Then choose Edit / Copy. Then, go to C:\Aspect\Store1 and choose Edit \ Paste.

Why do I get an error when I load Aspect?

If you receive any sort of error message when you load Aspect, the first step is to reboot the computer and see if that solves the problem. If the problem persists, here are some other things to check:

If you are using Aspect on a network, is your network working properly? Do you have trouble loading other programs on the network (like your POS system). If so, you need to address the network connection.

Make sure that the program files are all from the same version. The main program file is named endofday.exe and it is located in the Aspect folder. There are five .dll's starting with the letter A in the same directory. The date/time stamp on these files should all be within minutes of each other. If one of these files is older, Aspect will not work properly and you should talk to your system administrator about obtaining a current set of program files.

If Aspect is installed on a server and a workstation, make sure that the Aspect folder on the workstation does not contain any .exe's or .dll's. There should only be one copy of the Aspect program files - those on the server.

Aspect initializes information about your default printer when you load the program. If you printer is

not installed or working properly, you may see an error message when you load Aspect.

If there is a store in your store list that points to an invalid directory or to a networked directory that is not currently accessible, you will see an error.

If you have loaded an Aspect report into a spreadsheet, and the spreadsheet is still open when you load Aspect, Aspect will complain about not being able to access the file. This is not critical. The error will go away when you close the spreadsheet.

If the target of the icon you are using to load Aspect is incorrect, you will see an error message. The target should be '[drive]:\aspect\endofday.exe [drive]:\aspect' where [drive] is the drive letter that Aspect is installed on. Right-click on the icon and select Properties to view or edit the target.

Why do I get an error when I load Aspect saying that one of my program files is out of date?

The Aspect program files include: Endofday.exe, Aspect.dll, ASys.dll, AInvntry.dll, ALabor.dll and ASales.dll.

These files must always be copied as a group when upgrading Aspect or installing it on a new PC. If one of these files is from an earlier version than the rest, errors will occur when you use the program.

If you receive this message, it means that one of these files is out of date. You need to download an upgrade from www.aspect-software.net which contains all of the program files and install it to correct the problem.

Why do I get an error when I load Aspect saying that program files are duplicated?

Regardless of how many computers you might be using Aspect on in a store or office, there should only be one set of program files for Aspect. These files should reside on the server and any workstations should access the program over the network.

If you receive this message, delete the program files from each of the workstations and make sure that the shortcuts used to load the program are set up correctly on each workstation.

Why do I get an error whenever I try to open a particular report?

When you click on the binoculars on the toolbar to customize a display, the settings you choose are stored in a file. Sometimes this file can become corrupted and you will have trouble opening a report. Current versions of Aspect will recognize the problem and fix it. Older versions will not.

To correct this problem, you will need to delete a file. If you do not know how to delete a file, contact your system administrator.

Each report has its own file for recording display options. These files all end with an .fmt extension. They are located in the Aspect folder and a few are in the store folder. You will need to delete the appropriate .fmt file and Aspect will create a new one when you open the report again.

The most common .fmt files you might need to know are: Employee Records - employee.fmt, Labor Detail Report - labordtl.fmt, and Inventory Count - count.fmt.

Another way to determine the .fmt file that is in need of repair is to look at all of the .fmt files in Windows Explorer sorted by the date/time they were last modified. The one most recently modified is likely the one in need of deleting.

Why do I get an error saying that the size of a particular file seems to be invalid?

Files are made up of records (like an employee record) and every record is the same size. Therefore, the size of the file should be some multiple of the record size. If you see this message, it means that a file has been corrupted somehow.

The only recourse in this case is to restore the file from a backup. If you are sending data to a central office, you should be able to copy the file from the office back to the store. If you are backing up your data using scripts in Aspect, and if the corrupted file is located in the store directory, you can extract the file from the backup. The backup files will be named mon.zip, tue.zip, etc.

If the corrupted file is in the Aspect directory instead of the store directory, it is probably safe just to rename the file and see if Aspect creates a new one.

You will occasionally see this message if you are using an RCS point-of-sale system when you import the timeclock. This is not critical. The problem will correct itself in a day, sometimes two. Do not try to make any manual corrections.

Why do I get an error saying "Can't load Borland controls"?

Aspect is primarily comprised of one (1) *.exe file and five (5) *.dll files that enables the software to run on Windows based operating systems. Sometimes Windows doesn't release one of these files to be reread or reopened. As a result, the program can't run. The only way to clear the error is to reboot the computer.

Why do I get an error saying "Can't locate menu numbers" or "Crosslinked receipt records"?

Aspect would give you this error, both on the screen and in the activity log, for three (3) reasons:

- 1) A Computer Crash
- 2) Inventory Files have been copied incorrectly, meaning someone may have tried to copy files from one system to another and didn't copy them in their entirety or as a group.
- 3) Multiple people tried to access the same file or edit the same file at the same time.

As a result, Aspect will automatically resolve the issue. By default, the system checks the inventory

items against the recipes to ensure data integrity. If an item lacks data integrity, the program will fix it automatically. To ensure data integrity or verify it was fixed by the program, simply go to each of these items in your inventory / recipe section and verify that the ingredients are correct. Most of the time they should be fine.

Why do I get an error "Floating Point of Negative Number"?

Aspect stores format or display options in format (*.fmt) files. Sometimes this file can become corrupted and you will have trouble opening a report. Current versions of Aspect will recognize the problem and fix it. Older versions will not.

Additionally, if you receive this error when running "Edit Recipes" or "Edit Inventory Count", most likely you have a corrupt count file (*.cnt). To correct the problem, you will need to either Update Perpetual by choosing Inventory / Update Perpetual and selecting a date prior to your last count or you have to delete the *.cnt file itself.

To correct this problem, you will need to delete a file. If you do not know how to delete a file, contact your system administrator.

Each report has its own file for recording display options. These files all end with an .fmt extension. They are located in the Aspect folder and a few are in the store folder. You will need to delete the appropriate .fmt file and Aspect will create a new one when you open the report again.

Another way to determine the .fmt or .cnt file that is in need of repair is to look at all of the .fmt or .cnt files in Windows Explorer sorted by the date/time they were last modified. The one most recently modified is likely the one in need of deleting.

Why do I get a "Dynamic Link Library" error when opening Aspect?

Aspect is primarily comprised of one (1) *.exe file and five (5) *.dll files that enables the software to run on Windows based operating systems. Sometimes Windows doesn't release one of these files to be reread or reopened. As a result, the program can't run. The only way to clear the dynamic link library error is to restore the one (1) *.exe file and the five (5) *.dll files to the Aspect directory.

Why do I get an "Undefined Call to Dynalink" error when opening Aspect?

Aspect is primarily comprised of one (1) *.exe file and five (5) *.dll files that enables the software to run on Windows based operating systems. Sometimes one of these files become corrupt. As a result, the program can't run. The only way to clear the dynamic link library error is to restore the one (1) *.exe file and the five (5) *.dll files to the Aspect directory.

To what extent can I customize my reports in Aspect?

Aspect includes a powerful feature that may be used to customize Aspect's pre-defined reports and to create completely new reports that you design yourself.

The Display Options feature can be selected from the Edit menu, the button bar, or by pressing the right mouse button on any record in the current display. After selecting Display Options, double-click on one of the reports listed or highlight a report and press Ok.

To customize an existing report or to create a new one, select Display Options and then press the Custom button at the bottom of the window. If you want to modify an existing report, highlight it in the list before pressing Custom.

The Display Options window consists of three sections:

1. The top section shows the name of the current format and the sort options currently in effect.
2. The middle section contains additional options that are specific to the active window. The middle section will vary based on the type of window that is open.
3. The bottom section contains a list of available fields on the left and the list of selected fields on the right.

Fields are added and removed from the report using the Add and Remove buttons. To add a field, highlight the field in the list of available fields. Then click on the list of selected fields to indicate where you wish to add the field. Click on the line below the last selected field to add the field to the end of the list. Press Add (or double-click the field to be added) to add the field to the report. To remove a field, click on the field in the list of selected fields and press Remove.

Any modifications you make in the report will be temporary unless you press the Save button to save the changes. If you wish to save the changes as a new report, enter a new name for the display format before saving it. Press the Default button to restore a pre-defined display format to its original state. The Default button only works for pre-defined reports and will have no effect on reports that you create and save with a new name.

The Format button is used to change the way a field is displayed. Highlight a field in the list of selected fields and press Format to see the options available. (You may also double-click the field). Here, you can set the width of the field, how many decimals should be displayed and the alignment of the field - left, right or centered. You may also select options to further define the format of text and number fields. Number fields usually look best when centered. The numbers themselves are right-justified but the column titles are centered.

There is not necessarily a direct correlation between the field width and the number of characters that can be displayed in the field. This is because some letters take more space than others when using proportional fonts.

What are Aspect's file types and descriptions?

The following table contains descriptions for the files located in the Aspect program directory. The column labeled "Created / Modified By" indicates the area of the program in which the file is created or modified.

File Name	Extension	Description	Created/Modified By
AINVNTY	DLL	Program file	N/A
ALABOR	DLL	Program file	N/A
ASALES	DLL	Program file	N/A
ASPECT	DLL	Program file	N/A
ASYS	DLL	Program file	N/A
BC30RTL	DLL	Program file	N/A
BWCC	DLL	Program file	N/A
COMMDLG	DLL	Program file	N/A
OWL31	DLL	Program file	N/A
TCLASS31	DLL	Program file	N/A
GETSTART	DOC	Getting started documentation – (Word document)	N/A
ADDRBK	DTA	Address book records	File / Address Book
DEFAULT	DTA	Contains miscellaneous default dates & file names based on the last values entered	N/A
LAUNCH	DTA	Application records – contains information used to launch batch routines and other programs from the Action menu	Settings / Applications
OMSYS	DTA	Miscellaneous system settings	Settings / System Settings
PAYROLL	DTA	Miscellaneous payroll settings	Settings / Payroll Setup / Payroll Settings
POSDEF	DTA	POS definition records – used to define point-of-sale import routines	Settings / POS Definitions
POSFIELD	DTA	POS definition records – used to define point-of-sale import routines	Settings / POS Definitions
POSFILE	DTA	POS definition records – used to define point-of-sale import routines	Settings / POS Definitions
PRINT	DTA	Current printer settings	File / Printer Setup
WINPASS	DTA	List of password protected routines	Settings / Passwords / Protected Routines
STORES	DTA	Store records	Settings / Edit Stores
USERPASS	DTA	User passwords	Settings / Passwords / User Passwords
COMPRESS	EXE	Window utility used to compress files when creating installation disks	File / Create Installation Disks
ENDOFDAY	EXE	Program file	N/A
SETUP	EXE	Installation program used when creating installation disks	File / Create Installation Disks
ASPECTW	HLP	Help File	Help / Contents

EODLOG	TXT	Activity log used to record user activity	File / View Activity Log
SLFORMAT	TXT	Text file used to define the layout of the daily sales report. May be edited using a text editor to add additional layouts.	Settings / Sales Setup / Sales Print Format

File Name	Extension	Description	Created/Modified By
mm-dd-yy	CNT	Contains perpetual inventory levels for a given day and any actual counts entered for the day	Inventory / Edit Inventory Count
EMPLOYEE	DEF	Employee records	Payroll / Edit Employee Records
ACCTPYBL	DTA	Invoice header records – contains the vendor name, invoice number, amount, etc. Invoice details are stored in mm-dd-yy.pay.	Inventory / Edit Invoices
COUNTGRP	DTA	Count group names	Settings / Inventory Setup / Count Groups
DLYLABOR	DTA	Daily labor header records – contains labor totals for each day imported from the point-of-sale system	Payroll / Edit Daily Labor
INGR	DTA	Inventory item records	Inventory / Edit Inventory Items
INGRGRP	DTA	Inventory group records	Settings / Inventory Setup / Inventory Groups
JOBDEF	DTA	Job code records	Settings / Payroll Setup / Job Codes
RECIPE	DTA	Menu item records	Inventory / Edit Recipes
RECPGRP	DTA	Menu item groups	Settings / Inventory Setup / Recipe Groups
RECPINGR	DTA	Recipe ingredients for all menu items	Inventory / Edit Recipes
SALEyyyy	DTA	Daily sales information	Sales / Edit Daily Sales
SALEFMT	DTA	Contains the layout of the daily sales input screen	Settings / Sales Setup / Sales Input Format

SALESDEF	DTA	Sales record definition	Settings / Sales Setup / Sales Record Format
SCHDEPT	DTA	Schedule position records	Settings / Payroll Setup / Schedule Positions
SCHEDULE	DTA	Daily schedule totals – daily header records containing labor totals for schedules entered	Payroll / Edit Weekly Schedule
SCHNAME	DTA	Schedule names	Settings / Payroll Setup / Schedule Names
SLCUSDEF	DTA	Custom sales input layouts	Settings / Sales Setup / Custom Input Formats
SLCUSTOM	DTA	Custom sales input layouts	Settings / Sales Setup / Custom Input Formats
SLFILE	DTA	List of point-of-sale files containing sales figures to be imported	Settings / Sales Setup / Sales Record Format
SLOPTION	DTA	Contains formatting information for the printed daily sales report	Settings / Sales Setup / Sales Print Format
VENDORS	DTA	Vendor records	Settings / Inventory Setup / Vendors
mm-dd-yy	DTL	Daily schedule entries	Payroll / Edit Weekly Schedule
*	FMT	Format files containing pre-defined and user-defined display formats.	Edit / Display Options (from any open window)
*	CKD CKH LBR MIX PAY USG	Check Details Check Header Labor Files Sales Mix Invoice Files Usage Files	Daily Files created by importing from the POS System and/or user entry.

Does Aspect prompt when trying to access files already in use by another user?

Yes, Aspect notifies the user via a popup if the current user is trying to access a file in use by another user. It is then up to the user to continue or discontinue access to that file. There are two (2) parts of the program however that cannot be accessed at the same time. The two (2) parts of the program are Edit Weekly Schedule and Edit Inventory Count.

Can Aspect run on Terminal Services?

Yes, Aspect can run on terminal services. Aspect is installed the same way as a normal installation for Terminal Services, except that Aspect needs to be loaded on the main server or computer running Terminal Services in order to work correctly. Additionally, each user needs to have the correct permissions or rights to access the data using Terminal Services. For more information on setting up Aspect on Terminal Services, please contact your System Administrator or Aspect Software.

Aspect is running slow on my network. Can I speed it up?

When Aspect runs slow on a network, typically the answer lies within the network topology and the permissions of each user within Windows that is causing the slowdown or bottleneck. First, report the issue to your network administrator and have the network topology inspected.

If problems still persist, then you can change the path of the shortcut. After the shortcut, add `'/no check'`. For example, `"g:\aspect\endofday.exe /no check"`

FAQ: Sales Reporting

How do I import missing sales?

Sales and labor are normally imported for the previous day by selecting Import POS Totals from the Action menu.

In version 5.65 and later, you can import past sales by clicking the Import button in the Edit Daily Sales window.

In earlier versions, select Sales Summary Report from the Sales menu. Enter a range of dates that includes the day(s) you want to import. After the report opens, right-click on the day you wish to import, select Import Past Journal from the pop-up menu and press Ok. Sales for the day should import. (This will not work with Micros, RCS or Panasonic systems).

In order to import from Micros, RCS, or Panasonic systems, the day(s) you want to import need to be recreated, reprocessed, or exported by your POS Vendor to a predetermined folder such as [drive]:\Aspect\[mmddyyyy], for instance, c:\Aspect\05012005. Once these files are exported to a directory, you will need to run an FD.exe on the files in order to change the date/time stamp of the files to that of the business date. For instance, if you want to import sales for May 1, 2005, the files need to have a date/time stamp of May 1, 2005 in order for Aspect to properly import the data to the corresponding day.

FD.exe may be found in the Aspect folder and needs to be run from a command prompt. If you are unable to find the file, please contact Aspect Software to obtain FD.exe. FD.exe commands and instructions can be found by typing in "fd.exe ?" from a command prompt within the Aspect directory. If you are unsure how to use the command prompt or FD.exe, please contact your system administrator.

Once the files have been set to the proper date/time stamp, you are ready to import the missing sales. To import the missing sales, copy the files from the [drive]:\Aspect\[mmddyyyy] folder to [drive]:\Aspect\[storedir], for instance c:\Aspect\05012005 to c:\Aspect\Store1. Next, go to File / Import POS Files and choose your store. You will want to check all of the boxes to import the sales into Aspect.

If the sales do not import, and you are using an HSI POS system, chances are that your sales were posted to the wrong day in HSI. This is especially true after a holiday or if the POS system has been posted twice on the same day. There are two ways to correct this. The first is to call HSI and ask them to correct the journals. You can then import the day as described above. Another approach is to select 'Import Past Journal' and then modify the name of the journal file there. The journal name will be 'g:\touchit\jor2\jorYYYYM.MDD', for example, 'g:\touchit\jor2\jor20021.224'. Try changing the date in the name to one day later (or earlier), for example, 'g:\touchit\jor2\jor20021.225', and press Ok.

If I've just installed Aspect, is there a way to import all past sales information from my POS system?

If you're using H.S.I. and ALOHA, yes.

First, copy all of the HSI journal files that you want to import from HSI's JOR2 directory into the Aspect store directory (probably named Store1).

Next, make sure you are using the main copy of Aspect, not a networked copy. Select DOS Shell from the Action menu and close Aspect in the background. At the DOS prompt type 'endofday /import_hsi_journals' and Enter. This will cause Aspect to import all of the journals it finds in the store directory. It will not interfere with your POS system, but you will not be able to do much else on the computer. It will take about 1 minute to import a day. So, if you're importing a year, plan on about six hours. You might want to let this run overnight. The only way to stop the process is to press Ctrl-Alt-Del and end the task.

If you are using an Applebee's version of HSI, you can use the same procedure, but at the DOS prompt type 'endofday /import_appl_journals'.

Aloha – Import Multiple Days of Sales

- 1) Choose "Action", then "Dos Shell"
- 2) Close Aspect
- 3) Type the following continuous line:
endofday /import_aloha_journals /store=[storecode] /from=[mmddyy] /to=[mmddyy]
- 4) Hit Enter and the days will import

H.S.I. – Import Multiple Days of Sales

- 1) Copy all missing day journal files from JOR2 to the Store1 folder
- 2) Choose "Action", then "Dos Shell"
- 2) Close Aspect
- 3) Type the following continuous line:
endofday /import_hsi_journals
- 4) Hit Enter and the days will import

The sales figures on my daily sales report include comps and discounts. How do I show sales not including comps and discounts?

Net sales figures include comps and discounts by default because most users want to calculate labor and inventory costs as a percent net sales including comps and discounts. If you do not, here's how to make the change:

First, you will need make some minor changes to the sales record. Select Sales Setup from the Settings menu and then select Sales Record Setup. Locate the field named 'Net Sales' (not 'Net Sales Food', 'Net Sales Liquor', etc., just 'Net Sales'). Look at the calculation displayed in the column labeled 'Formula/Input Field'. For example a formula like '100..104' would indicate that lines 100 through 104 are being added together to calculate total net sales. Next, look at these lines in the sales record. They will have descriptions like 'Actual Food'. Beneath these, there should be another group of sales figures with descriptions like 'Net Food'. These are the ones you're interested in.

Note the lines that should be added together to calculate net sales not including comps and discounts. Go back to the 'Net Sales' field, double-click on it and change the calculation to sum the correct lines.

By default, Aspect deducts comps and discounts from your net sales when calculating the deposit due. Since your net sales figure will no longer include comps and discounts, you'll need to change this calculation. Locate the field named 'Deposit Due' and modify the formula to remove the number that

refers to the field named 'Ttl Discounts'.

Last, you'll need to modify the Daily Sales report to show the sales not including comps and discounts. Select Sales Setup from the Settings menu and then select Sales Input Setup. Double-click on each of the lines for Food, Liquor, Beer and Wine Sales and change the field associated with each line to reflect the correct field in the sales record. Close this window when you're done and make sure to answer yes when prompted to save your changes. The results should be visible when you open the Daily Sales report.

Why can I modify some of the numbers on the Daily Sales report and not others?

Numbers that are imported from the POS system can be edited by default. Numbers that are calculated, like Net Sales, cannot be changed directly. The numbers used in the calculation must be edited instead.

To see which numbers are used in a calculation, select Sales Setup from the Settings menu and then Sales Record Setup. Locate a field in the list like 'Net Sales'. You should see 'calculated total' next to the description. In the column labeled 'Formula/Input Field' you will see a formula that refers to other lines in the sales record. For example, '102+103' would be the sum of lines 102 and 103. Two dots (..) can be used to sum a range, for example, '100..110'.

If you want to change a calculated total, you need to make sure that all of the numbers used in the calculation are visible on the Daily Sales report (look elsewhere in this FAQ for information on adding numbers to the report). When you change these numbers, the calculated total will change automatically.

If this is a one-time thing, there is a trick you can use to edit the numbers without putting them onto the Daily Sales report. Locate each field that you need to edit in the sales record, double-click on it, and change the 'Field Type' to 'Discount'. Select Edit Daily Sales from the Sales menu and click on the Discounts button. You will be able to edit these numbers just like any other discount. When you have finished editing, change the 'Field Type' of each field back to 'Standard'.

How do I prevent people from being able to change numbers in the Daily Sales report?

Select Sales Setup from the Settings menu and then Sales Record Setup. Double-click on any field in the list and note the checkbox labeled 'Make this field read-only'. If this is turned on, the number cannot be edited in the Daily Sales report. Calculated totals cannot be edited anyway, so there is no need to change these.

If you're not sure which fields need to be changed, select Sales Setup from the Settings Menu and then Sales Input Setup. This is where the Daily Sales report is defined. The field used on each line is listed in the column labeled 'Field 1'. Print this window and then look through the sales record and make your changes.

The Sales Summary Report has subtotals but they're on the wrong day. How do I fix it?

To change the ending day of the week, select System Settings from the Settings Menu. In the drop-down list labeled 'Default Week End', select the correct ending day of the week. For example, if you select Sunday, subtotals will be included in the report after each Sunday.

Note that if you select Sunday as the week end and open the report with a starting day of Saturday, the first subtotal will only include the figures for Saturday and Sunday. If you want a full subtotal for the first week you will need to open the report starting with the first day of your week.

You can display weekly, monthly and grand totals in the report. If you want to include or suppress certain subtotals, click on the Binoculars, press Custom and turn on or off the appropriate checkboxes.

How do I export my sales information to an accounting package?

Refer to the topic named 'How to: Exporting sales'.

Can Aspect export sales to...?

Refer to the topic named 'How to: Exporting sales' for a list of the accounting packages that Aspect currently exports to.

If you want to export to a package not in this list, first find out if that package can accept an import file. If so, then ask the people who support that package for a sample file and some documentation describing the file. When you have this, email the sample file and documentation to Aspect@aspect-software.net.

How do I change a calculation on my Daily Sales report?

To do this, you need to become familiar with the sales record in Aspect. Select Sales Setup from the Settings menu and then select Sales Record Setup.

This window displays all of the fields that are imported from your POS system each day. Pretty much everything that can be imported is being imported. The changes you make in the sales record will primarily involve creating new fields that are calculations using other fields. For example, the Deposit Due that appears on the Daily Sales report is not imported directly from your POS system. Instead, it is calculated using other numbers from the POS system.

Scroll down and look at the fields in the sales record. Most of them say 'import from file'. This means that the number is being imported from your POS System. Near the bottom, you will see other fields that are 'calculated totals'. These numbers are calculated using other fields. You will also see 'Input by user' next to the 'actual deposit' field. This means that the number is entered by you in the Daily Sales report.

Before you begin making changes, be aware that there are two things you should NOT do. First, do not insert or delete a line from the sales record. This will render your historical sales data useless. To add a

new field, locate a blank line in the sales record and use it. Second, do not change the fields that say 'import from file'. These are already correct and there's nothing useful to be gained by changing them.

To see how calculations are defined, locate the field named 'Deposit Due'. You should see 'calculated total' to the right of the description. The column labeled 'formula/input field' shows the calculation. The numbers listed here refer to other lines in the sales record. For example, '102+103' would add lines 102 and 103 together. Two dots (..) can be used to sum a range, for example, '100..110' would be the sum of lines 100 through 110.

You can change any of the calculations in Aspect by double-clicking on the field and modifying the formula. The default calculations generated by Aspect should work properly. If you begin making changes to the sales record, you will need to understand how the calculations work and take responsibility for the changes you make.

If you are curious about the formula/input definitions for those fields that say 'import from file', here's how they work. These numbers don't refer to other lines in the sales record like calculated fields do. Instead, these numbers tell Aspect where to locate the field in the file imported from your POS system. For example, '*102,3' would tell Aspect to look at line 102 in the file and the third number in that line. Again, you should not change these.

How do I add a new number to my Daily Sales report?

If you have a basic understanding of how the sales record works, you can modify the Daily Sales report by selecting Sales Setup from the Settings menu and then Sales Input Setup.

The Daily Sales report is divided into a left-hand side and a right-hand side with up to twenty lines on each side. This window is used to define the fields that should appear on the report.

Double-click on any line in the report that has a description entered. At the top, you see a description for the field. This is the text that will appear on the report. Beneath the description is the field from the sales record that determines which number will be displayed.

It is not recommended that you make sweeping changes here unless you really know what you're doing. But, if you do want to change a description or add a line to the report, do so.

You can insert a blank line by highlighting an existing line and then pressing the green '+'. Everything will be moved down one line to make room for the new line. If you insert a line in the first twenty rows (the left-hand side), be aware that the fields for the right-hand side of the report will also be moved down and you'll need to delete a line to make them start on line one of the right-hand side.

I've added a new tender (or comp or discount or void) to my POS system. How do I get that to appear on the Daily Sales report?

There are two (2) ways to address this issue.

First, look at your POS system and determine where the new field is defined in relation to other fields that are already included in Aspect. For example, if you added a new tender named 'House Account', is it right beneath 'Visa'. Is it two lines down? Three?

When you know where the field is defined on your POS system, select Sales Setup from the Settings menu and then select Sales Record Setup.

The sales record contains sections for sales, tenders, comps and discounts. Scroll through the list until you find the appropriate section. At the end of each section, you will find several lines in light gray. These are placeholders for new fields that you might add to your POS system. For example, you might see 'Tender 5', 'Tender 6', etc. Based on your knowledge of how the POS system is set up, double-click on the appropriate line. For example, if 'House Account' is two lines below 'Visa' on your POS system, double click on the line two rows beneath 'Visa' in Aspect.

Change the description of the field as necessary. For example, change 'Tender 6' to 'Tender House Acct'. Also, make sure to turn off the checkbox labeled 'This field is only a placeholder'. When you press Ok, the line should be black, not light gray.

You will also need to update any calculations that might be affected by the new field. For example, if you added a new tender, you would need to include this in the calculation for 'Ttl Charges'. A new comp or discount would need to be added to the calculation for 'Ttl Discounts'.

Second, select Sales Setup from the Settings menu and then select Sales Record Setup. Once the report is loaded, right click on the report and choose "View Defaults." By doing so, it will open up a default Sales Record in which you can compare your "Actual" Sales Record to the "Default Sales Record."

After both reports are loaded side by side, you are able to scroll down on the left and find the new tender, comp, discount, or void and simply add it to the right. Keep in mind one crucial point...the field/code box must match. For instance, if the default records says *400,4, the actual sales record must have the same field/code box or data will not import.

Refer to the previous question for instruction on including the new field in your Daily Sales report.

Can I add labor to the sales record?

To add labor to the sales record, select Sales Setup from the Settings menu and then select Sales Record Setup. Right-click anywhere in the window and select 'Load Job Code - Pay'. Aspect will add a line for each job code at the end of the sales record. You can then use these fields the same way you would use any other field in the sales record.

How can I compare Year to Year, Month to Month, Week to Week, or Day to Day Information based on historical data?

To do this, you need to become familiar with the sales record in Aspect. Select Sales Setup from the Settings menu and then select Sales Record Setup.

This window displays all of the fields that are imported from your POS system each day. Pretty much everything that can be imported is being imported. The changes you make in the sales record will primarily involve creating new fields that are calculations using other fields. For example, the Deposit Due that appears on the Daily Sales report is not imported directly from your POS system. Instead, it is calculated using other numbers from the POS system.

Scroll down and look at the fields in the sales record. Most of them say 'import from file'. This means that the number is being imported from your POS System. Near the bottom, you will see other fields that are 'calculated totals'. These numbers are calculated using other fields. You will also see 'Input by user' next to the 'actual deposit' field. This means that the number is entered by you in the Daily Sales report.

Before you begin making changes, be aware that there are two things you should NOT do. First, do not insert or delete a line from the sales record. This will render your historical sales data useless. To add a new field, locate a blank line in the sales record and use it. Second, do not change the fields that say 'import from file'. These are already correct and there's nothing useful to be gained by changing them.

To add calculations for historical data, locate any field that is blank (usually towards the end of the sales record.) Double-click on the field and an edit box will appear. Simply put a title in the 'Description' such as "Last Years Sales". Next, leave the 'Field Type' as "Standard", change the 'Input Type' to "Calculated", change the 'Input File' to "N/A", and finally go to the 'Field' box. Here, you will use of these calculations:

Last Years Sales - &364,400

The 400 represents the field item you want to go back to 364 days earlier for comparison.

Last Week Sales - &7,400

The 400 represents the field item you want to go back to 7 days earlier for comparison.

Job Code - Hours – JOB HOURS

Right click on a blank line and choose "Load Job Codes – Hours"

Job Code - Pay – JOB CODE

Right click on a blank line and choose "Load Job Codes – Pay"

Useful Symbols on Calculated Totals

Division /

Addition +

Subtraction –

Multiplication *

Summation of multiple lines ..

Percentage [100]

When done, simply click OK. The default calculations generated by Aspect should work properly. If you begin making changes to the sales record, you will need to understand how the calculations work and take responsibility for the changes you make.

How do I modify the Period-To-Date Sales report?

Select Sales Setup from the Settings menu and then select Income & Expense Setup.

The Period-To-Date Sales report is actually one of 16 Income & Expense reports that you can create. These reports can be very useful because they allow you to include sales, inventory and labor information all on one report.

For an idea of how these reports work, look at the default report created by Aspect. It basically mimics the Daily Sales report. Double-click on any line to see how numbers are added to the report.

Each line is given a description which is the text that will appear on the report. Most lines will have a report level of 1. You can use other report levels too. When you actually view the report you can use the binoculars to display only certain levels. This give you control over the amount of detail displayed in the report.

The source of the number to be displayed is selected next. The most common source is the sales record. If you select this, you will select a field from the sales record to display. Other sources include calculated figures, inventory and sales mix information. Calculations here work just like in the sales record.

Note also that 'blank line' is included as a source. If you leave a blank line in the report to make it more readable, select 'blank line' as the source. Otherwise that line will be ignored. Subtotal lines are also included as sources. Use these to make the report more readable.

If you want to add labor totals to the report, add them to your sales record first and then select 'Sales Record' as the source or right click and load pay or hours.

You are not limited to the single default report created by Aspect. Click the Next and Previous buttons to move through the reports. If you want to create a new one, enter a description for it and make sure to turn on the 'Activate' checkbox. The report will appear as a menu option in the Sales menu.

The Sales Mix Summary or Sales Mix Detail is missing data. How do I fix?

If you are missing data in the Sales Mix Summary or Sales Mix Detail area of the program, then most likely you have a setting in Aspect turned off preventing the Sales Mix to be imported.

First, you will need to go to Settings / System Settings and make sure that "Import Check Details" is checked. If not, simply the check the box and hit OK.

Second, you will need to go to Settings / POS Definitions. Here, select your POS System type. If you don't know your POS System type, go back to Settings / Store Settings, double click on your store, and note the POS System type. After selecting your POS System type, double click on the POS System type to open an Edit Record box. Once you have the Edit Record box open, click on Setup. At the Setup screen, make sure the column with the word "Backup" all says "No". Note, you may have to scroll up and down to see all of the rows. If any of the column says "Yes", highlight the line and click on Edit. Once you click Edit, another box will open. In this box look at the far right for "Backup After Import" and make sure the box left to it is unchecked. Once done, simply hit OK and close the remaining screens.

Third, you will need to go to Settings / Sales Setup / Sales Record Setup. Here, right click on the Sales Record and choose POS Import Files. A "Point of Sale Import File" box will appear. In the box, highlight each line one at a time, if any, and choose Edit. An "Edit POS Sales Import File" box will appear. Find the box on the bottom left called "Backup after import" and make sure this box is

unchecked and then hit OK. Once done, simply hit OK and close the remaining screens.

Finally, after completing the three (3) steps above, you will need to import sales for all of those days that you are missing the Sales Mix.

Refer to the FAQ: Sales Reporting for instruction on how to importing missing sales.

How can I created Projected Sales (Budget) based on historical data (Weighted Average)?

First, you will need to add a line to the Daily Sales report where you can enter your projected sales. To do this, select Sales Setup from the Settings Menu and then Sales Record Setup. Scroll down to the bottom and find a line with no description. Double-click on this line and enter 'Projected Net Sales' as the description. It must be named exactly 'Projected Net Sales'. Change the Input type to Calculated Total and in the Field box, put the corresponding Field number for "Net Sales". Press Ok and right-click anywhere on the window. Select Adjust Projections from the pop-up menu and make sure that 'Method' is set to 'Weighted Average'.

In the Weighted Average box, you have the capability to set projections based on historical data for up to five (5) periods. Under the section for Enable, click on the boxes for the period you want to enable. Next, choose the period, for instance 1 Week. Next, set an adjustment factor, if any. Finally, set the Weight of the period, for instance 1. When done, hit OK and close the Sales Record.

An example of projecting weighted average for net sales and all corresponding sales data for three historical weeks would have three boxes enabled. The first box would be set to 1 Week with a Weight of 1, the second box would be set to 2 week with a Weight of 1 and the third box would be set to 3 week with a Weight of 1. By entering in 1 week, 2 week, and 3 week, you are telling Aspect to historically search for data covering three (3) weeks with an equal weighted average.

How can I report on different revenue centers?

There are two (2) ways to report on different revenue centers. First, you can setup the store to pull data independently by revenue center or you can use the Income and Expense reports to break out sales by revenue centers.

The first way, is to select Store Settings from the Settings menu. Press the green '+' on the toolbar to add your store. Enter the name of your store. If your store has a number assigned by your company, enter it in the code. If not, don't worry about it. Select the correct POS system in the drop-down list and press Ok. Everything else is the way it should be.

The program will ask if you want to create a directory. Answer Yes. Next, the program will set up the routines needed to import from your POS system. Press Cancel. Close the store list when you have added your store.

After creating the store, select Settings / Sales Setup / Point-of-Sale Lists. A box will appear and using the drop down menu, choose Revenue Centers. Note the Revenue Centers you want to break out individually and close the box.

Go back to Settings / Store Settings and double click on the store. To add the individual revenue centers, under the box 'Revenue Center' enter in the number that corresponds the Revenue Center as

dictated by the Point-of-Sale Lists. To enter in multiple revenue centers and combine them, simply use a comma between numbers, for instance, 1,2,5. Hit OK when finished.

Once finished, you will need to edit the import batch routine to include the new store so data is copied and imported.

The second way is to use the Income and Expense report writer found under Settings / Sales Setup / Income and Expense Setup.

Each line is given a description which is the text that will appear on the report. Most lines will have a report level of 1. You can use other report levels too. When you actually view the report you can use the binoculars to display only certain levels. This give you control over the amount of detail displayed in the report.

The source of the number to be displayed is selected next. The most common source is the sales record. If you select this, you will select a field from the sales record to display. Other sources include calculated figures, inventory and sales mix information. Calculations here work just like in the sales record.

Note also that 'blank line' is included as a source. If you leave a blank line in the report to make it more readable, select 'blank line' as the source. Otherwise that line will be ignored. Subtotal lines are also included as sources. Use these to make the report more readable.

If you want to add labor totals to the report, add them to your sales record first and then select 'Sales Record' as the source or right click and load pay or hours.

You are not limited to the single default report created by Aspect. Click the Next and Previous buttons to move through the reports. If you want to create a new one, enter a description for it and make sure to turn on the 'Activate' checkbox. The report will appear as a menu option in the Sales menu.

How can I export data from Aspect?

Exporting the data from Aspect.

First, you can export the daily sales record to access every number in the sales record. Srsamp.csv is an example of the sales record export. This would give you sales numbers for a particular day. Anything defined in the sales record would be included in the export.

You can also export any Income & Expense report you create. Iesamp.csv is an example of the Income & Expense export and can be obtained by emailing Aspect support. This report can be used to get figures for 7 individual day or 4 or 5 individual weeks or a month's totals. The period is determined by the options you set under Settings / Sales Setup / Income & Expense Setup. You can specify daily, weekly or monthly totals and the number of periods there.

Here are some specifics on exporting the data from Aspect:

Create a new script and add a line to the script, selecting Custom Script as the type for the line. Copy and paste the text below into the script:

REM Export Sales Record

```
[exedir]endofday.exe /xml /store=[storecode] /xmlreport=12 /from=%1 /to=%2 /filename=[storedir]sr[storecode].xml
```

[ftpdire]wait 20

REM Export Income & Expense report

```
[exedir]endofday.exe /xml /store=[storecode] /xmlreport=1 /from=%1 /to=%2 /filename=[storedir]ie[storecode].xml
```

[ftpdire]wait 20

The argument `/xmlreport=1` used in the income & expense export will export the first income & expense report. The arguments `/xmlreport=20`, `/xmlreport=21`, etc. will export the 2nd, 3rd, etc. report. You can have up to 8 income & expense reports.

After pasting the text above, set the Store on the top right to All Stores or a single store for testing. The output when you run this script will be files named SR[storecode].csv and IE[storecode].csv where [storecode] is the store's code. The files will be located in the store directory.

You'll want to be able to specify dates when you run the script and that's what the %1 and %2 are for. Press the Script Options button when editing the script and set the following:

Under "Before Execution", turn on Close Aspect

Under "After Execution", turn on Load Aspect

Under "Miscellaneous", turn on "Include in Action Menu"

At the bottom, turn on "Prompt for parameters before executing script"

Note that the file names have an .xml extension. This is necessary. A .csv file will be produced at the same time. You're interested in the .csv files. Run the script and check for the files. If they're there, you can import them into Excel and start putting them together into a report.

How can I get the exported data into Excel?

Getting the data into Excel

You should use a script to export the files so the file name and location of the export files is consistent every time you run it. If you do this, it's an easy thing to get the data into Excel. In Excel, highlight cell A1 in a new worksheet, then select Data / Get External Data / Import Text File. Browse to one of the export files and import it as a delimited file. Do this for each store, using a new worksheet (in the same workbook) for each store. When you get done, you'll have some number of worksheets in a single workbook, each containing data for a different store.

If you right-click on the data for one of the files you've imported, you can select Properties and set the data to automatically refresh each time you open the workbook. The procedure will be to run the script in Aspect to export the files and then open the workbook. Upon opening, the workbook will refresh the data on each sheet.

When you have that, you can use the imported data to build any type of consolidated report you might think of using the standard Excel formulas. You can include graphs and pie charts if you want.

FAQ: Labor Reporting

How do I import missing labor?

Sales and labor are normally imported for the previous day by selecting Import POS Totals from the Action menu.

To import labor for a prior day, select Edit Daily Labor from the Payroll menu. Press the green '+' on the toolbar, enter the day you wish to import and press Ok. If the information is available on your POS system, it will be imported. If the program complains that the day already exists, you will need to delete it first and then insert it by pressing the green '+'.

How do I import missing labor from my HSI system if the HSI timeclock has been reset?

You will need to create some folders and copy some files. If you do not know how to do this, check with your system administrator or click on the Windows Start button and select Help to learn how.

Create folders named 'Data2' and 'Jor2' under your main Aspect folder. Copy the file named 'employee.dat' from touchit\data2 into the data2 folder beneath Aspect. Determine the days that need to be imported and copy the appropriate journal files from touchit\jor2 to the jor2 folder beneath Aspect.

In the touchit\jor2 folder, you will find the posted timeclock file. It will begin with the letters 'tc_'. Copy the appropriate timeclock file to the data2 folder under Aspect and rename it to timeclck.dat.

Select Store Settings from the Settings menu and double-click on your store. Change the POS directory to 'g:\aspect'. Select Edit Daily Labor from the Payroll menu and press the green '+' to import the missing days.

When you have finished, change the POS directory back to g:\touchit and delete the temporary folders you created under the Aspect folder. Make sure that you delete the folders under Aspect, NOT under touchit.

How do I import missing labor from my OnePOS system if the OnePOS timeclock has been reset?

You will need to create some folders and copy some files. If you do not know how to do this, check with your system administrator or click on the Windows Start button and select Help to learn how.

Create folders named 'Data2' and 'Jor2' under your main Aspect folder. Copy the file named 'emp28.dat' from touchit\data2 into the data2 folder beneath Aspect. Determine the days that need to be imported and copy the appropriate journal files from touchit\jor2 to the jor2 folder beneath Aspect. Files start with jrn.

In the touchit\jor2 folder, you will find the posted timeclock file. It will begin with the letters 'ta_'. Copy the appropriate timeclock file to the data2 folder under Aspect and rename it to tmclk28.dat.

Select Store Settings from the Settings menu and double-click on your store. Change the POS directory to 'g:\aspect'. Select Edit Daily Labor from the Payroll menu and press the green '+' to import the missing days.

When you have finished, change the POS directory back to g:\touchit and delete the temporary folders you created under the Aspect folder. Make sure that you delete the folders under Aspect, NOT under touchit.

Why do I get an notice or error about Duplicate Employees?

There are two reasons why you might get the message when importing from the POS System.

First, there are two entries for an employee in the POS System. Since Aspect imports by name for most POS Systems, there needs to be a unique first name and last name for each employee, such as John Doe. If you have the same employee twice in the POS System, you can simply find the duplicate employee in the POS System and either change the name by adding a middle initial after the first name or simply deleting the employee all together. Before doing either, please check with your system administrator.

Sometimes you have two (2) employees with the same name. In this case, you would need to place a middle initial after the first name in order to distinguish the two. For instance, John A Doe and John B Doe.

Second, if you still have the problem and are using HIS, each employee has two entries for their first/last name on HSI. In the case of the employee, the first set of fields contains First Name, Last Name and the second set contains First Name, Last Name. The second set of fields was added to increase the length of the name fields and should be a direct correlation to that of the first set, but unfortunately the structure in the file has become corrupt. Traditionally, Aspect uses the first set if it contains a valid name. Otherwise it uses the second set.

If you have the corruption, Aspect will allow you to always use the second set. The version with this work-around is 5.83. Edit the POS Definitions and set the index for first and last name to 30 and 31 respectively. The other option is to delete the original employee on HSI and add a new one when you need to change the name.

Is there a way to automatically import timeclock adjustments made on the point-of-sale system into Aspect?

Normally, labor is imported into Aspect and adjustments to employee clock in/out times are made in Aspect. Usually people find that it is easier to perform this function in Aspect.

If you would rather make the adjustments on your point-of-sale system, you can tell Aspect to re-import past days of labor during the normal daily import. To do this, select Payroll Setup from the Settings Menu and then select Payroll Settings. Turn on the checkbox labeled 'Import timeclock adjustments for the last x days' and set the number of days that should be imported. For example, if you always want to import the last 7 days of labor, turn on the checkbox and set the number of days to 7.

From then on, when you select Import POS Totals from the Action menu or when you manually import a day of labor in Edit Daily Labor, Aspect will import the selected day and also re-import the number of days specified.

If I've just installed Aspect, is there a way to import all past labor information from my POS system?

No. Labor must be imported manually as described above.

The employee records in Aspect have become corrupted - names appear where phone numbers should be, etc. How do I fix it?

This means an error of some sort occurred when Aspect imported employees from your POS system. You have three options:

Select Edit Daily Labor from the payroll menu. Double-click on days during the current period and some from several weeks ago. If everything looks okay (no garbage), you can just delete the garbage records from the Edit Employee Records window.

If the daily labor does appear to be corrupted and if you have a recent backup, you can restore employee.def to the store directory from the backup. Then, delete and reimport any days that look incorrect in Edit Daily Labor.

As a last resort, you may choose to delete all past labor information in Aspect and start over. To do this, delete employee.def and *.lbr from the store directory. Select Import POS Totals from the Action menu to import from your POS system. Select Edit Daily Labor from the Payroll menu and press the green '+' to insert each day in the current payroll period.

An employee is missing from my daily labor reports. How do I get them to import?

An employee cannot be listed on the POS system twice with the same first and last name. If you are missing an employee from your daily labor, this is almost certainly the case. Look at your employees on the POS system and make sure that you are including any terminated and deleted employees. You should find two records for the missing employee. You will need to modify the first or last name of one of them somehow. You can add an initial or anything else that you like as long as the first and last names are not identical.

Another thing to check is to make sure that the employee has not been deleted or terminated in Aspect. To do this, select Edit Employee Records from the Payroll menu. Click on the binoculars on the toolbar and then on the Custom button at the bottom. Turn on the checkboxes labeled 'Terminated Employees' and 'Deleted Employees'. This will cause all employees to be displayed in the list. If you locate the employee in the list and find that their record is displayed in light gray it means that they have been deleted. To un-delete them, double-click on their record and then press Ok. Also, double-click on the record and make sure that there is no date of termination entered for the employee. If there is, remove it.

If the employee record exists in Aspect, you might also double-click on the record and then press More. Make sure that the checkbox labeled 'Do not import hours for this employee' is not turned on.

How do I view a payroll timesheet? How do I view a payroll timesheet for one employee?

Select Labor Detail Report from the Payroll menu and enter the appropriate dates. When the report opens, click on the binoculars and select 'Detail By Employee' or 'Payroll Timesheet'.

If you want to view information for a single employee, click on the binoculars and then on the Custom button. In the middle, select the employee in the drop-down list to the right of the word 'Employee' and press Ok.

I've opened a Labor Detail Report but there's nothing in it. How do I view my labor?

Click on the binoculars and select either the 'Detail By Employee' or 'Payroll Timesheet' display. If you still see nothing, click on the binoculars and Custom. Make sure that no filters have been entered in the middle section, like a particular job code or employee.

If this does not solve the problem, select Edit Daily Labor from the Payroll menu. If you do not see a line for each day in this window, press the green '+' to import the missing days.

If you do see days in the Daily Labor window, then the problem is with the display options you have selected in the Labor Detail report. Return to the report, click on the binoculars and Custom, and check your display settings again.

How can I verify that employees are claiming enough in tips?

Select Payroll Setup from the Settings menu and then Payroll Settings. At the bottom, enter a percentage in the field labeled 'Targeted tip percentage'. For example, enter 15. Do not enter a decimal point.

Open a Labor Detail report and add columns for 'Net Sales' (not 'Total Net Sales') and 'Target Tip Amount'. If you've not already added a column for 'Total Tips' add this to. Any employees with tips less than the percentage you specified will be highlighted in red.

Aspect will not change an employee's tips for you automatically. If an employee's tips are too low on a particular day, double-click the shift and click on the Sales button to edit them. (You need to select the 'Detail By Employee' display in order to edit shifts).

Why do some employees show a negative amount for their cash tips?

By default, employees are expected to declare their total tips on the POS system at the end of the day. Aspect imports the employee's charge tips from the POS system and deducts this from the total tips to calculate their cash tips. If an employee claims total tips that are less than their charge tips, their cash tips will be negative.

There are two ways to address this. The first is simply to require that employees declare their tips properly.

The second way is to cause Aspect to import the employee's declared tips as cash tips rather than total tips. In this case, Aspect would add their charge tips to their declared (cash) tips to calculate total tips. To do this, select POS Definitions from the Settings menu. Double-click on your POS System and press Setup. Double-click on Employee Time Clock. Scroll down the list at the bottom and locate Shift Total Tips. Double-click on this line. Note the number entered here and replace it with a zero. Locate and double-click on Shift Cash Tips and enter the number that was next to Shift Total Tips. Press Ok until you have closed the open windows. Now, Aspect will expect employees to declare their cash tips, not total tips.

Why do some employees continually show up twice in Aspect even though they are only in HSI once?

Each employee has two entries for their first/last name on HSI. In the case of the employee, the first set of fields contains First Name, Last Name and the second set contains First Name, Last Name. The second set of fields was added to increase the length of the name fields and should be a direct correlation to that of the first set, but unfortunately the structure in the file has become corrupt. Traditionally, Aspect uses the first set if it contains a valid name. Otherwise it uses the second set.

If you have the corruption, Aspect will allow you to always use the second set. The version with this work-around is 5.83. Edit the POS Definitions and set the index for first and last name to 30 and 31 respectively. The other option is to delete the original employee on HSI and add a new one when you need to change the name.

How do I export my payroll to an accounting package (or payroll service)?

Refer to the topic named 'How to: Exporting payroll'.

Can Aspect export payroll to...?

Refer to the topic named 'How to: Exporting payroll' for a list of the payroll services and accounting packages that Aspect currently exports to.

If you want to export to a service or package not in this list, first find out if that service or package can accept an import file. If so, then ask for a sample file and some documentation describing the file. When you have this, email the sample file and documentation to Aspect@aspect-software.net.

How do I enter in salaried employees wages and how can I have salaries impact my labor percentage?

Select Edit Employee Records from the Payroll menu. Double click on the employee to edit the employee record. Once the Edit Employee Record box is open, click on the "more" box.

On the top right of the Edit Employee Record box, there is a section called Rate Information. Here, you change the pay type to "salary" and enter in the employees weekly salary. For instance, if the manager makes \$35,000 and there are 52 weeks in the fiscal calendar, then you would divide the salary by the number of weeks to obtain the weekly salary ($\$35,000/52 = \673.07). Once done, choose OK and the salaried employee will now calculate as a function of labor percentage.

How far back can Aspect read the timeclock file?

Aspect, by default, will only read the last 60 days. However, if you need to reimport timeclock information for a greater amount of time, you can always change your POS date/time back and then reimport. However, before doing this, please contact your POS provider as well as Aspect as it might interfere with current date of business information.

FAQ: Employee Scheduling

Why don't I see any employees in my schedule?

Click on the binoculars and select one of the 'Worksheet' displays. The 'Schedule' displays only show employees who have shifts on the schedule.

I've selected a particular 'worksheet' display in the employee schedule. Why do I still see all employees?

Select the topic 'How to: Employee Scheduling' and refer to 'Selecting a schedule'.

How do I get terminated employees off the schedule (or active employees onto it)?

Select Edit Employee Records from the Payroll menu. Click on the binoculars on the toolbar and then on the Custom button at the bottom. Turn on the checkboxes labeled 'Terminated Employees' and 'Deleted Employees'. This will cause all employees to be displayed in the list. Double-click on any employee and note that there is a field for the employee's date-of-termination near the bottom right. If there is a date here, the employee will not appear on the schedule. If there is no date, they will.

Another thing to be aware of is deleted employees. Deleted employees will appear in light gray in the display. If you have deleted an employee, you can undelete that employee by double-clicking on their record and then selecting Ok. Answer Yes when asked if you want to Un-Delete the employee. Deleted employees will not appear on the schedule.

Can I print a shift card from Aspect showing all of the employees scheduled on a given day?

Yes. Select Projected Hours Report from the Payroll menu. Click on the binoculars and select one of the Shift Card displays. Click on the binoculars and press Custom to add or remove columns from the shift card.

How can I view projected labor percentages when I create an employee schedule?

First, you will need to add a line to the Daily Sales report where you can enter your projected sales. To do this, select Sales Setup from the Settings Menu and then Sales Record Setup. Scroll down to the bottom and find a line with no description. Double-click on this line and enter 'Projected Net Sales' as the description. It must be named exactly 'Projected Net Sales'. Press Ok and right-click anywhere on the window. Select Adjust Projections from the pop-up menu and make sure that 'Method' is set to 'No Projection'. Press Ok and close the sales record window.

Next, select Sales Setup from the Settings Menu and then Sales Input Setup. Find a blank line around row 15 or so and double-click on it. Enter 'Projected Sales' as the description and select 'Projected Net Sales' in the first drop-down list. Press Ok and close this window. Make sure to answer yes when prompted to save your changes.

If you select Edit Daily Sales from the Sales menu, you should now see a line where you can enter your projected net sales. Click the arrow to the right at the top of the window to move forward day by day and enter the projected sales for each day.

To view projected labor percentages, open the employee schedule, right-click anywhere on the schedule and select Budget. Click on the Display button and change the display to 'Projected Labor Percentages'.

If you use the project sales option in the sales record, it will not project sales for the current day. You might see a situation where the projected sales remain in the sales record until they are replaced with actual numbers but you cannot count on it. The only way you're going to be able to get projections to stick is if they are entered manually or if they are a calculation that you create yourself based on past figures. Here are two approaches you can take:

1. Create a USER-INPUT field in the sales record named "Projected Net Sales". Someone will need to be responsible for editing the Daily Sales window for days in the future to enter the projected sales figure.
2. Create a CALCULATED field in the sales record named "Projected Net Sales" and base it on past sales. Here's how you would do that:

You can use a calculated total in the sales record to access past data by using a formula like "&7,100". This formula would be equal to line 100 in the sales record from 7 days ago. Suppose your net sales field was on line 100 and you wanted to average the last 2 weeks to get a projection. Also suppose that you started defining these fields on line 200 of the sales record. The fields would look like:

200 Sales Two Weeks Ago - &14,100 (gets sales from 14 days ago)
201 Sales One Week Ago - &7,100 (gets sales from 7 days ago)
202 Total Past Sales - 200+201 (adds the two together)
203 Projected Net Sales 202/2 (divides by 2 to get the average)

You could add any number of past weeks you wanted to. You could also use &364,100 to get sales for the same day of the week from one year ago.

FAQ: Inventory

The price of one of my inventory items is wrong. How do I fix it?

Errors in price are almost always due to an incorrect conversion for an item or to an invoice that has been entered incorrectly. To correct a price, follow these steps:

Select **Edit Inventory Items** from the **Inventory** menu. Locate the item in question and double-click on it. Verify that the purchase size and count size are correct and press **Ok**. Do not worry about the price that appears here. Prices are determined by invoices you enter and changing the price here will have absolutely no effect.

Right-click on the item and select **Conversions** from the pop-up menu. Verify that the conversions for the item are correct. Any size with a number next to it must be equivalent to any other size with a number next to it. For example, you might have 1 next to case and 12 next to bottle. This means that '1 case' is the same as '12 bottles'. Correct any mistakes and press **Ok**.

Right-click on the item again and select **Inspect** from the pop-up menu. Set the date to inspect the last two or three months. When the inspect window opens, right-click anywhere on the window and select **Inspect Purchases** from the pop-up menu.

You will see a list of all the invoices that have been entered for this item. The column on the far right displays the unit price recorded on each invoice. If one of these is incorrect, double-click on that line and correct the invoice. Be aware that if you edit an old invoice, you will likely change your beginning inventory value for the current period.

If you do not see any invoices in the window, then you need to back out and inspect again from an earlier date.

Do not make this a habit, but as a last resort, you may force the price of an item by entering a dummy invoice. For example, you could add an invoice on which you purchase 10 units for \$100 and then -10 units for -\$100. The net result will be zero since you are backing out the inventory as well as putting it in. This will give the program an invoice to look at to determine the price. You will need to enter a quantity that is large enough to account for the inventory currently on hand. For example, if you have 6 units on hand, your invoice must add and subtract at least six units. You could add and subtract 1000 units. It really doesn't matter as long as you cover the amount that you have on hand. The price will take effect on whatever date you enter for the invoice.

Finally, to make sure that every thing is up to date, select **Update Perpetual** from the **Inventory** menu and update your inventory from the date of your beginning count.

There are no sales figures on my Cost Of Sales report. How do I fix it?

Select **Inventory Setup** from the **Settings** menu and then **Inventory Groups**. Each group should have one or more sales links indicating the sales figure that should be used for that group on the **Cost Of Sales Report**.

For example, food cost will be displayed as a percentage of food sales, liquor as a percentage of liquor sales, and so on. Each of your food groups will have one sales link for representing net food sales. If you are using an HSI system, the sales link will be named 'Actual Food'. On Aloha, it's called 'Net Food'. On other POS systems, it might be named 'Food Sales' or just 'Food'.

Enter sales links for your liquor, beer and wine groups in a similar fashion using 'Actual Liquor', 'Actual Beer' and 'Actual Wine' (or Net Liquor, Net Beer and Net Wine).

Make sure to edit each of the three main groups (Food, Bar and Operating) and enter sales links for these groups as well. The Bar group will have three sales links (liquor, beer and wine) since you will want to calculate bar cost as a percentage of total bar sales. The Operating group should have one sales link named 'Net Sales'.

When you have entered sales links for each inventory group, the appropriate sales figure will be displayed on the Cost Of Sales report.

Why are there negatives in the Cost of Sales report? How do I fix it?

Negative beginning inventory could be due to opening a report with a beginning date that doesn't correspond to an actual physical count. With no count, the program would use the perpetuals and the perpetuals could easily be negative if invoices are missing or if the recipes are not costed properly.

Negative purchases are pretty much impossible unless they put in some huge credit invoices.

Negative ending inventory is probably the same as negative beginning inventory - no count.

Negative cost means beginning or purchases are too low or ending is too high.

Why are some items missing from my Inventory Extensions Report?

By default, Aspect does not display inventory items that have no activity. That is, items with the same beginning and ending inventory and no purchases will not be displayed in the Inventory Extensions Report. The idea is to eliminate dead inventory from the report.

If you want to display these items, open the report, click on the binoculars and press the Custom button. Turn off the checkbox labeled Active Items Only and press Okay.

Why are some of the items in my area counts deleted, missing, or duplicated?

Some of the items may be deleted, missing, or duplicated as a result of corruption. There are two (2) ways to fix the issue.

First, you can go through each area and manually fix all of the data once again. Obviously, this is the

more time consuming way.

Second, you can restore some files from a backup. From your backup file, restore ingr.dta, count.dta, countgrp.dta and area.dta.

Refer to the topic named 'How do I restore from a backup file?'

I entered my inventory count on the wrong day. How do I fix it?

You will need to rename a file. If you are unsure about how to do this, talk with your system administrator.

Inventory counts are stored in a file with the name mm-dd-yy.cnt. For example, a count entered for 11/30/02 would be stored in 11-30-02.cnt. These files are located in the store directory, usually 'store1'. You first need to select Edit Inventory Count from the Inventory menu and determine which day the count was mistakenly recorded on. Let's say you entered the count under 12-01-02 and you meant for it to be under 11-30-02. You can rename the file 12-01-02.cnt to 11-30-02.cnt to correct the problem. If a file named 11-30-02.cnt already exists, you will need to delete it before you can rename the file.

After renaming the file, select Update Perpetual from the Inventory menu and update your inventory from the date of the count.

How do I change the way I count an inventory item?

To view the default count size for an item, select Edit Inventory Items from the Inventory menu. Locate the item in the list and double-click on it. The count size is listed on the top right beneath the code. To change the way an item is counted, change the size and press Ok.

This will change the count size for the next inventory count you enter. However, it will not change count sizes for any prior inventories or the current inventory. If you've already entered a count or a partial count for the current period, the count size will not be changed in that count. It will be changed when you select Edit Inventory Count for a future date that has not already been edited.

Note that when you enter an inventory count, you can change the count size at the time you enter the count. However, this change will only affect the current inventory count. It will not cause the default count size to change for future counts.

The Initialize Counts option isn't filling all my counts with zeroes. How do I fix it?

When calculating ending inventory values, Aspect will use the perpetual inventory - what it determines you should have - as the ending inventory if you do not enter a count for an item. That is why it is important to enter zeroes for items that are actually out of stock.

The Initialize Counts routine is used to automatically record zero counts for all uncounted items in the inventory. To use it, right-click on the inventory count window and select Initialize Counts from the pop-up menu.

If you do not see zeroes in the Total Count column after selecting Initialize Counts, click on the binoculars, make sure the Inventory Count display is selected and press Custom. In the list of Fields Selected on the bottom right, double-click on Total Count and turn of the checkbox labeled Suppress Zeroes. (If you do not see a field names Total Count, press the Default button at the bottom of the window). Press Ok, Save and Ok to close the Display Options window. Zeroes should now appear in the Total Count column.

Why do I get an error whenever I try to open a particular inventory count?

Earlier versions of Aspect created a backup file as an inventory count was entered. The idea was that if the power went out or the computer locked up, this backup file could be restored when the program was loaded again. In reality, these backups were unnecessary and actually caused problems in some cases.

If you are unable to open a particular inventory count, there may be a backup file that is causing the problem. You will need to delete this file. If you do not know how to delete a file, speak with your system administrator.

The file is located in the Aspect folder and it begins with the letters CF. There may also be a file in the store directory beginning with CF. Delete both of these files and the inventory count should open properly. If you a missing counts, they will need to be entered again.

If you have verified that no files beginning with the letters CF exist in the Aspect directory and you still encounter an error when opening the count, the count file for that day may have been corrupted. If you find that you can open inventory counts for days other that the one giving the error, then the count file for that particular day is corrupt. To correct this, delete mm-dd-yy.cnt where mm-dd-yy is the date of the inventory count. This file will be located in the store directory, usually aspect\store1. You will need to re-enter counts for that day.

Why doesn't the beginning inventory value for this week match the ending value for last week? Or, Why has my beginning inventory changed?

The value of your inventory on hand on a given day is calculated by multiplying the quantity of each item on hand by the price of the item. When the value of all of the items are added together, you have the total value of your inventory on hand. Once Aspect calculates the prices and value of your inventory on a particular day, it will never do it again for that day unless something changes that would cause the value of the inventory to change. There are two things that would cause the value to change - modifying an inventory count on or prior to that day and modifying an invoice on or prior to that day.

For example, if you enter a count for March 31 and look at a cost of sales report, the ending inventory value you see there for March 31 will never change unless you edit an invoice or a count on or prior to that day. Even if you change the conversions for an item, the value for that day will not be affected unless you modify a count or invoice on or prior to that day.

There is one exception to this - if you select Update Perpetual from the Inventory menu, you can manually force Aspect to recalculate a day. This could cause the inventory value for that day to change if you have modified any conversions since the day was originally calculated. The reason is that Aspect will recalculate the day using the current conversions, not the old ones.

In short, your inventory value will not change for a particular day unless you modify an invoice or a count on or prior to that day or unless you select Update Perpetual and tell Aspect to recalculate that day.

If you want to ensure that an inventory value is not mistakenly altered at a later time use passwords to protect Edit Inventory Count and Edit Invoices. Passwords can be set up that will allow users to modify current data but not data that is more than some number of days old. This will eliminate the possibility of changing a count or an invoice. You should also password protect Update Perpetual to ensure that it is used only by someone who understands its purpose and effects.

How do I record a waste sheet or spill sheet in Aspect?

Variances in your actual and legitimate cost are due to many factors including waste, theft, over or under portioning, failure to ring things up, ringing things up incorrectly and failure to verify deliveries. Waste is only one of these. If you can explain some or all of a variance by pointing to a waste sheet, that is beneficial. But, Aspect does not use waste as a reason to increase the legitimate cost.

If you want to record waste, you can add new menu items into Aspect like 'Waste - Draft Beer'. Select Edit Sales Mix from the Inventory menu after importing from your POS system each day and enter the number of each menu item wasted. These items will be added into your legitimate cost like any other menu item.

Why does the word 'incomplete' appear next to the date when I open a Cost Of Sales Report or Inventory Extensions Report?

If you skip an item when entering an inventory count, Aspect will use the perpetual inventory (what it calculates you should have) as the ending inventory for that item. An Incomplete message indicates that a count was not entered for one or more items on that day. If you want to record a zero ending inventory, you need to enter a zero rather than skipping the item.

You may have items like operating supplies that you do not count. Skipping these would cause the Incomplete message to appear. To address this, right-click in the inventory count window and select Initialize Counts from the pop-up menu. This will cause Aspect to enter a zero count for all items that have not been counted. It will not overwrite the counts you did enter.

Another way to approach this is to select Inventory Setup from the Settings menu and then Inventory Settings. Turn on the checkbox labeled 'Initialize Inventory Counts'. This will cause the program to automatically fill in zeroes for all items when you open an inventory count for the first time. However, you would not want to use this feature if you do daily counts on some inventory items because it would keep resetting the perpetuals to zero on those items that you do not count every day.

How do I record a credit invoice?

A credit invoice is entered exactly like a normal invoice except that you use negative amounts for BOTH the quantity and the dollar amount.

Why am I missing perpetuals for an inventory item?

If the perpetual appears incorrect, you need to look at the counts that have been entered, the purchases, the legitimate usage, as well as the sales for that particular day. The perpetual depends on all of these things. You may have entered a count incorrectly or an invoice may have been left out. Additionally, you may be missing sales mix for the item. There might also be an error in a recipe causing the legitimate usage to be too high or low.

One last thing to check. Make sure "turn off perpetual" isn't clicked under Settings / Inventory Settings / Inventory Setup.

How do I record deposits on draft beer kegs?

To record deposits on draft beer kegs, create an inventory item named Draft Beer Keg and assign it to the Beer group. When you pay money for a deposit, enter it just as you would a normal inventory purchase. For example, enter 3 kegs for 30 dollars. When kegs are picked up, enter them as a credit invoice. For example -3 kegs for -30 dollars. It is important that you enter both the quantity and dollar amounts as a negative number when a keg is returned.

If the price of your keg item is negative when you look at the item in the report, it means that you have entered an invoice incorrectly. To check this, select Edit Inventory Items from the Inventory Menu. Right-click on the keg beer item and select Inspect. Select a starting and ending date and press Okay. When the Inspect window opens, right-click and select Inspect Purchases. You will see all of the invoices that have been entered containing the keg beer item. The far-right column displays the count-by price. This price should be the amount of your keg deposit (for example, \$10 or \$15) and it should always be positive. If one of the prices is incorrect, double-click on that invoice and correct the entry.

When you count inventory, count your kegs just as you would any other inventory item.

Can I record non-inventory invoices in Aspect?

Aspect is not really designed for this, but yes, people do it all the time. You will need to add a dummy inventory item into Aspect to record the purchase.

Suppose you want to record your electrical bill in Aspect. You would first need to create an inventory group like 'Utilities' and make it a sub of the operating group. Next, add an inventory item named 'Utilities - Electrical' and assign it to the 'Utility' group. You can then record your electrical bill just like

any other invoice. Because the purchases are going into the Operating group, they will not affect your food or bar cost.

I've been entering invoices in Aspect but when I select Edit Invoices, they're all gone. Where did they go?

Click on the binoculars and Custom. The starting and ending dates to be displayed appear in the middle right of the screen. These should normally be blank. If there are dates here, you will only see the invoices that fall in that date range.

Why do I get an error whenever I select Edit Invoices from the Inventory menu?

Aspect will record up to 16,000 invoices. If you been using Aspect for a number of years, you may have reached that point. Select Inventory Setup from the Settings menu and then Pack Records and Pack Invoices. This routine is used to purge invoices prior to some starting date. If you purge invoices, you will NOT be able to get them back.

How do I export invoices to an accounting package?

Refer to the topic named 'How to: Exporting invoices'.

Can Aspect export invoices to...?

Refer to the topic named 'How to: Exporting invoices' for a list of the accounting packages that Aspect currently exports to.

If you want to export to a package not in this list, first find out if that package can accept an import file. If so, then ask the people who support that package for a sample file and some documentation describing the file. When you have this, email the sample file and documentation to Aspect@aspect-software.net.

How do I change the conversions for an inventory item?

Select Edit Inventory Items from the Inventory menu, right-click on the item and select Conversions from the pop-up menu.

Any size with a number next to it in the conversion window must be equivalent to any other size with a number next to it. For example, a 1 next to Case and a 12 next to Bottle would mean that 1 Case is equivalent to 12 Bottles.

An easy way to view the conversions for all items is to click on the binoculars and select the display named Conversions.

Can I import inventory items into Aspect?

Yes. You will need to create a text file using Excel or notepad. There are seven columns that should be included in the file. The order of the columns is not important, but the spelling of the column titles is. Spell them exactly as they appear below.

'Name' - the name of the inventory item.

'Group' - the group the item belongs to.

'Count Size' - the way that the item is counted, for example, '1 each'. Do not use abbreviations when listing the sizes. For example, use 'pound', not 'lb'. Also, any sizes you use must exist in Aspect before you import the file. Select Inventory Setup from the Settings menu and then Inventory Sizes to see a list of sizes in Aspect or to add new ones.

'Vendor 1 Name' - the name of one vendor that supplies the item. Don't worry if you purchase the item from more than one vendor. Aspect will learn that as you record invoices.

'Vendor 1 Size' - the size that the item is purchased by. The same rules apply here as for the count size.

'Vendor 1 Factor' - the number of 'count sizes' in a 'purchase size'. For example, bottled beer would have a factor of 24 indicating that there are 24 bottles in a case.

'Vendor 1 Price' - the price of the purchase size.

When you have created the list, make sure to save it as a CSV file if you created it in Excel. Open the file in Notepad and add the line 'Aspect import file' as the very first line. Your file should look something like:

Aspect Import File

Group,Name,Count Size,Vendor 1 Name,Vendor 1 Size,Vendor 1 Factor,Vendor 1 Price

Beer,Budweiser,1 Bottle,Beer Vendor,1 Case,24,12.00

Produce,Lettuce Head,1 Each,Produce Vendor,1 Case,12,15.00

To import the file, select Edit Inventory Items from the Inventory menu in Aspect. (You will need to create at least one inventory group and one vendor in Aspect before you can open the inventory items). Right-click anywhere in the inventory item window and select Import from the pop-up menu.

Why are my inventory items assigned to a 'Default' group?

Inventory items cannot be assigned directly to a group that contains sub groups. For example, the main Food group contains many sub groups like meat, dairy, produce, etc. Items cannot be assigned directly to the Food group. Instead, they must be assigned to one of the sub groups.

Each time you open an inventory report, Aspect checks to ensure that all items are assigned to a valid group. If one is not, it is assigned to the default group and you need to edit the item to assign it to the appropriate group.

A common cause of this is adding sub groups to groups that already contain items. For example, if you have a beer group with items assigned to it and you decide to add domestic beer as a sub group, suddenly all of the items assigned to beer can no longer be assigned to that group. Instead, they would need to be assigned to domestic beer.

If you see items assigned to a default group, select Edit Inventory Items from the Inventory menu and double-click on each item as necessary to correct the group assignments.

What are 'Count Groups'?

Count groups are used to group several items from different inventory groups together. The most common use is to include some high cost items like steaks, seafood, beers, etc. into a count group named 'Daily Count'. Then the various reports (Inventory Count, Inventory Extensions, etc.) can be filtered using the binoculars to show just those items. This is useful if you want to count certain items each day without wading through all of the items.

To create count groups, select Inventory Setup from the Inventory menu and then select Count Groups. Enter names for up to 10 groups. You will probably only need one or two.

To assign items to a count group, select Edit Inventory Items from the Inventory menu. Right-click on an item and select Count Groups from the pop-up menu. Check each group that the item should belong to.

For an example of how you can filter reports to a particular count group, click on the binoculars and press Custom. Select a count group from the drop-down list in the middle labeled 'Count Group'. If you've assigned any items to this group, they will appear in the list when you press Ok. Aspect remembers that last display selected in each window, so be sure to set the count group back to 'all groups' before you close the window. Otherwise, somebody else may come along and wonder where all of the inventory items went.

Can I use Aspect at the store but enter my invoices (or inventory counts) from my office (or home)?

No. Information in Aspect is updated daily with information from your POS system. You cannot enter data into Aspect at two different locations at the same time because there would be no way to combine the information contained in the two copies of Aspect.

If you really want to enter invoices and counts from the office, consider using PcAnywhere to dial into the store and enter the information into the store's computer that way.

How do I edit the sales mix for a particular day to account for incorrect POS data or waste?

If you have an erroneous number that transferred from the POS system into Aspect or you need to account for a waste, you can change the sales mix for a particular item in Aspect. To change the sales mix, go to Inventory / Edit Sales Mix and choose the day you would like to change.

After the screen loads, you will see a complete breakdown of all individual items that were sold and transferred to Aspect. To change the sales mix for an item, simply double click on the item and you have three (3) options to change: Number sold, Sale Price, and Discounts. Simply change the corresponding option you wish to change and then hit OK. When finished, hit CANCEL and then close the page. Choose YES to save the changes.

How do I complete an inventory from start to finish?

Inventory in Aspect can be done daily, weekly, monthly, or yearly. The frequency of the inventory is entirely up to the end-user.

Assuming that you have setup the Inventory Groups, Vendors, Inventory Items, and Count Worksheets, you are ready to start doing inventory. For a more accurate inventory to be completed, it is recommended that you enter in recipes for all items you wish to inventory.

Inventory is typically done in five (5) simple steps:

1. Print the Inventory Worksheets, either by Group or Count Area
2. Complete a physical count and mark the count on the worksheets
3. Enter in the count from the worksheets into Aspect
4. Review the count that has been entered into Aspect
5. Modify and/or Revise the counts that been entered into Aspect

Once you have entered in your inventory, you can now take advantage of the many Inventory Reports, such as Cost of Good Sold and Inventory Extensions to assist you in identifying areas of potential concern.

How do I remove unused or inactive inventory items?

If you have Inventory Items that you no longer use or that are inactive, you can delete the item or create a separate inventory group called "inactive."

To delete the item, highlight the item and choose the red negative. By deleting the item, the program marks the item as deleted or inactive. To restore or reactivate the item, you simply have to undelete the item.

To place the items in a separate inventory group, you first must create a new inventory group called "inactive". To add an inventory group, go to Settings / Inventory Setup / Inventory Groups and choose

the green plus. Once you have added the group, go back to Inventory Item, double click on the item, and change the group to "inactive."

How does Aspect handle Inventory transfers between stores?

Aspect can handle Inventory transfers among stores with relative ease. The best way to do this is to setup each store as a vendor. Since each store is a vendor you now can simply create a shipping (credit) invoice from the issuing store for product and a receiving (debit) invoice from the receiving store for product.

For instance:

Store X

Cherries -1 Case -\$200.00

Store Y

Cherries 1 Case \$200.00

Therefore, it credits the issuing store and debits the receiving store.

How do I reset my inventory completely, erasing all historical information?

If you want to start over or as a last result, you have option to reset all of the inventory information. To reset the inventory, simply delete all of the *.mix, *.cnt, *.usg, and *.pay files from the store directory. Additionally, delete the acctpybl.dta and updtperp.dta files from the store directory. The files you are deleting are the Sales Mix, the Count, the Usage, and the Invoices. Additionally, you are deleting the holding files for the individual days.

As a result, you will have all of your recipes, inventory items, and vendors, just no additional data for reporting.

Can I enter in invoices by vendor product code?

Yes, you can enter in invoices either by name or by vendor product code. When entering in items, next to the vendor name there is a box called vendor code. Here you will enter in the vendor product

number.

Once setup, when entering in invoices, selected the appropriate vendor and simply type the code instead of the name and it will search by number.

How can I show the actual value of my inventory on hand when doing inventory counts?

It is possible to show the actual dollar value of an inventory item when doing an inventory count. From the Inventory Count screens under Inventory / Edit Inventory Count, simply click the binoculars and then custom. Towards the bottom of the display screen, you will see Available Fields and Fields Selected. In the Available Fields find "dollars on hand" and simply add it to the Fields Selected. Once done, hit Save then OK. The column will now be available on that particular report. Simply repeat steps for all reports that the information is required.

Does Aspect work on a Handheld or interface to Handheld applications?

Yes, currently does interface with Handheld applications such as Accubar, Freepour, and Bullseye Controls. Aspect also has a generic export feature available that will allow inventory counts to be imported on PDA's or Tablets running Lotus or Excel.

To create an export, go to inventory / edit inventory count / enter in a date / after the report opens, right click and choose Export to Handheld. Remember also that only items assigned to an area are exported. You might need to create an "all items" area or something similar to complete the export.

FAQ: Menu Costing

How do I use a menu item as a batch recipe in another menu item?

Any menu item can be used as a batch recipe. To allow a menu item to be used as a batch recipe, select Edit Recipes from the Inventory Menu. Right-click on the menu item you want to use as a batch recipe and select Recipe Options. Turn on the checkbox labeled 'Allow this recipe to be used as a batch recipe' and press Okay. The menu item will then appear in the list of ingredients when you edit a recipe.

What do I enter for the Gross Yield and Serving Size?

The Gross Yield and Serving Size will always be set to '1 Serving' unless you are working on a batch recipe.

In a batch recipe, the Gross Yield is the amount of product produced by the ingredients in the recipe. For example, if you enter recipe ingredients that yield five gallons of salsa, the Gross Yield would be '5-gallon'.

The serving size is not critical. It is only used when editing the recipe to view the prep cost. For example, if you want to know the prep cost of a single ounce of the product, enter '1-ounce' as the Serving Size. Or you can set the Serving Size equal to the Gross Yield. Again, the Gross Yield is what is important. The recipe ingredients must combine together to result in the quantity specified by the Gross Yield.

How do I change the conversions for a batch recipe?

The only time that conversions are necessary in menu items is when you are working with a batch recipe. A conversion may be required in order for Aspect to convert from the Gross Yield to the amount called for when the item is used as an ingredient in another recipe. For example, if you have a menu item with a Gross Yield of '10-Pound' and a recipe calls for '1-each' you will need to enter a conversion for pound to each.

To change conversions for a batch recipe, select Edit Recipes from the Inventory menu, right-click on the menu item and select Conversions from the pop-up menu.

Any size with a number next to it in the conversion window must be equivalent to any other size with a number next to it. For example, a 1 next to Case and a 12 next to Bottle would mean that 1 Case is equivalent to 12 Bottles.

An easy way to view the conversions for all items is to click on the binoculars and select the display named Conversions.

When should I use the Update Perpetual menu option?

First, it is never necessary for you to use this option. Aspect keeps everything up-to-date automatically as invoices and counts are entered and as new information is imported from your POS system each day.

The purpose of this option is to let you make changes in recipe ingredients and conversions retroactive. Normally, when you change a conversion or recipe ingredient, these changes take place from that day forward. Nothing in the past will be affected. However, there may be times when you correct a mistake and you wish to recalculate a prior period after the correction.

Be aware that if you use this option you will be recalculating the inventory value for each day starting with the date you specify. If you specify a date on or earlier than your last inventory count, you will likely change the beginning inventory value for the current period.

The legitimate usage (or perpetual) of one of my inventory items is wrong. How do I fix it?

To view the legitimate usage and perpetual for an item, select Edit Inventory Items from the Inventory menu. Locate the item in question, right-click on it and select Inspect from the pop-up menu. Set the date to inspect the last month or two.

The legitimate usage for the item is displayed for each day in the column named 'Legit Usage'. The perpetual appears in the next column. The legitimate usage is the amount you should have used based on your sales. It depends on the recipe ingredients you have entered. The perpetual is the amount of inventory you should have on hand at the end of each day. It is calculated simply by taking the previous day's perpetual, adding anything that was purchased and subtracting anything that was sold. Each time you enter an actual count, you override the perpetual and the next day's perpetual is based on your actual count.

If the legitimate usage appears incorrect, then a recipe might be entered incorrectly. If the legitimate usage appears too low, then you may have failed to include the item in a recipe.

To see which recipes account for the legitimate usage, right-click on a particular day and select Inspect Legitimate. The resulting window displays each of the menu items that contributed to the legitimate usage. If something appears incorrect, then you need to select Edit Recipes from the Inventory menu and correct the problem. If a menu item is missing, then you need to add the inventory item to the ingredients for that menu item.

If the perpetual appears incorrect, you need to look at the counts that have been entered, the purchases and the legitimate usage. The perpetual depends on all of these things. You may have entered a count incorrectly or an invoice may have been left out. There might also be an error in a recipe causing the legitimate usage to be too high or low.

How do I include a batch recipe in my inventory count?

Select Edit Recipes from the Inventory menu and right-click on the batch recipe. Select Recipe Options from the pop-up menu and turn on the checkbox labeled 'Include On Count Worksheet'. Enter a count size for the recipe and the inventory group that it should appear under on the worksheet.

How do I record a substitution in a recipe like french fries instead of a baked potato?

Suppose you have a button on your POS system named 'Sub FF' and that this button indicates that french fries were served instead of a baked potato. You would edit this menu item in Aspect and enter 1 Serving of french fries and -1 serving of baked potato. Note that you can use a negative value when adding an ingredient to a recipe.

If I change the ingredients in a recipe, when does this take effect?

Changes in a recipe will take effect for future days beginning with the next import you do from the POS system.

If you make corrections to a recipe and want those changes to be retroactive, select Update Perpetual from the Inventory menu. Set the beginning date as desired and make sure to turn on the checkbox labeled 'Calculate legitimate usages'. Be aware that recalculating your inventory like this may change the value of your beginning inventory. It is best to update from the day after your beginning inventory count. For example, if you count on Sunday, select a Monday as the starting date.

Why is there always a variance between my actual and legitimate usage for batch recipes that I've included on my count worksheet?

The actual usage for a prepped item is meaningless. The item is included in your inventory count only to record the ending inventory value. Because there are no purchases for the item, the usage will often be negative. But, what really counts is the value of the inventory on hand. In order to obtain a usage, you would have to make an entry in Aspect every time you made a prepped item. There are other packages available that let you do this, but most people feel that it's not worth the work.

You will also find that there is no legitimate usage for batch recipes. This is because legitimate usages are always calculated for inventory items, not prepped items. For example, if you prep 25 pounds of potatoes, and count these as 'Cooked Potatoes' rather than 'Potatoes', Aspect would show you as being short 25 pounds of potatoes when in fact there is a wash between the two items.

The actual and legitimate cost you see in the Cost of Sales report will be calculated with complete accuracy despite this. You just have to remember that there may be 'washes' between some of your inventory items and your prepped items. To minimize this, try to keep your prepped inventory as low as possible on the days that you count inventory.

How do I record a 'loss factor' for prepared items like roast beef?

Suppose you find that the weight of an item decreases by 15% when it is cooked. Add a batch recipe to Aspect named something like 'Cooked Roast Beef'. Enter roast beef as the ingredient and an ingredient quantity of 10 pounds. In the Gross Yield for the recipe, enter 8.5 pounds. This means that it takes 10

pounds of the uncooked item to produce 8.5 pounds of the cooked item. Use this batch recipe as the ingredient in your other menu items instead of the original inventory item.

Why do I get a message about batch recipes that loop back on themselves?

Batch recipes are menu items that can be used as ingredients in other menu items. If you receive this message, it means that a menu item is trying to use itself as an ingredient. The message will give you a clue as to which menu item is causing the problem. It can get a little complicated if you have batch recipes that include batch recipes and so on. Regardless, you need to correct the menu item.

Can I import recipe ingredients into Aspect?

No. You can import inventory items into Aspect, but there is currently no way to import recipe ingredients.

Can I use Aspect at the store but enter my recipes from my office (or home)?

If you want to enter your recipes into Aspect during the initial setup from someplace else, read the topic named 'If you have more than one store...'. It's possible, but you will need to take responsibility for copying some files to and from the store. If you do this, make sure that the store does not add any new inventory items or menu items while you are working on the files. When you are done, copy the necessary files back to the store.

If you need to make additional changes in the future, you will need to again copy the current files from the store, do your work, and then copy them back.

Why is the price of the POS Menu Item, referred to as Recipe Item, incorrect?

When Aspect imports menu items from the POS system it takes actual dollars collected and divides it by dollars sold. It is not based solely on the price in the register. The sale price is the total dollars rung up divided by the total number sold. This ensures that the total sales dollars displayed in the sales mix match the net sales figure (including comps & discounts) on the daily sales report. It does not include Comps and Discounts. Tax is not included either. The reason it does this for average price. If you sell if for \$2.75 and then \$3.00, it would be $\$5.75 / 2 = 2.88$.

Is there a way I can delete the entire recipe section and then reimport to start with a clean slate?

There are two (2) options for this process. Before you start this process, make a backup.

With the first option, go to Inventory / Edit Recipes, choose binoculars / custom, and make sure "show deleted items" is checked and hit OK. Then, once the report opens, right click and choose clear menu numbers. Once menu items are cleared, you can then delete all the items...one by one...saving your

batch recipes. Once completed, go to Action / Import POS Totals and do a full import. Aspect should pull all new recipes based on the POS system since the existing don't have any menu numbers. You can't rename or delete the recipe.dta file as it is linked to a variety of files. All you can do is delete the items and hide them.

With the second option, go to Inventory / Edit Recipes and delete the ingredients, and fix any errors by stripping the files. If you want to start from scratch, you can kill off all of the recipes and keep only the inventory items. However, this will make all of your past inventory data (invoices, counts, sales mix) unusable.

To do this option:

1. Select Action / DOS Shell

2. Close Aspect

3. Type "endofday /strip_inventory_items /filename=c:\aspect\store1\ingr.dta" (or wherever the ingr.dta file is)

The result will be a new ingr.dta file in the store directory which contains no menu item information

4. Delete these files:

recipe.dta

recpingr.dta

ingr.dta

ingrdel.dta

*.mix

*.cnt

*.pay

acctpybl.*

5. Rename ingr.new to ingr.dta

Keep in mind, if you do this, you'll lose all of your inventory information and you just be left with a list of inventory items and vendors, no recipes.

FAQ: Scripts and FTP Transfer

Is there a *.fil file in the store directory at the store?

If you are missing the *.fil file, the export routine was not executed. Look at the log in the windows task scheduler for an error message or in Aspect under File / Script log. Correct the error and rerun the export by choosing Action / Aspect – Daily Script or Aspect- Send to Home Office.

What do I do if there is a *.fil file but it doesn't contain the correct information?

To verify the file, select File / Import Store at the store and select the file. Press the info button to verify the date/time the file was created and the information it contains.

If the file is current, simply rerun the export by choosing Action / Aspect – Daily Script or Aspect- Send to Home Office in order to send it to the home office.

If the file is not current, then the export was not run. Simply rerun the export by choosing Action / Aspect – Daily Script or Aspect- Send to Home Office.

What do I do if I am missing a zip file in the store directory?

First, verify that there is a zip file in the store directory containing the *.fil file with the same date/time as the *.fil file. If there isn't a zip file, then the zip process failed perhaps due to insufficient disk space. Contact your system administrator to ensure proper disk space is available.

How do I know the file transferred to the FTP Server?

First, look on the ftp server and the corresponding folder to make sure there is a *.zip file. If there is a zip file, make sure it is the exact same size as the one at the store.

If you don't see a zip file on the ftp server, then the transfer did not work. Look at the script log under File / Script Log to determine why it failed.

How do I know the file transferred from the FTP Server to the Home Office?

First, look and see if there is a zip file in the store directory at the office that is the exact same size as the one at the store. If you see the file, then it transferred.

If you don't see a zip file, then the download failed. Look at the script log under File / Script Log to determine why. Perhaps the script didn't run. Look at the log in the windows task scheduler as well to ensure the script ran.

Why won't the store import at the Home Office?

First, look at the script log under File / Script Log to see that the import was actually executed at the Home Office. If it didn't execute, make sure that the store code is correct under Settings / Store Settings and verify that you have the current *.zip file transferred from the store.

Tips and Tricks

Customizing reports in Aspect

Every report in Aspect can be customized by clicking on the binoculars and then Custom after opening the report.

The custom window is divided into three parts. The top part is where you specify how the report will be sorted. The bottom part is where you select the columns to be displayed. The middle section will vary depending on the report.

When you add a column to the report, make sure to highlight the position you want it to occupy in the list of 'fields selected'. Otherwise, new columns will be added to the left side of the report.

Experiment with the display options in each window and learn how to use them. You can always restore a report to its default settings by clicking the Default button at the bottom of the Custom window.

Keyboard shortcuts

There are four keyboard shortcuts that are much quicker than clicking with the mouse.

Press F2 in any open window to customize the report. This is the same as clicking on the binoculars.

Press '?' to search for a particular record. This is the same as clicking on the magnifying glass.

Press INS to add a new record, like an inventory item. This is the same as clicking on the green '+'.

Press DEL to delete a record. This is the same as clicking on the red '-'.

Turning the Navigator on/off

The window you see in the middle of the screen when you first load Aspect is the Navigator. It is there to make things easier for you. Almost everything you need to do can be accomplished from the Navigator.

If you do not see the Navigator, click on the lightning bolt to open it. If you prefer to work without the Navigator, select 'Navigator On/Off' from the bottom left of the Navigator and select the option labeled 'Only show the Navigator screen...'. If you want to use the Navigator, select 'Always show the Navigator screen'.

Viewing a list of options using the right mouse button

To view a list of options available in any window, right-click anywhere in the window for a pop-up menu. Most of the options you see here will be standard in every window. However, many windows contain additional options. For example, right-clicking in a Labor Detail Report lets you export your payroll timesheet to a payroll company. Or, right-click in an Inventory Extensions Report to inspect an item.

Quickly locating items when entering an invoice

When entering items on an invoice, many people click the arrow on the drop-down list and use the mouse to scroll through the list until they find the item they are looking for.

There is a much, much faster way. Try selecting the drop-down list and type a few letters of the item you are looking for. You will not see the letters appear anywhere, but the list should jump around as you type.

When you type one letter, Aspect looks for the first item beginning with that letter. When you've typed two or more letters, Aspect looks for those letters anywhere in the item. So for example, typing 'R' might take you to 'Romaine Lettuce'. Entering an 'E' next might take you to 'tomatoes-red' because 'red' contains the letters 'RE'.

This may seem confusing at first if you only expect Aspect to look at the beginning letters of each item. Take a little time to master it now and it will save you a great deal of time in the future.

If you have entered some letters and you want to start over, press the up or down arrow on the keyboard and begin typing again.

You can also have Aspect look for the next or previous match by pressing Ctrl-N or Ctrl-P on the keyboard. For example, pressing Ctrl-N after Aspect finds 'tomatoes-red' might take you to 'Chivas Regal' (because Regal contains the letters 're').

Quickly locating a record in a report

You can speed search in any open Window in Aspect just like you can in a drop-down list (described above). The only difference is that when you speed search in a window, you can see what you've typed at the bottom of the screen.

Load any report as a spreadsheet

Any open window in Aspect can be loaded into Excel or Lotus by right-clicking on it and selecting 'Load As Spreadsheet'.

Load any report as a web page

Any open window in Aspect can be loaded as a web page in Internet Explorer by right-clicking on it and selecting 'Load As Web Page'. Select File and Send to email the report.

Using a Password Timeout

Passwords can be annoying if the program keeps prompting you to enter one. To avoid this, select System Settings from the Settings Menu. Enter a value of 5 to the right of the label 'Password time out'. This will cause the program to remember your password until there is no activity on the computer for 5 minutes. Aspect will remember who you are as long as you are working in the program. When you quit working for 5 minutes, Aspect will forget the password and the next user will be prompted for one. Set this value higher or lower as necessary.

How to keep the hours for an employee from importing into daily labor

Sometimes you may have employees listed on the POS system like 'AM Bar' who clock in only to be able to ring things up, not for timekeeping purposes. To keep these employees from being imported into your daily labor in Aspect, select Employee Records from the Payroll menu. Double-click on the employee and press the More button. Turn on the checkbox labeled 'Do not import hours for this employee'.

Making employee pay rates retroactive

When you change a rate for an employee on the POS system, the rate change takes effect that day. This means that an employee might have one rate during the first part of the pay period and another rate at the end. The average rate for this employee will be something in between.

If you always want pay rates to take effect at the beginning of the period, select Payroll Setup from the Settings menu and then select Payroll Settings. Turn on the checkbox labeled 'Update pay rates during a payroll...'. Aspect will automatically apply the most recent rate for the employee to all shifts for that employee in the payroll period.

Turning off perpetual inventory calculations

The perpetual inventory level for an item (what you should have on hand) is reset whenever you enter a count for the item. An actual count overrides the perpetual and the perpetual for the next day is calculated from the count you entered.

If you have not entered ingredients for your recipes, perpetual inventory levels will be meaningless and you may want to turn them off altogether. To do this, select Inventory Setup from the Settings menu and then Inventory Settings. Turn on the checkbox labeled 'Turn off perpetual inventories'.

Viewing inventory conversions

To quickly view all of the conversions entered for your inventory items, select **Edit Inventory Items** from the **Inventory** menu. Click on the binoculars and change the display to **Conversions**.

Making recipe changes retroactive

If you make corrections to a recipe and want those changes to be retroactive, select **Update Perpetual** from the **Inventory** menu. Set the beginning date as desired and make sure to turn on the checkbox labeled 'Calculate legitimate usages'. Be aware that recalculating your inventory like this may change the value of your beginning inventory. It is best to update from the day after your beginning inventory count. For example, if you count on Sunday, select a Monday as the starting date.

Adding inventory items, groups, vendors and sizes on the fly

In earlier versions of Aspect, if you were entering an invoice and came across an item that was not listed in Aspect, you had to close the invoice, add the item and then return to the invoice. It is now possible to add new items on the fly. Simply click the button to the right of the drop-down list with the three dots on it. You can add your inventory item and continue with the invoice.

In a similar fashion, you can add new inventory groups, vendors and sizes when setting up a new inventory item.

Command Line Functions and Fixes

All of these Command Line Functions and Fixes are primarily used for **Advanced Users of Aspect Software**. To use these Functions and Fixes, they must be run from a command line. To launch a command line, open Aspect and choose **Action / DOS Shell**. Once the DOS Shell opens, close Aspect.

At the DOS Shell Command Prompt, you will precede all of these Functions and Fixes with "endofday /". For instance, "C:\Aspect>endofday /"

```
Import_HSI_Journals
Import_Appl_Journals
Import_Aloha_Journals
Verify_Invoice_Details /store=[storecode]
Export_Inventory_Files /store=[storecode]
Strip_Inventory_Items /filename=[filename] (removes all recipe information from ingr.dta and leaves
only inventory items which could be copied to another store)
Merge_Ingr /store=[storecode] /filename=[filename]
Export_Mdse25 /mdse25=[mdse_filename] /filename=[export_filename]
Merge_Mdse25 /mdse25=[mdse_filename] /filename=[import_filename]
```

Export_SGroup /sgroup=[sgroup_filename] /filename=[export_filename]
Merge_SGroup /sgroup=[sgroup_filename] /filename=[import_filename]
Export_Catg /catg=[catg_filename] /filename=[export_filename]
Merge_Catg /catg=[catg_filename] /filename=[import_filename]
Export_Support_List /filename=[export_filename] /password=[password] (used to create support list for ftp site so people can download from within the navigator)
Fix_Employee_File /filename=[filename] (removes garbage from employee.def)
Calc_Recipes /store=[storecode] (used to force calculation of all recipe costs, perhaps prior to exporting inventory files)

XML Scripts

/xml /store=[storecode] /xmlreport=12 /from=%1 /to=%2 /filename=[storedir]sr[storecode].xml
(export sales record)

/xml /store=[storecode] /xmlreport=1 /from=%1 /to=%2 /filename=[storedir]ie[storecode].xml
(export income and expense report)

These are all accessible through or used in scripts:

Export_Labor_Detail

Export_Payroll

Export_AP

Export_Sales

Export_Sales_Mix

Execute_Script (used by script.bat)

XML (used to export an xml report)

Load_Navigator

Wait (used to create a delay while something is being exported)

Multiple Stores...If you have more than one (1) store

Overview - If you have more than one store

If you plan on installing Aspect in more than one store, there are a number of things you can do to make the installations easier, to ensure consistency, and to centralize maintenance of your inventory items and recipes.

Your point-of-sale system

The place to start is with your POS system. Make every effort possible to ensure that your POS system is configured exactly the same way at each store. This means that each store has the same departments, categories, tenders, comps, discounts and menu items and that these are configured using the same numbers and locations.

It is usually possible to copy the database from one POS system to another. If you are operating more than one concept, this may not be an option.

When the POS systems are configured at each store, enforce passwords or policies to make sure that they stay that way.

Decide on a master store

Aspect should be installed in a store and configured to import data automatically at the end of each day. You should also install a copy of Aspect in your central office and use the scripts built into Aspect to send data from the store to the office each day.

This store will be your master store where you will create your reports and enter your inventory list and recipes. Files will be copied from this store to each new store as Aspect is installed.

You may also choose instead to create your reports and inventory files at your central office. To do this, add a store in your copy of Aspect at the central office. Note the store directory when you set up the store. Copy the contents of the store folder at the actual store into the store directory at the central office. When you've done this, you can begin configuring the program at your office and copy the files back to the store when you're done.

Note that regardless of where you choose to do the setup, you will need a copy of Aspect at the store to import data from your POS system.

If you choose to do the setup at your office, make sure that you do not import data from the actual store into your master store using scripts. Otherwise, the work you do will be overwritten during the import. You can add another store at your office if you still want to import data from the actual store each night. The data will be imported into the store record that has the same code as the store record

at the actual store.

Maintaining a centralized inventory database

To copy inventory items and recipes from a master store to another store, you will need to copy the files below. They are located in the store directory:

Ingr.dta - inventory items

Ingrgrp.dta - inventory groups

Nvsize.dta - size descriptions

Recipe.dta - menu items

Recpingr.dta - recipe ingredients

Recpgrp.dta - recipe groups

Vendors.dta - vendors

These files must always be copied as a group. Never try to copy any single file or a subset of this group. The exception is **vendors.dta**. If you use the merge function described below to merge inventory items at the store, each store may maintain its own vendor list and **vendors.dta** does not have to be copied with the other files.

There is also one other file to consider. When you delete inventory items in Aspect, they are not really removed, they are just hidden. A record of deleted items is kept in **ingrdel.dta**. The reason for the separate file is so that each store can maintain its own list of deleted items. For example, you might have a master list of beers, but the complete list might not be stocked at every store. If you do not copy the **ingrdel.dta** file, each store will be able to maintain its own list of deleted items. When a new **ingr.dta** is copied or merged, any items deleted at the store will remain deleted.

Merging inventory items

Copying inventory files as described above will ensure that the inventory and recipe files at every store are exactly the same. However, it is common to find that you need to maintain separate vendors and count areas at each store. If you copy the **ingr.dta** file as described above, this will not be possible. The way to handle this is to merge the master set of inventory items into the store rather than copying the file as described above. This will ensure that the store has all of the same inventory items as the master list, but vendor information, count areas and par levels for each item will be left unchanged.

The command used to merge inventory items is:

```
endofday /merge_ingr /store=[storecode] /filename=[name of file to be merged]
```

For example:

```
endofday /merge_ingr /store=01 /filename=c:\aspect\master\ingr.dta
```

It is easy to implement the merge using a script in Aspect. This lets you use a token to specify the store code instead of having to manually change the code at each store. For example, a custom script in Aspect might include the line:

```
[exedir]endofday /merge_ingr /store=[storecode] /filename=[programdir]master\ingr.dta
```

This line uses three tokens - [exedir], [storecode] and [programdir]. These would be replaced upon execution of the script with something like:

```
c:\aspect\endofday /merge_ingr /store=01 /filename=c:\aspect\master\ingr.dta
```

A complete list of tokens is given under the topic How To: Scripts

In summary, copy the other inventory files as described above but merge the ingr.dta file rather than copying it directly. If you want each store to maintain its own vendor list, then do not copy vendors.dta with the group above.

Updating Master Lists and Files for Inventory

There are basically two (2) lists that will need to be kept for inventory – inventory items and recipes. Inventory items are kept in ingr.dta and recipes are kept in recipe.dta. Now, every recipe can also act like an inventory item. This allows recipes to be included on the inventory count sheet and to be used as ingredients in other recipes. Since every recipe can be used like an inventory item, it is also recorded in the inventory item file – ingr.dta.

So, if you have two (2) inventory items and two (2) recipes, this is what your files look like:

Ingr.dta

Inventory Item 1

Inventory Item 2

Recipe 1

Recipe 2

Recipe.dta

Recipe 1

Recipe 2

Note that the recipe items are also included in the inventory item file. You won't see the recipe items when you open the inventory item list, but they are included in the file....they are just hidden.

Here's what typically happens and it is what NOT to do - The store added menu items to the POS. These were imported into Aspect and records were created for them in ingr.dta. Perhaps the records were added to slots 1000 and 10001. At the office, you also added inventory items which were also assigned to slots 1000 and 1001. When you sent data to the store, it overwrote the recipe items in

ingr.dta with the inventory items added at the office. The next time Aspect imported, it put the recipes back in the file in slots 1000 and 1001.

Here's the solution and it is what to do. Use one of live stores as a master or use a POS system in the office. In either case, menu items need to be imported into the master Aspect list from the POS before new inventory items are added. If you're using a remote office as a master, you need to make sure that the office has received files from the store before adding inventory items. Most importantly, your copy of Aspect at the office must contain every menu item that is on the POS at the store.

There needs to be one person responsible for adding menu items to the POS. When items are added to the POS, you need to verify that you have them in your master list at the office. When you've verified that, you can add inventory items that you want to send back to the store. If the store adds two new menu items and you add two new inventory items and you try to synch things up you're going to have trouble.

Maintaining centralized sales reports

To update the Daily Sales report and Sales Summary reports, copy the files below. They are located in the store directory.

Salesdef.dta - sales record setup

Slfile.dta - sales record setup

Salefmt.dta - sales input setup

Slsumm.fmt - sales summary reports

Slcusdef.dta - custom buttons on the right of the daily sales report

Slcustom.dta - custom buttons for the daily sales report

Incmdef2.dta - income and expense reports

There is also one file located in the Aspect folder that should be copied:

Incmdef1.dta - income and expense reports

As with the inventory files, these must always be copied as a group.

Other reports that you customize using the binoculars are kept in the Aspect folder and have an .fmt extension. It is good practice to copy all of the .fmt files from the Aspect directory to the Aspect directory at the store. There is also one .fmt file of importance not kept in the Aspect directory. It is the one that defines the displays used in the employee schedule. This .fmt file is kept in the store directory and it is named schedule.fmt.

For a complete list of file descriptions, look at [FAQ_File_Descriptions.htm](#) in the Doc folder of your

Aspect folder or look online at www.aspect-software.net/doc/FAQ_File_Descriptions.htm.

Removing menu options

If you want to simplify the program at the store level, consider removing menu options from the program that will not be needed at the store. Select Passwords in the Navigator and then Protected Routines. Double-click on a routine and note the checkbox labeled 'Hide this menu option'. Any menu options you choose to hide will not be visible the next time you restart the program.

Passwords and other settings

If you plan on maintaining inventory items and recipes at a central site, make sure to use passwords to prevent users from changing those items at the store. For example, users should not be able to access 'Edit Menu Items' or 'Edit Inventory Items' in the Inventory menu.

If you want to prevent users from modifying report displays, select System Settings from the Settings menu and turn on the checkbox labeled 'Disable custom displays'. Also, make sure to password protect or hide the System Settings option.

Users have the ability to modify count sizes and purchase sizes when they enter inventory counts and invoices. To prevent this, select Inventory Setup from the Settings menu and then Inventory Settings. Turn on the checkboxes labeled 'Do not allow modification of count size' and 'Do not allow modification of purchase size'.

Reporting on multiple stores

When you import data from multiple stores at your central office using scripts, you will be able to view data for any store. When you open a report, Aspect will ask which store you wish to look at.

Currently, there is no way to view reports for multiple stores at one time in Aspect. If you would like to do this, the best approach is to export the data to an accounting package that has this capability or to your own database or use the script called "Consolidated Reports" built into Aspect to export the data to a spreadsheet application such as Excel.

If you choose to bring the data into your own database, there are two sets of files that you will use. These are sales.* and menumix.*, both located in the store directory. When Aspect imports from your POS system, it automatically generates these files using the day of the week as the extension. The sales files contain all of the numbers defined in the sales record. The menumix files contain the number of each menu item sold. Because the day of the week is used as the file extension, you will always have a week's worth of data available to import.

Customizing the Navigator

The Navigator in Aspect is completely user-defined. You can add your own text, graphics and controls. Controls added to the Navigator can be used to run scripts, to select menu options or to load external programs and documents like a spreadsheet or web page.

To see how the Navigator is created, select Navigator Setup from the Settings menu. Right-click on any control to see the properties for that control. If you decide to experiment with the Navigator, make sure to save it to a new name to avoid changing the default Navigator.

Advanced scripts

As you learn more about the scripts in Aspect, you may realize that there are a lot of other things you can accomplish with them. For example, some people use scripts to back up their critical POS files off site. Scripts can also be used to update selected POS files from a central office. Anything you want to send from your office to a store and visa versa can be accomplished with a script.

Scripts like this can be of great value, but be aware that Aspect does not directly support them. If you choose to create them, you will need to become familiar with the files you are working with and take full responsibility for managing them.

Copying from Another Store

You can copy all of the store files from another "master" store into a new store for initial setup if you desire. This option is only to be used for advanced users.

From the "master" store, copy the following files from these directories:

Aspect Folder

Copy all of the *.fmt and *.dta files, except installw.dta.

Store Folder

Copy all of the *.fmt and *.dta files, except acctpybl.dta, dlylabor.dta, saleYYYY.dta (YYYY by year), updtperp.dta.

Once done, you can begin the normal setup of Aspect, including modifying the store, resetting up the import routines, scheduling of tasks, as well as the first import from the POS system.