

# Feature Focus Guide: Custom FOH Reports

Core Product: Aloha Quick Service, Aloha Table Service  
Last Updated: December 14, 2023

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## Revision Record

Date	Version #	Description
Prior to 12/15/2022	v7.0+	Implemented Custom FOH Reports using a manual method with an external .cfg file that you place in the Data directory.
	v12.3.31+	Enhanced the solution by adding the Custom FOH Report function in the configuration management tool. This allows you to build expressions for syntaxes in an easier manner. Additionally, we migrated the configuration of a custom report from an external .cfg file created with a text editor to creating the file with the new interface, and provided additional filters.
	v12.3.52+	Added the 'Allow report to be run for multiple employees at a time' option to provide the ability to select and generate data in the report for more than one employee at a time.
	v15.1+	Added a new option for controlling how data sorts and appears in a custom FOH report. Also added a new option for viewing custom FOH reports in the FOH instead of automatically printing them to the local receipt printer.
	v19.3.8+	Added the ability to use the current #GUESTS variable to show fractional guest count weights for menu items.
01/13/2023		Converted the document to use new templates. Updated the front cover and back page to use new NCR branding.
07/07/2023	v19.9	Added item count variables #Itemsxy z and #TotalItemsxy z. A use case for the variables is available in Appendix A.
12/14/2023		Updated document to reflect NCR Voyix branding.

## About Custom FOH Reports

Custom FOH Reports at a Glance	
Core Product	Aloha Quick Service, Aloha Table Service
Separate License Required?	No
Other References	Aloha Quick Service Manager Guide; Aloha Quick Service Reference Guide; Aloha Table Service Manager Guide; Aloha Table Service Reference Guide

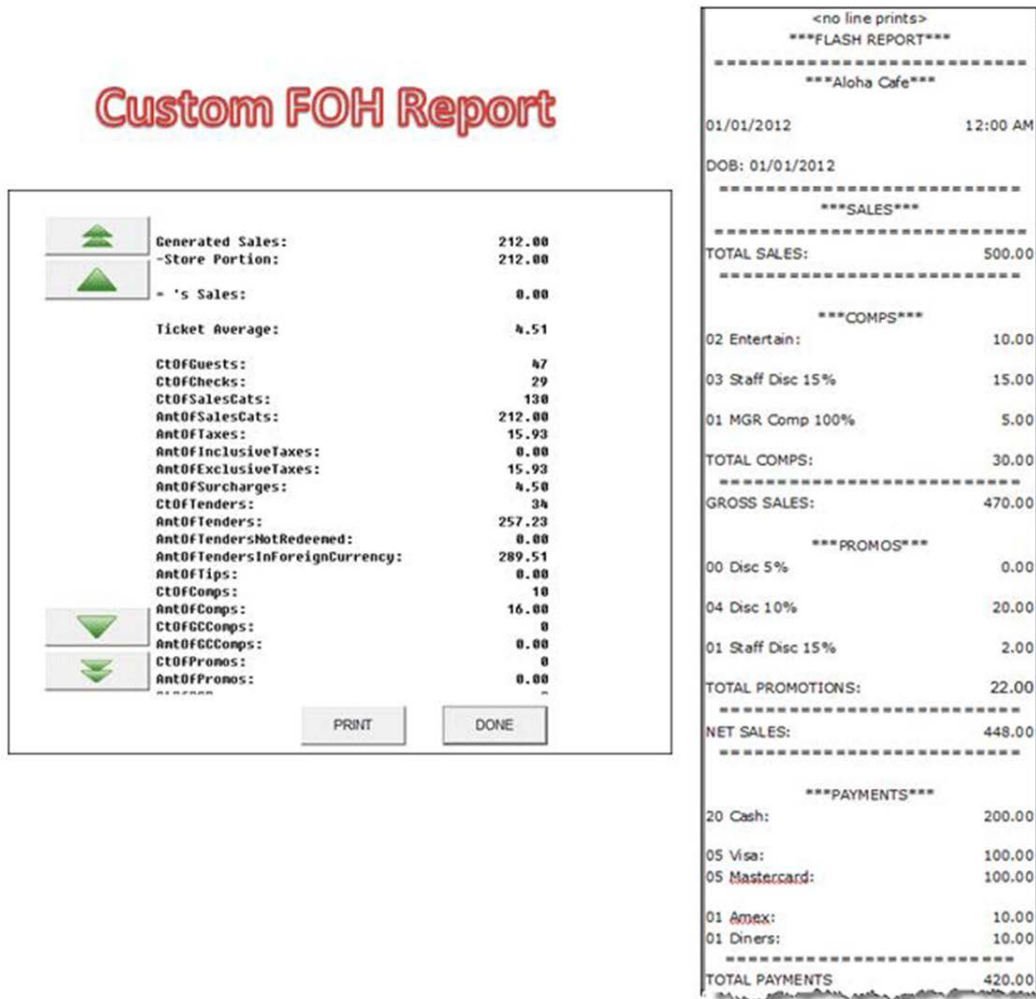


Figure 1 Custom FOH Report


Use Custom Front-of-House (FOH) Reports to replace or extend the existing default FOH reports available in the Aloha® Point-of-Sale (POS) system. By creating your own reports, you have unlimited flexibility for reporting on any facet of your operation, such as comps and promotions, tipouts, and more. Additionally, you can filter the reporting data by one or many employees.

**⚠ Caution: If you have Custom FOH reports in place and use Print Intercept to view a custom report on the screen versus automatically printing a report, upon upgrade to Aloha POS v15.1, you must select a new option called 'Display custom reports on the FOH' under the 'Report settings' group bar under the Report Printing group located in Maintenance > Business > Store > Store Settings tab. If you do not, all custom FOH reports automatically print to the local receipt printer.**

**If you configured custom FOH reports prior to Aloha POS v12.3 you did so by creating an external configuration file using MS Notepad® and then placing the file in the Data directory. While not required, we recommend you upgrade your custom FOH reports to use the configuration management tool, either Aloha Configuration Center or new Aloha Manager. See ["Appendix B: Upgrading Custom FOH Reports"](#) on page 43.**

# Configuring Custom FOH Reports

This section details the configuration requirements for customizing a FOH report. If you are an experienced user, refer to Procedures at a Glance for abbreviated steps. If you prefer more detail, continue reading this document.

Custom FOH Reports Procedures at a Glance:	
If you are viewing this document using Adobe® Acrobat Reader, click each link for detailed information regarding the task. Click Previous View  to return to this location and proceed to the next step.	
1.	Access <b>Maintenance &gt; Labor &gt; POS Access Levels</b> and select 'Custom Reports' for each access level requiring the ability to run custom FOH reports. See <a href="#">page 7</a> .
2.	If you use an Aloha POS version earlier than v15.1, open PrtIncptr.ini using a text editor such as Notepad, and set <b>FOHDOC_CUSTOMISABLE_REPORT to 1</b> , to allow you to view a custom report on-screen instead of automatically sending it to a printer. You then have the choice to print the report, if desired. Effective with Aloha POS v15.1, you must access Maintenance > Business > Store > Store Settings tab > Report Printing group and select 'Display custom reports on FOH' under the 'Report Settings' group bar. See <a href="#">page 8</a> .
3.	Access <b>Maintenance &gt; Business &gt; Custom FOH Reports</b> and create a custom report using the Report Line Builder function. See <a href="#">page 10</a> .
4.	For Quick Service operations and floor plans used in Table Service, access <b>Maintenance &gt; Screen Designer</b> and add a 'Custom Report' button to a panel for each report you use. See <a href="#">page 29</a> .
5.	For Table Service operations, use Notepad a <b>CustRpt.ini file</b> to design the buttons to appear on the FOH Custom Report screen. See <a href="#">page 30</a> .
6.	Access <b>Utilities &gt; POS &gt; Refresh POS &amp; All Installed Product Data</b> to update the information on the FOH terminals, or wait for the End-of-Day (EOD) process to accomplish the data refresh for you. See <a href="#">page 32</a> .

## Providing the ability to run custom FOH reports

To provide the ability for an employee to run custom FOH reports requires you to select 'Custom Reports' in the access level to which you assign the employee. If you clear this option, the employee accessing the report receives the manager approval screen and a manager with sufficient access must enter their password to allow the employee to continue.

**To provide the ability for an employee to run custom FOH reports:**

1. Select **Maintenance > Labor > Pos Access Levels**.
2. Select an **access level** that requires the ability to run custom FOH reports.

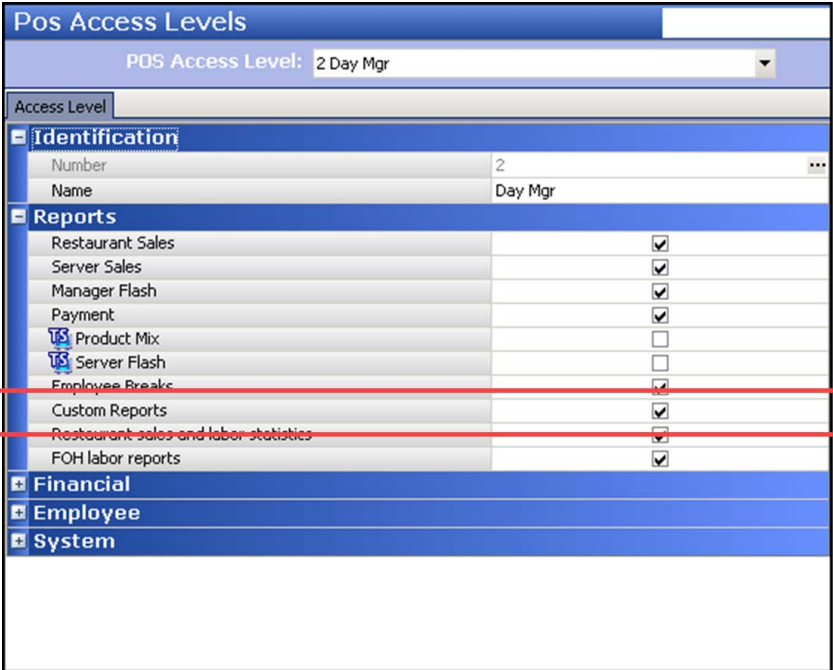


Figure 2 Pos Access Levels

3. Under the 'Reports' group bar, select **Custom Reports** to enable all employees clocked in under this access level the ability to run custom reports from the FOH.
4. Click **Save**.
5. Repeat this **procedure** for each access level requiring the ability to run custom FOH reports.
6. Exit the **Access Levels** function.

## Enabling on-screen viewing of custom FOH reports

If you use an Aloha POS version earlier than v15.1, custom FOH reports print to the local printer by default. To view a custom report on-screen instead of automatically sending it to the printer, and print the report only when desired, requires you to enable the print intercept functionality. To enable print intercept, register and ensure PrtInter.dll resides in the Bin directory. You must also include the appropriate command lines in PrtIncptr.ini in the Data and Newdata directories.



**Reference:** Refer to RKS ID 9552 Using Aloha Interceptor for detailed information on using the Print Intercept feature.

Effective with Aloha POS v15.1, PrtInter.dll is no longer required for viewing custom FOH reports on-screen. If you want custom reports to appear on the FOH instead of automatically printing, select 'Display custom reports on the FOH' under the 'Report settings' group bar, in the 'Report Printing' group on the Store Settings tab in Maintenance > Business > Store.

### If using an Aloha POS version earlier than v15.1, to view custom FOH reports on-screen:

1. If using Aloha POS version 6.7 or earlier, access **Maintenance > Business > Store > Store Settings > System group > Interfaces** tab and select **Use FOH Com interface**. For Aloha POS v12.3 and later, the COM interface is enabled by default.
2. If you currently use print intercept to view standard reports on screen, locate and select **PrtIncptr.ini** in the Newdata directory and press **Enter**. The file opens in Notepad; otherwise, you need to create this file in Notepad and place it in the Newdata directory.
3. Add the following **command line**:  
FOHDOC\_CUSTOMISABLE\_REPORT=1
4. Select **File > Save**.
5. Exit **Notepad**.
6. If you currently use print intercept to view standard reports on screen, continue to **step 7**; otherwise, open a **command prompt** on each terminal, navigate to the **Aloha\Bin folder** on the Aloha POS system, and execute the following **command**:  
regsvr32 PrtInter.dll
7. Refresh the **system** and start the **FOH**.



**If using Aloha POS v15.1 or later, to view custom FOH reports on-screen:**

- 1. Select **Maintenance > Business > Store**.
- 2. Select the **Store Settings** tab.
- 3. Select the **Report Printing** group located at the bottom of the screen.

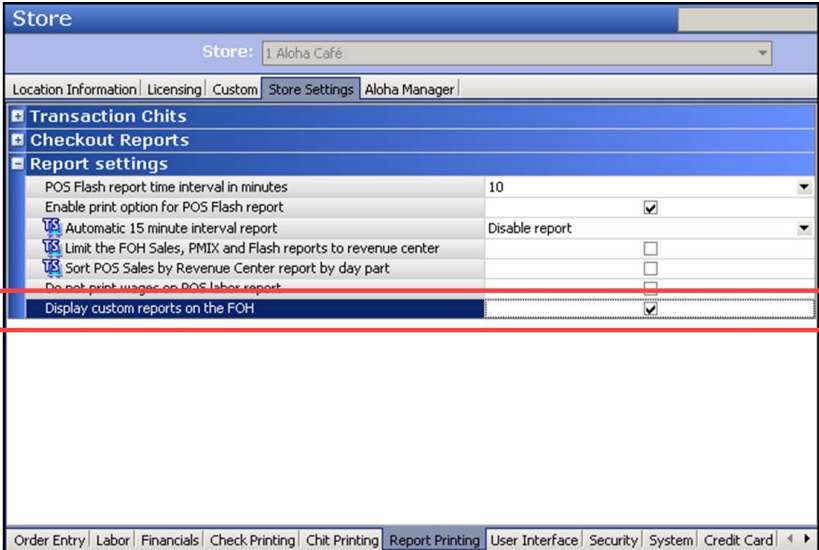


Figure 3 Report Settings Group Bar

- 4. Under the 'Report settings' group bar, select **Display custom reports on the FOH** to allow all custom FOH reports to appear on the FOH screen when you touch the desired report button. You can also print the report at the local receipt printer if you touch 'Print' on the Report screen.
- 5. Click **Save** and exit the **Store** function.

## Creating a custom FOH report

You use the Custom FOH Reports function to create your report and the content within the report. Before you start, you need to be aware of the variables to use in the report and the rules to follow the correct syntax for the report. If you do not know these, the report may not operate correctly or will not generate data at all. Once you understand the variables and the configuration rules, you can use the expression builder inside the configuration tool to build your report. See [“Creating a custom FOH report” on page 10](#) to build your report.

## Understanding configuration variables

The following table contains the variables you can use.

Variable	Description	Type	Initial Version
<b>RELATE TO COMPS:</b>			
#C	Total count of all comps.	Calculation	
\$C	Total amount of all comps.	Calculation	
#Cnnnn	Total count of comp nnnn, where nnnn is the ID of the comp.	Calculation	
\$Cnnnn	Total amount of comp nnnn, where nnnn is the ID of the comp.	Calculation	

Variable	Description	Type	Initial Version
<b>RELATE TO DELIVERY:</b>			
#Delivery	Total count of delivery orders.	Calculation	
\$DelComm	Total amount of delivery commissions.	Calculation	
StartMileage	Starting mileage.	String	
EndMileage	Ending mileage.	String	

Variable	Description	Type	Initial Version
<b>RELATE TO EMPLOYEES:</b>			
FirstName	Employee first name.	String	
LastName	Employee last name.	String	
NickName	Employee nickname.	String	
EmployeeID	Employee ID number	String	

Variable	Description	Type	Initial Version
JobcodeID	Job code ID under which the employee clocked in.	String	
JobcodeName	Name of the job code under which the employee clocked in.	String	
ShiftNumber	Shift number under which the employee worked for the checkout.	String	

Variable	Description	Type	Initial Version
<b>RELATE TO ENTREE COUNT:</b>			
#Entrees	Total count of entrees sold.	Calculation	

Variable	Description	Type	Initial Version
<b>RELATE TO GIFT CERTIFICATES:</b>			
#GC	Total count of all gift certificates sold.	Calculation	
\$GC	Total amount of all gift certificates sold.	Calculation	
#GCnnnn	Total count of gift certificate nnnn sold, where nnnn is the ID of the gift certificate.	Calculation	
\$GCnnnn	Total amount of all gift certificates nnnn sold, where nnnn is the ID of the gift certificate.	Calculation	
#GCC	Total count of all gift certificate comps.	Calculation	
\$GCC	Total dollar amount of all gift certificate comps.	Calculation	
#GCCnnnn	Total count of gift certificate nnnn sold, where nnnn is the ID of the gift certificate.	Calculation	
\$GCCnnnn	Total dollar amount of gift certificate nnnn comps, where nnnn is the ID of the gift certificate.	Calculation	
#GCP	Total count of all gift certificate promos.	Calculation	
\$GCP	Total dollar amount of all gift certificate promos.	Calculation	
#GCPnnnn	Total count of gift certificate nnnn promos, where nnnn is the ID of the gift certificate.	Calculation	

Variable	Description	Type	Initial Version
\$GCPnnnn	Total dollar amount of gift certificate nnnn promos, where nnnn is the ID of the gift certificate.	Calculation	

Variable	Description	Type	Initial Version
<b>RELATE TO GRATUITIES:</b>			
\$AutoGrat	Total amount of all gratuity.	Calculation	
\$AutoGratnnnn	Total amount of gratuity of tender type nnnn, where nnnn is the ID of the comp.	Calculation	
\$AutoGratWage	Total amount of all wage gratuity. A wage gratuity is gratuity with 'Exclude from employee tip' selected.	Calculation	POS v13.1
\$AutoGratWagennnn	Total amount of a wage gratuity, where nnnn is the ID number of the gratuity configured as a wage gratuity. A wage gratuity is gratuity with 'Exclude from employee tip' selected.	Calculation	POS v13.1
\$EmpGrat	Total dollar amount of non-distributed and non-team gratuity for the shift of an employee. This variable is used for a tip and sales distribution environment.	Calculation	POS v14.1
\$TeamGrat	Total dollar amount of distributed gratuity from team checks. This variable is used for a tip and sales distribution environment.	Calculation	POS v14.1

Variable	Description	Type	Initial Version
<b>RELATE TO GUEST CHECKS:</b>			
#Checks	Total count of all checks	Calculation	
#SplitChecks	Total count of split checks for this server for this checkout.	Calculation	

Variable	Description	Type	Initial Version
<b>RELATE TO GUEST COUNTS:</b>			
#Guests	<p>Total count of all guests.</p> <p>To report fractional guest counts, use the same variable and define a fractional value in 'Guest count weight' under the 'General' group bar in Maintenance &gt; Menu &gt; Items &gt; General Settings tab, and select 'Reports use fractional guest counts' on the Guest Count tab in Maintenance &gt; Business &gt; Store &gt; Store Settings tab &gt; Order Entry group.</p>	Calculation	

Variable	Description	Type	Initial Version
<b>RELATE TO ITEM COUNT:</b>			
#Itemsxy z	<p>The count of items sold from a specified category and one or more order modes where x indicates to include or exclude the listed order mode(s), y is the category ID, and z is the order mode IDs to include or exclude. If more than one order mode, separate the IDs with commas. For example, #ItemsInclusive3 4,5 represents a count of items from category ID 3 with order mode IDs 4 and 5. #ItemsExclusive11 20 represents a count of items from category ID 11 with all order modes except ID 20. <b>Note:</b> This variable is not supported for a custom checkout report.</p>	Calculation	POS v19.9

Variable	Description	Type	Initial Version
#TotalItemsxy z	Total count of items sold from a specified category and one or more order modes where x indicates to include or exclude the listed order mode(s), y is the category ID, and z is the order mode IDs to include or exclude. If more than one order mode, separate the IDs with commas. For example, #TotalItemsInclusive3 4,5 represents a total count of items from category ID 3 with order mode IDs 4 and 5. #TotalItemsExclusive11 20 represents a total count of items from category ID 11 with all order modes except ID 20. When paired with the #Itemsxy z, variable, ensure both have the same category and order mode requirements. <b>Note:</b> This variable is not supported for a custom checkout report.	Calculation	POS v19.9

Variable	Description	Type	Initial Version
<b>RELATE TO ITEMS:</b>			
#ClearItems	Total count of all cleared items.	Calculation	POS v6.8
\$ClearItems	Total amount from all cleared items.	Calculation	POS v6.8

Variable	Description	Type	Initial Version
<b>RELATE TO ORDER MODE CHARGES:</b>			
#OMCnnnn	Total count of order mode charges for ordermode nnnn, where nnnn is the ID of the order mode.	Calculation	
\$OMCnnnn	Total amount of order mode charges for order mode nnnn, where nnnn is the ID of the order mode.	Calculation	

Variable	Description	Type	Initial Version
<b>RELATE TO PETTY CASH ACCOUNTS:</b>			

Variable	Description	Type	Initial Version
\$ACCTD	Total amount of petty cash accounts.	Calculation	
#ACCTD	Total count of petty cash accounts.	Calculation	
#ACCTnnnn	Total count of transactions for cash account nnnn, where nnnn is the ID of the petty cash account.	Calculation	
\$ACCTnnnn	Total amount of transactions for cash account nnnn, where nnnn is the ID of the petty cash account.	Calculation	

Variable	Description	Type	Initial Version
<b>RELATE TO PROMOTIONS:</b>			
#P	Total count of all promos.	Calculation	
\$P	Total amount of all promos.	Calculation	
#Pnnnn	Total count of promo nnnn, where nnnn is the ID of the promotion.	Calculation	
\$Pnnnn	Total amount of promo nnnn, where nnnn is the ID of the promotion.	Calculation	

Variable	Description	Type	Initial Version
<b>RELATE TO REFUNDS:</b>			
#R	Total count of all refunds.	Calculation	POS v7.0
\$R	Total amount of all refunds.	Calculation	POS v7.0

Variable	Description	Type	Initial Version
<b>RELATE TO REVENUE ITEMS:</b>			
#Rev	Total number of revenue items sold.	Calculation	
\$Rev	Total amount of all revenue items sold.	Calculation	

Variable	Description	Type	Initial Version
<b>RELATE TO ROUNDING:</b>			
\$Rounding	Total amount of rounding adjusted total, if using the 'round check to nickel' option.	Calculation	

Variable	Description	Type	Initial Version
<b>RELATE TO SALES:</b>			
#EmpSls	Total dollar amount of non-distributed and non-team sales for the shift of an employee. The sales amount is for net sales based on sales - inclusive tax - comps - promos, irregardless of the 'NetHasComps' and 'NetHasPromos' variable. This variable is used for a tip and sales distribution environment.	Calculation	POS v14.1
#S	Total count from all sales categories.	Calculation	
\$S	Total amount from all sales categories.	Calculation	
#Snnnn	Total count from sales category nnnn, where nnnn is the ID of the sales category.	Calculation	
\$Snnnn	Total amount from sales category nnnn, where nnnn is the ID of the sales category.	Calculation	
#NoSales	Total count of No Sale (open drawer) operations performed (Quick Service only).	Calculation	
\$Cash	Total amount of calculated cash, based on the following calculation: sales + taxes + gift certificates sold - tenders - comps - promos + not redeemed + tip reduction + mode charges.	Calculation	
\$DeclCash	Total amount of declared cash (Table Service only).	Calculation	
\$Net	Total dollar amount of net sales from all categories.	Calculation	
\$Netnnnn	Total dollar amount of net sales from category nnnn, where nnnn is the ID of the category.	Calculation	



Variable	Description	Type	Initial Version
\$TeamSls	Total dollar amount of distributed sales from team checks. The sales amount is for net sales based on sales - inclusive tax - comps - promos, irregardless of the 'NetHasComps' and 'NetHasPromos' variable. This variable is used for a tip and sales distribution environment.	Calculation	POS v14.1
\$TipSale	Tipable sales for the check. <b>Note:</b> This variable is only supported on a Guest Check Message.	Calculation	POS v6.4

Variable	Description	Type	Initial Version
<b>RELATE TO STORE INFORMATION:</b>			
RestUnitNumber	Restaurant ID number.	String	
RestUnitName	Restaurant unit name.	String	
RestAddressOne	First line of restaurant address.	String	
RestAddressTwo	Second line of restaurant address.	String	
StoreNumber	SuperSite store ID.	String	
StoreName	SuperSite store name.	String	

Variable	Description	Type	Initial Version
<b>RELATE TO SERVICE CHARGES:</b>			
#SVC	Total count of service charges.	Calculation	
\$SVC	Total amount of service charges.	Calculation	

Variable	Description	Type	Initial Version
<b>RELATE TO SURCHARGES:</b>			
\$Sur	Total amount of all surcharges.	Calculation	
\$SURnnnn	Total amount of surcharge nnnn, where nnnn is the ID of the surcharge.	Calculation	

Variable	Description	Type	Initial Version
<b>RELATE TO SYSTEM:</b>			
SystemDate	Date at the time of printing.	String	
PrintTime	Time when the printing occurs.	String	
DOB	Date of business.	String	
RptFirstName	The first name of the employee who ran the report.	String	POS v14.2
RptLastName	The last name of the employee who ran the report.	String	POS v14.2
RptEmployeeID	The ID of the employee who ran the report.	String	POS v14.2
RptJobCodeID	The ID of the job code of the employee who ran the report.	String	POS v14.2
RptJobCodeName	The job code of the employee who ran the report.	String	POS v14.2
RptShiftNumber	The shift number of the employee who ran the report.	String	POS v14.2

Variable	Description	Type	Initial Version
<b>RELATE TO TAXES:</b>			
#GST	Total count of GST taxes.	Calculation	
\$GST	Total amount of GST taxes.	Calculation	
\$X	Total amount of all taxes.	Calculation	
\$Xnnnn	Total amount of tax nnnn, where nnnn is the ID of the tax.	Calculation	
\$XI	Total amount of inclusive taxes.	Calculation	
\$XE	Total amount of exclusive taxes.	Calculation	
#TaxExempt	Total count of tax exempt transactions.	Calculation	
\$TaxExempt	Total amount of tax exempt transactions.	Calculation	

Variable	Description	Type	Initial Version
<b>RELATE TO TENDERS:</b>			
#CCGROREQxxx@nnn	Total count of all credit card transactions greater than a specified amount, where xxx is the specified threshold and nnn is the tender ID. For example, to count the number of transactions above \$25.00 with a Visa (tender ID 1), type #CCGROREQ25@001.	Calculation	POS v12.3
\$CCGROREQxxx@nnn	Total amount from all credit card transactions greater than a specified amount, where xxx is the specified threshold and nnn is the tender ID. For example, to obtain the total amount of sales from Master Card (tender ID 2), which were over \$50.00, type \$CCGROREQ50@002.	Calculation	POS v12.3
#T	Total amount of all tenders.	Calculation	
\$T	Total dollar amount of all tenders (includes gratuity, voluntary tips, and non-redeemed payments).	Calculation	
#Tnnnn	Total count of tender nnnn, where nnnn is the ID of the tender.	Calculation	
\$Tnnnn	Total amount of tender nnnn, where nnnn is the ID of the tender.	Calculation	
\$TNRnnnn	Total amount of tender nnnn not redeemed (overpayment without charge to guest), where nnnn is the ID of the tender.	Calculation	
TFCnnnn	Total amount of foreign currency tender nnnn in foreign currency, not base currency, where nnnn is the ID of the tender.	Calculation	

Variable	Description	Type	Initial Version
<b>RELATE TO TIPS:</b>			
\$EmpCCTips	Total dollar amount of non-distributed and non-team charge tips for the shift of an employee. This variable is used for a tip and sales distribution environment.	Calculation	POS v14.1

Variable	Description	Type	Initial Version
\$TeamCCTips	Total dollar amount of all distributed charge tips from team checks. This variable is used for a tip and sales distribution environment.	Calculation	POS v14.1
\$Tips	Total amount of all tips on noncash tenders. Wage gratuities are excluded from this amount.	Calculation	
\$Tipsnnnn	Total amount of tips for tender nnnn, where nnnn is the ID of the tender. Wage gratuities are excluded from this amount.	Calculation	
\$TipsCollected	Total dollar amount of tips collected. Wage gratuities are excluded from this amount.	Calculation	
\$TipsOwed	Total dollar amount of tips owed. Wage gratuities are excluded from this amount.	Calculation	
\$TipRedux	Total amount of tip reduction. Wage gratuities are excluded from this amount.	Calculation	

Variable	Description	Type	Initial Version
<b>RELATE TO TIPSHARE:</b>			
\$EmpTipsharePaid	Total dollar amount of non-distributed and non-team contributed tipshare for the shift of an employee. This variable is used for a tip and sales distribution environment.	Calculation	POS v14.1
\$TeamTipsharePaid	Total dollar amount of contributed tipshare based on distributed sales from team checks. This variable is used for a tip and sales distribution environment.	Calculation	POS v14.1
\$TipsharePaid	Total amount of tipshare paid	Calculation	

Variable	Description	Type	Initial Version
<b>RELATE TO VOIDS:</b>			
#V	Total count of all voids.	Calculation	POS v7.0
\$V	Total amount of all voids.	Calculation	POS v7.0

### Understanding configuration rules

It is necessary to follow certain rules when creating your configuration file.

#### Print for all employees or by job code

Use a header to tell the system to print the custom information. You must dedicate the first line to a header; otherwise, anything placed before the header does not print. If the custom information is to print for all employees, use [Default]. If the custom information is to print for a specific job code, or job codes, use a 'jobcode' header. The information prints until you insert another header to tell the system to print differently.

Header Examples	
[Default]	Prints custom information for all employees.
[jobcode:1,5,41]	Prints custom information for employees who clocked in under job code IDs 1,5, and 41 only.
[jobcode:40]	Prints custom information only for employees who clocked in under job code ID 40.

**Tip:** The first line of your custom information must be a header.

#### Fill a line with a single character

For readability and dividing sections, you can insert a line composed entirely of a single character. You must use the 'Fill' command, enclosed inside greater and less than brackets. Common characters are -, \*, or =.

Fill Command	Result Printed on the Report
<Fill(*)>	***** **

#### Insert free text

You can insert free text for such things as section headings, labels for calculations, and more. Do not use closing and ending greater and less than brackets (<>) around any free text. These characters are reserved for a dynamic calculation or string.

Free Text	Result Printed on the Report
Sales Section	Sales Section

**Insert blank lines**

Each line in the custom configuration file equals to a line printed for your custom information. If you want a blank line to print, insert a blank line in the configuration file. A line for a header is ignored.

Lines in Checkout.cfg	Result Printed on the Report
[Default]	
<Val(1:DOB)>	01/01/2011
<Fill(=)>	=====

**Insert dynamic calculations and strings**

Dynamic calculations and strings are the main components of your custom information. A calculation is a count or equation of a value on which you want to report, such as the number of all comps, or the calculated total of all comp amounts. A string is the name of a supported variable pulled from within the system, such as the last name of an employee, or the date of business.

To configure, you must include three required elements, all inside of beginning and closing greater and less than brackets, as shown in the following:

```
<Val(width:formula)>
```

**Val** - Indicates the result will be a dynamic calculation or string.

**Width** - Specifies the number of spaces to use for the value, depending on if you are inserting a dynamic calculation or a string.

Width Used with a Calculation	Width Used with a String
Enter a number, from 1 to 6, to indicate the number of digits for a calculated value, such as 00.00. The value is always flush right and the decimal point is not considered in the width. You must ensure you indicate the correct number of spaces for the given value to avoid truncating. For example, if you specify a width of 3, and the result is 1234, the 1 does not print on the report.	Always enter a width of 1 when using a string. The system pulls in the string no matter the length of characters within the string.

**Formula** - Specifies the equation of the calculation or the name of the string.

Width Used with a Calculation	Width Used with a String
<p>Enter the formula for the calculated value.</p> <ul style="list-style-type: none"> <li>You can use supported algebraic operators, such as <code>()</code>, <code>=</code>, <code>/</code>, <code>+</code>, <code>-</code>, and more. Multiplication and division operators have a higher precedence over addition and subtraction.</li> <li>You must enter the entire equation within the same formula, such as <code>&lt;Val(4:#Guest/#Checks)&gt;</code>. You cannot use a formula to operate with another formula, such as <code>&lt;Val(4:#Guest)/&lt;Val(4:#Checks)&gt;</code>.</li> <li>An equation results in a numeric value with no label. If you want a label with your calculation, you must use free text as a label, or a string, such as <code>Total Comps: &lt;Val(4:#C)&gt;</code>.</li> <li>The result from an equation uses constant numbers, such as 1 or 2.5. Fractions are never displayed.</li> </ul>	<p>Always enter a supported string, such as <code>&lt;Val(1:LastName)&gt;</code> or <code>&lt;Val(1:DOB)&gt;</code>. The system pulls in and prints the string on the report.</p>

**Align text and values on a line**

Whether you use free text, a dynamic calculation, or a string, you can align all or individual attributes on a line. Each line is left aligned, by default, but you can change the positioning with the `<Center>` and `<Right>` commands. Given this, there is no need to use a `<Left>` command for a line. The attributes start left aligned again on the following line.

Alignment Examples	Result Printed on the Report
<code>&lt;Center&gt; Guests and Checks</code>	Guests and Checks
Liquor: <code>&lt;Right&gt; &lt;Val(7:\$S0003)&gt;</code>	Liquor 1234.56
Guests: <code>&lt;Center&gt; &lt;Val(4#Guests)&gt; &lt;Right&gt; &lt;Val(4:\$S/#Guests)&gt;</code>	Guests: 200 7.21

**Designing a custom FOH report**

Once you become familiar with the variables and configuration rules, you can design your FOH report. You can format and use as many variables as needed, while designing the report.

**Tip:** Custom FOH reports were initially supported in Aloha POS v7.0 using a manual method. If you created a custom FOH report this way, you can still use the report. Refer to ["Appendix B: Upgrading Custom FOH Reports" on page 43](#).

For ease of creating a custom FOH report, use the Report Line Builder dialog box to insert any dynamic calculations and strings in the report. For each line that contains a dynamic calculation, you must click the ellipses (...) for the corresponding variable line in the report to access the dialog box. You can also type the dynamic calculations and strings manually into the 'Report line' column without using the Report Line Builder, if desired.

**To create a custom FOH report:**

- 1. Select **Maintenance > Business > Custom FOH Reports.**

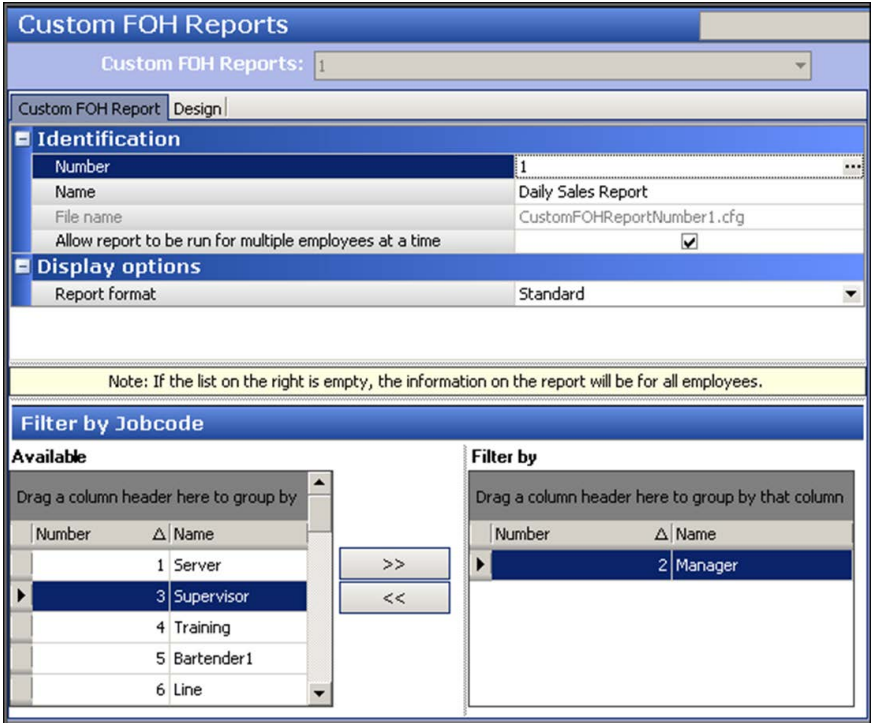


Figure 4 Custom FOH Report Function

- 2. Click **New**. The configuration management tool, either Aloha Manager (AM) or Aloha Configuration Center (CFC), creates a configuration file named CustomFOHReportNumberx, where x is the sequential number of the report, in the NewData directory.
- 3. Under the 'Identification' group bar, type a **name** to identify the report.
- 4. Select **Allow report to be run for multiple employees at a time** to enable you to select and generate data in the report on more than one employee at a time. If you clear this option and select more than one employee, the report appears blank and with no data.
- 5. Under the 'Display options' group bar, select how you wish to **sort and display the data** from the 'Report format' drop-down list. Your choices are:
  - Standard – Displays values for the entire day for the line item. This is the default behavior.



Sort data in 15 minute increments – Displays the total value of each line item in 15 minute increments, for the entire day. Zero (0) appears for time increments for which data is not present.

Sort data in 30 minute increments – Displays the total value of each line item in 30 minute increments, for the entire day. Zero (0) appears for time increments for which data is not present.

Sort data in 60 minute increments – Displays the total value of each line item in 60 minute increments, for the entire day. Zero (0) appears for time increments for which data is not present.

Sort by Day Part – Displays the total value for each line item for each configured day part. Zero (0) appears for day parts for which data is not present.

Sort by Revenue Center – Displays the total value for each line item for each configured revenue center. Zero (0) appears for revenue centers for which data is not present.

6. If you want to report on a specific job code, or group of job codes, select a **job code** from the 'Available' list and click >> to move the job code to the 'Filter by' list.
7. Select the **Design** tab.
8. Click **Add**.

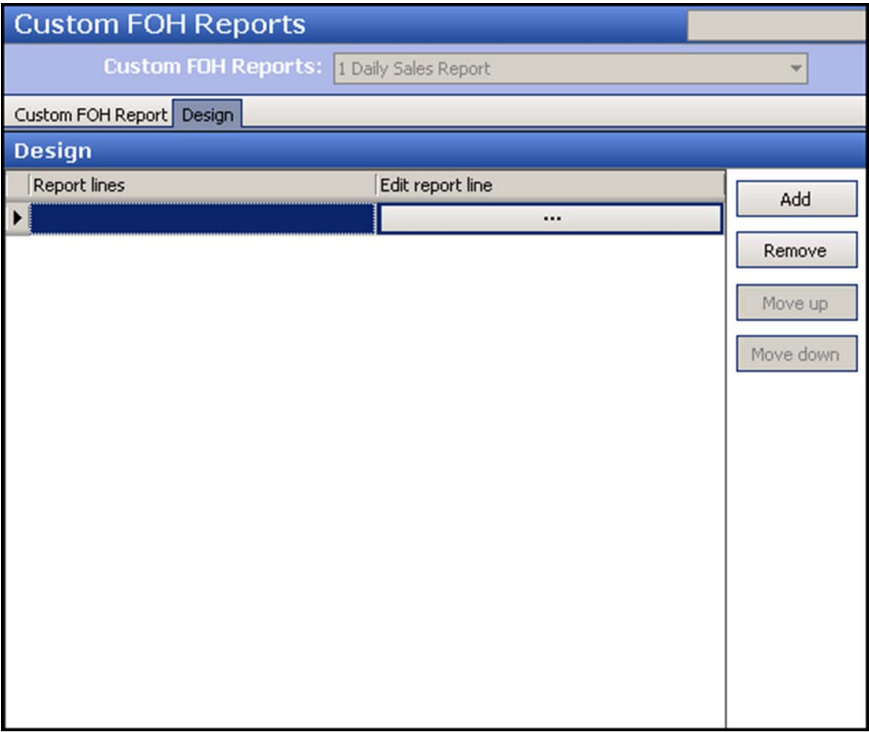


Figure 5 Custom FOH Report - Design Tab

To insert **free text**, type text directly in 'Report lines.'

To insert a **blank line**, leave the line as blank.

To insert a **line of characters** to indicate a separation in text, type the line of characters.

To insert a dynamic calculation, click the **ellipses (...)** to display the Report Line Builder dialog box. Using the help text, example, and report line as a guide, build the specific line of the report, and click Insert.

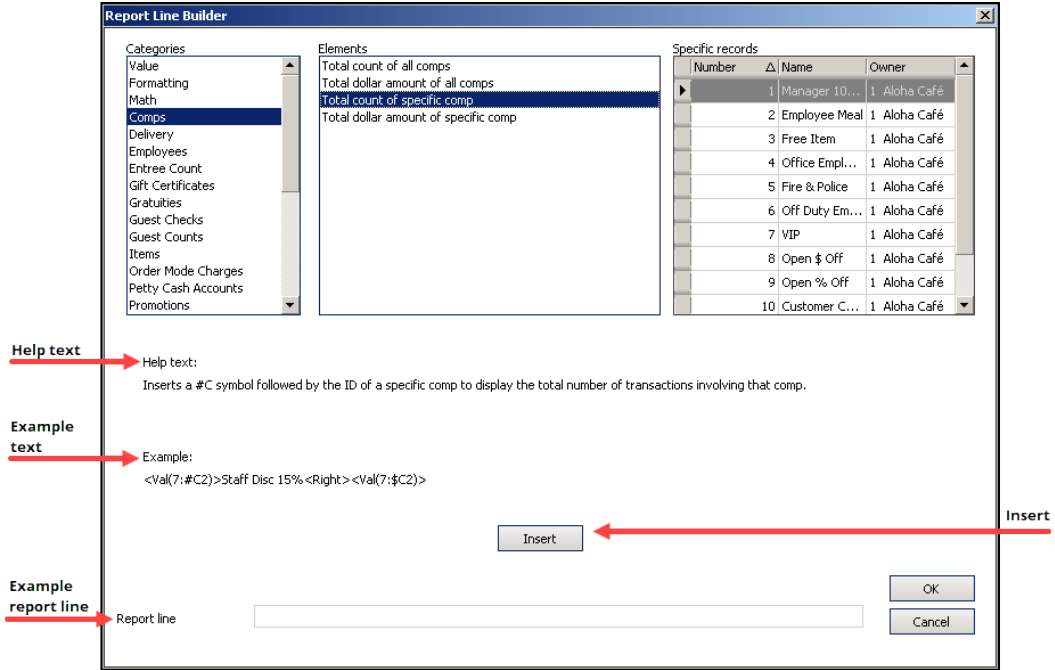


Figure 6 Report Line Builder

9. Click **OK** to return to the Custom FOH Reports function.
10. Repeat **steps 6 and 7** until you complete the content of the custom FOH report.
11. Click **Save**.
12. Repeat this **procedure** for any other custom FOH report you want to configure.
13. Click **Close** to exit the **Custom FOH Report** function.

A sample configuration file and the resulting report is as follows:

Line	Configuration File	Result Displayed on the Report
1.	[Default]	<no line prints>
2.	<Center> ***FLASH REPORT***	***FLASH REPORT***
3.	<Fill(=)>	=====
4.	<Center> ***<Val(1:RestUnitName)>***	***Aloha Cafe***
5.		
6.	Print Date:<Val(1:SystemDate)><Right> Print Time:<Val(1:PrintTime)>	01/01/2012 <span style="float: right;">12:00 AM</span>
7.	DOB:<Val(1:DOB)>	DOB: 01/01/2012

Line	Configuration File	Result Displayed on the Report
8.	<Fill(=)>	=====
9.	<Center> ***SALES***	***SALES***
10.	<Fill(=)>	=====
11.	TOTAL SALES:<Right><Val7:\$S>	TOTAL SALES: 500.00
12.	<Fill(=)>	=====
13.		
14.	<Center> ***COMPS***	***COMPS***
15.	<Val(7:#C0001)> Entertain: <Right><Val(7:\$C0001)>	02 Entertain: 10.00
16.	<Val(7:#C0002)> Staff Disc 15% <Right><Val(7:\$C0002)>	03 Staff Disc 15% 15.00
17.	<Val(7:#C0003)> MGR Comp 100% <Right><Val(7:\$C0003)>	01 MGR Comp 100% 5.00
18.	TOTAL COMPS: <Right><Val(7:\$C)>	TOTAL COMPS: 30.00
19.	<Fill(=)>	=====
20.	GROSS SALES: <Right> <Val(7:\$S-\$C)>	GROSS SALES: 470.00
21.		
22.	<Center> ***PROMOS***	***PROMOS***
23.	<Val(3:#P1000)> Disc 5%: <Right> <Val(7:\$P1000)>	00 Disc 5% 0.00
24.	<Val(3:#P1001)> Disc 10%: <Right> <Val(7:\$P1001)>	04 Disc 10% 20.00
25.	<Val(3:#P1002)> Staff Disc 15% <Right> <Val(7:\$P1002)>	01 Staff Disc 15% 2.00
27.	TOTAL PROMOTIONS: <Right> <Val(7:\$P)>	TOTAL PROMOTIONS: 22.00
28.	<Fill(=)>	=====
29.	NET SALES: <Right> <Val(7:\$S-\$C-\$P)>	NET SALES: 448.00
30.	<Fill(=)>	=====
31.		
32.	<Center> ***PAYMENTS***	***PAYMENTS***
33.	<Val(3:#T0001)> Cash: <Right> <Val(7:\$T0001+\$T0002+\$T0003+\$T0004)>	20 Cash: 200.00

Line	Configuration File	Result Displayed on the Report
34.	<Val(3:#T0008)> Visa: <Right> <Val(7:\$T0008)>	05 Visa: 100.00
35.	<Val(3:#T0009)> Mastercard: <Right> <Val(7:\$T0009)>	05 Mastercard: 100.00
36.	<Val(3:#T0010)> Amex <Right> <Val(7:\$T0010)>	01 Amex: 10.00
37.	<Val(3:#T0011)> Diners <Right> <Val(7:\$T0010)>	01 Diners: 10.00
38.	<Fill(=)>	=====
39.	TOTAL PAYMENTS: <Right> <Val(7:\$T)>	TOTAL PAYMENTS 420.00
40.	<Fill(=)>	=====
41.	OUTSTANDING: <Right> <Val(7:\$S-\$P-\$C-\$T)>	OUTSTANDING: 28.00
42.	<Fill(=)>	=====
43.		
44.	<Center> ***VOIDS***	***VOIDS***
45.	<Val(3:\$V)> VOIDS: <Right> <Val(7:\$V)>	03 VOIDS: 20.00
46.	<Fill(=)>	=====
47.		
48.	<Center> GUESTS AND CHECKS	GUESTS AND CHECKS
49.	Number of Guests: <Right> <Val(4:#Guests)>	Number of Guests: 200
50.	Number of Checks: <Right> <Val(4:#Checks)>	Number of Checks: 50
51.	Guests per Check: <Right> <Val(4:#Guests/#Checks)>	Guests per Check: 4
52.		
53.	<Center> ***END OF REPORT***	***END OF REPORT***

## Adding a custom report button to a panel

For Aloha Quick Service operations, you must add a button to a panel for each customized report you create. You must also do this in Aloha Table Service, if you want to add a custom report button to a floor plan in use. If you want the report button to appear in a relative location as your other hard-coded reports in Table Service, refer to [“Designing the FOH Select a Report screen in Table Service” on page 30.](#)

### To add a custom report button to a panel:

1. Select **Maintenance > Screen Designer > Quick Service (or Table Service) Screen Designer.**
2. Select **Work with Panels.**
3. Select **Panel > Open Panel.** The Open Panels dialog box appears.
4. Select a **panel to edit**, such as Manager Reports, and click **OK.** The panel appears.
5. Select **Panel > New Button.** The Properties dialog box appears.

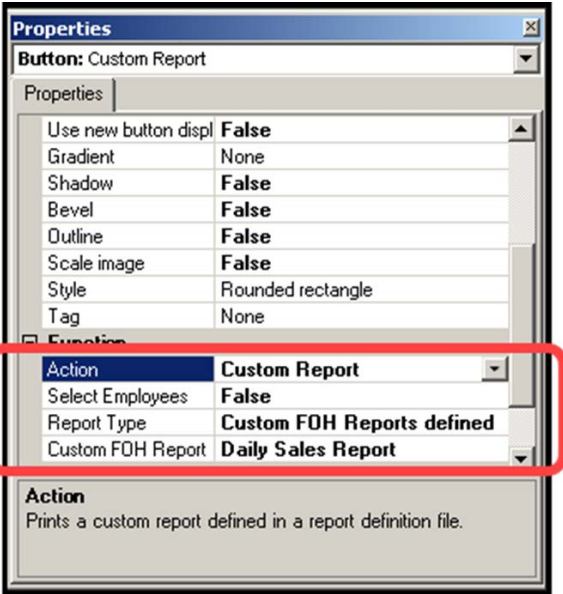



Figure 7 Custom Report Button Properties (Custom FOH Reports Defined)

6. Under the 'Function' group bar, select **Custom Report** from the 'Action' drop-down list to add a custom report button to the 'Select Report' screen on the FOH.
7. Select **True** or **False** in the 'Select Employees' drop-down list, to allow you to select specific employees to include in the report at runtime. If set to False, the system generates data for all employees who worked during the time frame selected for the report.

8. Select **Custom FOH Reports defined** to indicate this button calls a custom FOH report created using the Custom FOH Report function.

 **Tip:** The other option, 'Externally defined,' is used only for a custom FOH report you manually created using MS Notepad. Refer to "[Appendix B: Upgrading Custom FOH Reports](#)" on [page 43](#).

9. Select the **report** to link to this button in 'Custom FOH Report.'
10. Type the **text** to identify the specific report you want to generate in 'Name.' The text appears on the button.
11. Complete the **remaining options** for the button, such as font, background color, and text alignment.
12. Repeat this **procedure** for each custom report you want to add to the panel.
13. Select **Panel > Save Panel** and exit the **Screen Designer** function.

## Designing the FOH Select a Report screen in Table Service

For Table Service operations that are not accessing reports from a floor plan screen, you must select your custom report buttons from the FOH Select Reports screen. The screen appears blank until you design the buttons to appear on the screen using a CustRpt.ini file, which is placed in the Data and Newdata directories. The file defines where to place a button using an internal grid, the text to appear on the button, the title to use for the report, and the custom report configuration file you are accessing. As an added feature, you can configure whether to generate data for the entire store or select specific job codes to include in the report data. The format of CustRpt.ini is as follows:

### CustRpt.ini Example

```
[BUTTON0]
Position=0
Select_Employees=1
Label=All Statistics
File=AllStats.cfg

[BUTTON1]
Position=1
Select_Employees=1
Label=Tipouts & Credit
File=Tipouts&Credit.cfg
```

#### CustRpt.ini Example

```
[BUTTON2]
Position=2
Select_Employees=1
Label=Promo & Payment\nBreakdown
File=Promo&Pmt.cfg

[BUTTON3]
Position=3
Select_Employees=1
Label=Flash
File=Flash.cfg
```

**[ButtonX]** — Specifies the section header for each button you are adding to the CustRpt.ini file, such as 'Button2.' Use the x value to identify the location of the button in relation to the screen.

**Select\_Employees** — Determines how you want to generate the data, using the values of 0 or 1. Assign a value of 0 to Select\_Employees, to use data for the entire store, or assign a value of 1, to enable an additional screen to appear from which you can select specific employees to include in the report data.

**Position** — Indicates the positioning on the screen where you want to place the button, using an internal grid. Position '0' indicates the first button on the top upper left, and the numbering continues across the screen.

**Label** — Indicates the name of the report to appear on the button. Use '\n' with no spaces between words, to display the text on multiple lines.

**File** — Specifies the name of the report configuration (.cfg) file to link to the custom button.

## Refreshing the data

After all settings are in place in Aloha Manager, you must select Utilities > POS > Refresh POS & All Installed Products to transfer the new information to the FOH terminals, or wait for the End-of-Day (EOD) process to accomplish the data refresh for you. After the data refresh is complete, all new settings become operational across the Aloha network.



**Caution: Refresh data with caution and never during peak hours of operation. All FOH terminals reboot during a refresh and are down for a short period of time.**



## Using Custom FOH Reports

To use custom FOH reports, select the appropriate report button and the report appears in the FOH. The generated data is up-to-the-minute for the current day. If available for this report, the Select One or More Employees screen appears, allowing you to select the employees to include in the report data.

### To run a custom FOH report in Aloha Table Service:

1. From the FOH Working with Tables/Tabs screen, touch **Functions**. The FOH Special Functions screen appears.
2. Touch **Reports**. The Reports screen appears.



Figure 8 FOH Reports Screen

3. Touch **Custom Reports**. The Select Report screen appears.

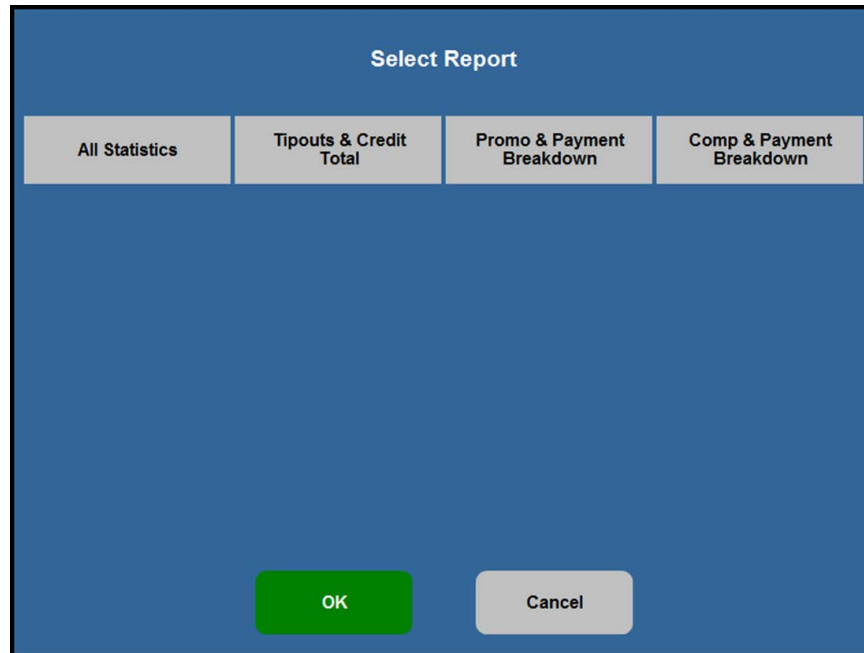


Figure 9 FOH Select Report Screen

4. Select the **button corresponding to the custom report** you wish to run. If available, the 'Select one or more Employees' screen appears, allowing you to choose the employees to include in the report data.

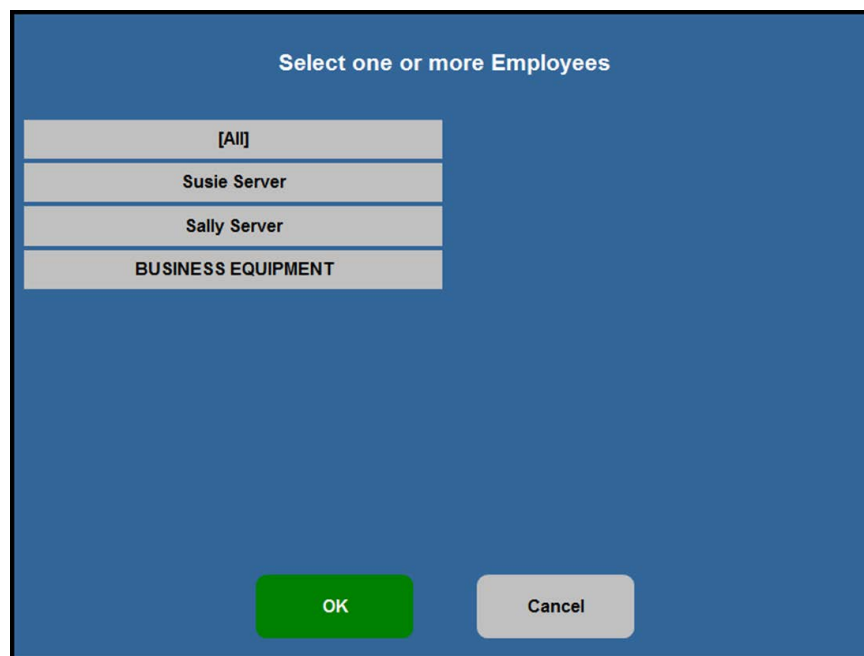


Figure 10 Select One or More Employees Screen

5. Select the **employees** to include in the report, or select **(All)** to generate data for all employees. The report appears on the screen, if available, and you can print it, if desired, or it prints to the designated printer.

**To run a custom FOH report in Aloha Quick Service:**

1. Navigate to the **panel containing your reports**.
2. Select the **button corresponding to the custom report** you wish to run. If available, the 'Select one or more Employees' screen appears, allowing you to choose the employees to include in the report data.
3. Select the **employee** to include in the report, or select **(All)** to generate data for all employees. The report appears on the screen, if available, and you can print it, if desired, or it prints to the designated printer.

## Viewing a custom FOH report

1. When you run a custom FOH report, a screen stating 'Please wait. System is generating report' appears.

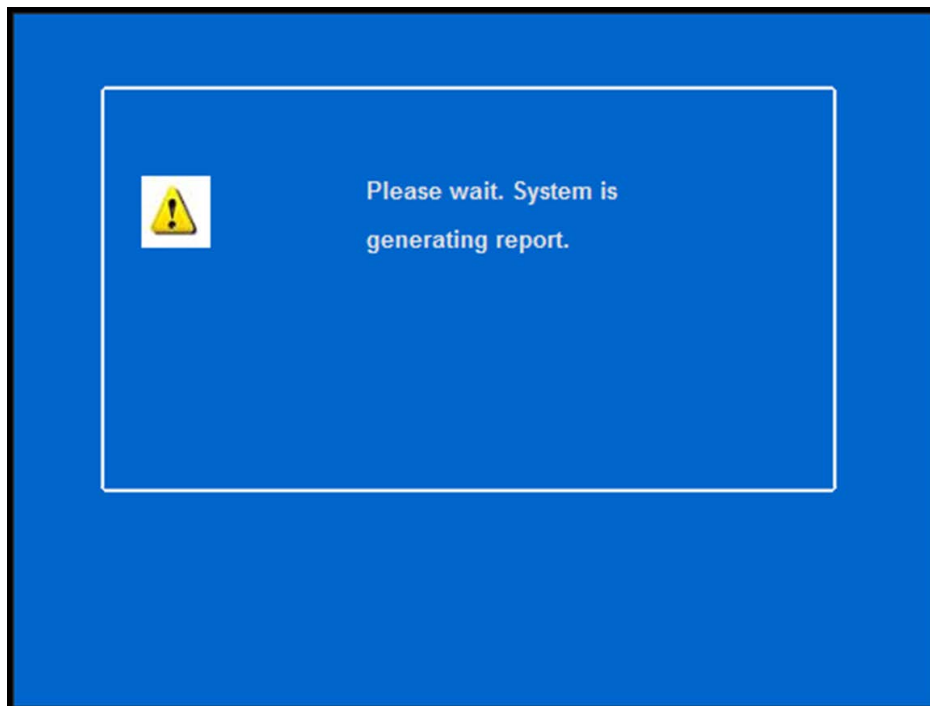


Figure 11 Wait Message

Once the system dismisses the message, the report appears.

Daily Sales Report	
08/12/2014	
Guests and Checks	
Number of Guests:	1
Number of Checks:	2
Guests per Check:	1
Sales	
Total Sales:	9.18
Food:	9.18
Liquor:	0.00
Beer:	0.00
Wine:	0.00
Retail:	0.00
Tenders	
15 Visa	\$150.00
10 AMEX	\$50.00
3 Debit	\$40.00
Comps	
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Print</span> <span style="background-color: green; color: white; padding: 2px 10px;">Done</span> <span>Two Cols</span> </div>	

Figure 12 Custom FOH Report Example - 1 Column

2. Touch **Two Cols** to view the report with two columns.

Daily Sales Report			
Unit #19985	DOB: 09/08/2014	- \$5	\$0.00
10:04 AM	09/08/2014	- GiveK Test	\$0.00
		+ PAID IN	\$0.00
		- PAID OUT	\$0.00
TOTAL SALES	\$3.84	= CALC CASH IN DRAWERS	\$3.84
- REFUNDS	\$0.00		
+ GROSS SALES	\$3.84		
CHECK COUNT	1		
NO SALES	0		
		*** Labor ***	
SUMMARY	*** Sales ***	TOTAL	
GROSS SALES	\$3.84	Hourly HOURS	00:00
- TAXES	\$0.25	Hourly \$	\$0.00
- DISCOUNTS	\$0.00	Hourly PCT	0.00
- ORDER CHARGES	\$0.00	Salary HOURS	00:00
		Salary \$	\$0.00
		Salary PCT	0.00
= NET SALES	\$3.59	TOTAL HOURS	00:00
+ TAXES	\$0.25	TOTAL \$	\$0.00
= ADJ GROSS SALES	\$3.84	TOTAL †	\$0.00
+ GIFT CARD SALES	\$0.00		
- GIFT CARD COMPS	\$0.00	*** Promos ***	
- GIFT CARD PROMOS	\$0.00	KM 4-PC NUGGETS	\$0.00
+ REV ITEM SALES	\$0.00	FL Off Coupon	\$0.00
- REV ITEM COMPS	\$0.00	SLAM COMBO	\$0.00
- Gift Cert.	\$0.00	SLAM CHEESE COMBO	\$0.00
- Amex	\$0.00	Promo 1	\$0.00
- Discover	\$0.00	Promo 2	\$0.00
- Visa	\$0.00	Promo 3	\$0.00
- Mastercard	\$0.00	Promo 4	\$0.00
- GC # Back	\$0.00	Promo 5	\$0.00
- fCash	\$0.00	Promo 6	\$0.00
- GiveK	\$0.00	Promo 7	\$0.00
- Debit	\$0.00	TEXAS DBL CHZ COMBO	\$0.00
- PrePay	\$0.00	KM NUGGET (FROSTY)	\$0.00
- Debit Test	\$0.00	Promo 11	\$0.00
- Mobile Pay	\$0.00	COUPON #5	\$0.00
- Mbl # Back	\$0.00	COUPON #6	\$0.00
- Debit	\$0.00	COUPON #7	\$0.00
- Chip & Pin	\$0.00	COUPON #8	\$0.00
- fUS Tender	\$0.00	CL DBL CH COMBO	\$0.00
- fCash	\$0.00	CL TRP CH COMBO	\$0.00
- fReact	\$0.00	BACON CLASS CHZ COMB	\$0.00
- fBart	\$0.00	SPICY CHICKEN COMBO	\$0.00
- \$2	\$0.00	CHICKEN COMBO	\$0.00
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Print</span> <span style="background-color: green; color: white; padding: 2px 10px;">Done</span> <span>One Col</span> </div>			

Figure 13 Custom FOH Report Example - 1 Column

3. Touch **Print** to print the report to a local printer.

```

<no line prints>
***FLASH REPORT***
=====
***Aloha Cafe***

01/01/2012                12:00 AM
DOB: 01/01/2012
=====
***SALES***
=====
TOTAL SALES:                500.00
=====

***COMPS***
02 Entertain:                10.00
03 Staff Disc 15%            15.00
01 MGR Comp 100%              5.00
TOTAL COMPS:                  30.00
=====
GROSS SALES:                  470.00

***PROMOS***
00 Disc 5%                    0.00
04 Disc 10%                    20.00
01 Staff Disc 15%              2.00
TOTAL PROMOTIONS:              22.00
=====
NET SALES:                    448.00
=====

***PAYMENTS***
20 Cash:                      200.00
05 Visa:                      100.00
05 Mastercard:                 100.00
01 Amex:                      10.00
01 Diners:                     10.00
=====
TOTAL PAYMENTS                 420.00

```

Figure 14 Sample Custom FOH Report

4. Touch **Done** when finished.

## Troubleshooting Custom FOH Reports

The following tips provide troubleshooting for custom FOH reports:

### Report does not display or print

If a report does not print, ensure the appropriate file, with a .cfg extension, resides in the Data and NewData directories. Additionally, you must link the .cfg file to the corresponding Custom Report button on a panel. See [“Adding a custom report button to a panel” on page 29](#) and [“Designing the FOH Select a Report screen in Table Service” on page 30](#).

### Calculation or string does not appear

If a calculation or string does not appear in a custom section of a custom FOH report, ensure the following:

- You typed the correct syntax for the formula, such as <Val(3:#Guests/#Checks)>
- You used the correct algebraic operators.
- You used a variable which is supported with your Aloha POS version.

See [“Creating a custom FOH report” on page 10](#).

### Report appears blank with no data

This usually occurs when you select more than one employee for which to generate data in the report. The configuration management tool is unable to resolve the multiple selection. If you intend to select more than one employee, or all, you must select ‘Allow report to be run for multiple employees at a time’ in Maintenance > Business > Custom FOH Reports. See [“Creating a custom FOH report” on page 10](#).

## Appendix A: Use Case for Item Count Variables

This section details a use case example for using the Item Count variables. Use the #Itemsxy|z and #TotalItemsxy|z variables to track the count of items sold by category and order mode. Each variable definition requires you to configure a parameter that stipulates whether to include or exclude order modes. The intent is to use variables with identical selections together for a new standalone custom report that relies on time increments for parsing the data; however, you can integrate them with an existing custom report.

**SCENARIO:** Managers find the number of times an item is sold during increments of the day a valuable analytical asset for projections and forecasting. They want to track the number of donuts sold from the dine-in order mode for each hour of the day.

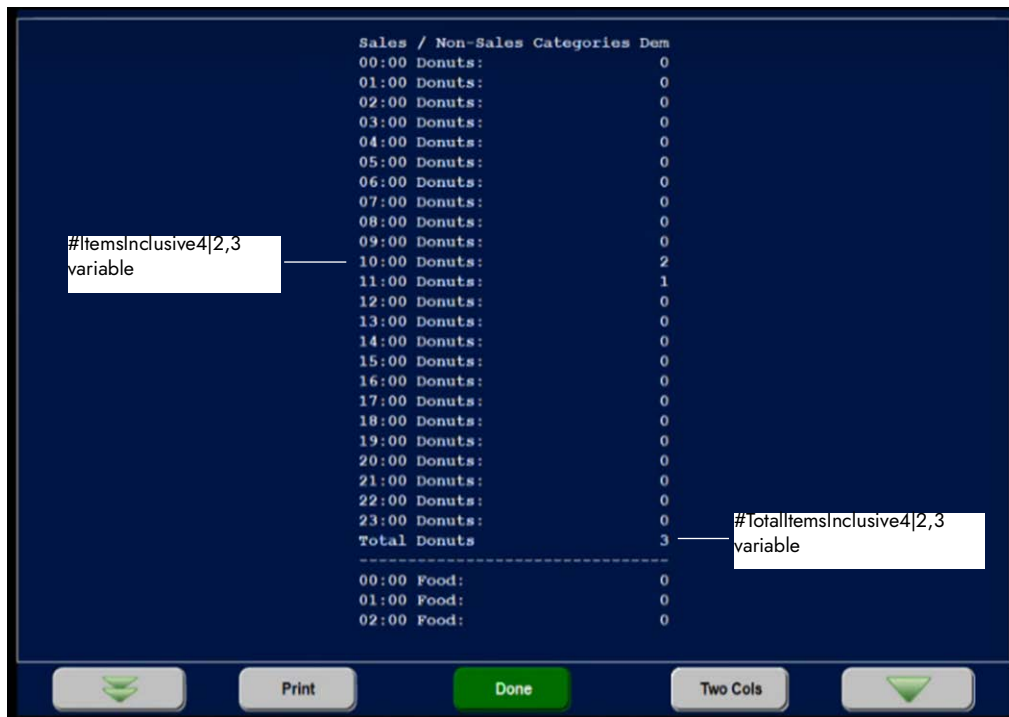


Figure 15 Custom FOH Report with Item Counts Variables

**To add item count variables to a custom FOH report:**

1. Select **Maintenance > Business > Custom FOH Reports**.
2. Click **New**.



Figure 16 Custom FOH Report Tab

3. Type a **name** for the report, such as 'Donut Count.'
4. Select **Allow report to be run by multiple employees at a time**.
5. Select a **time increment** from the 'Report format' drop-down list, such as 'Sort data in 60 minute increments.'
6. Select the **Design** tab.
7. Under the 'Design' group bar, click **Add**. A new line of the report appears.



- Click the **ellipses (...)** to display the Report Line Builder dialog box. Using the help text, example and report line as a guide, build the specific **line** of the report and click **Insert**.

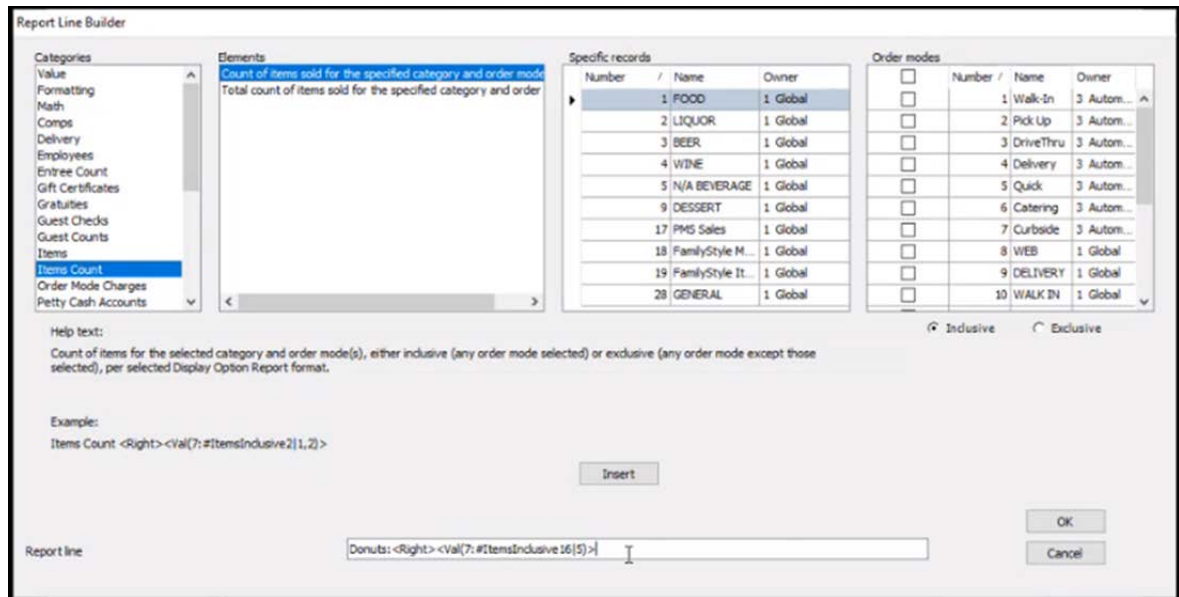


Figure 17 Report Line Builder - Item Count

- Select **Item Count** from the 'Categories' list. The variables for 'item count' populate in the 'Elements' list and the 'Order modes' selection list become available.
- Select **Count of items sold for the specified category and order mode** from the 'Elements' list.
- Select one **sales** or one **general** category from which to report from the 'Specific records' list.
- Select one or more **order modes** from which to report from the 'Order modes' list.
  - To include all order modes, select the **check box** above the list of order modes.
  - To include specific order modes, select **Inclusive** and then each **order mode** to include in the report from the list of order modes.
  - To exclude specific order modes, select **Exclusive** and then each **order mode** to exclude from the report from the list of order modes.
- Click **OK** to return to the Design tab.
- Repeat **steps 7 through 13** to add the **Total count of items sold for the specific category and order mode** variable to the report.

15. Add any other **design elements** to customize the report, such as inserting free text, blank lines, or a line with a single character. Use the example shown below as a guide.

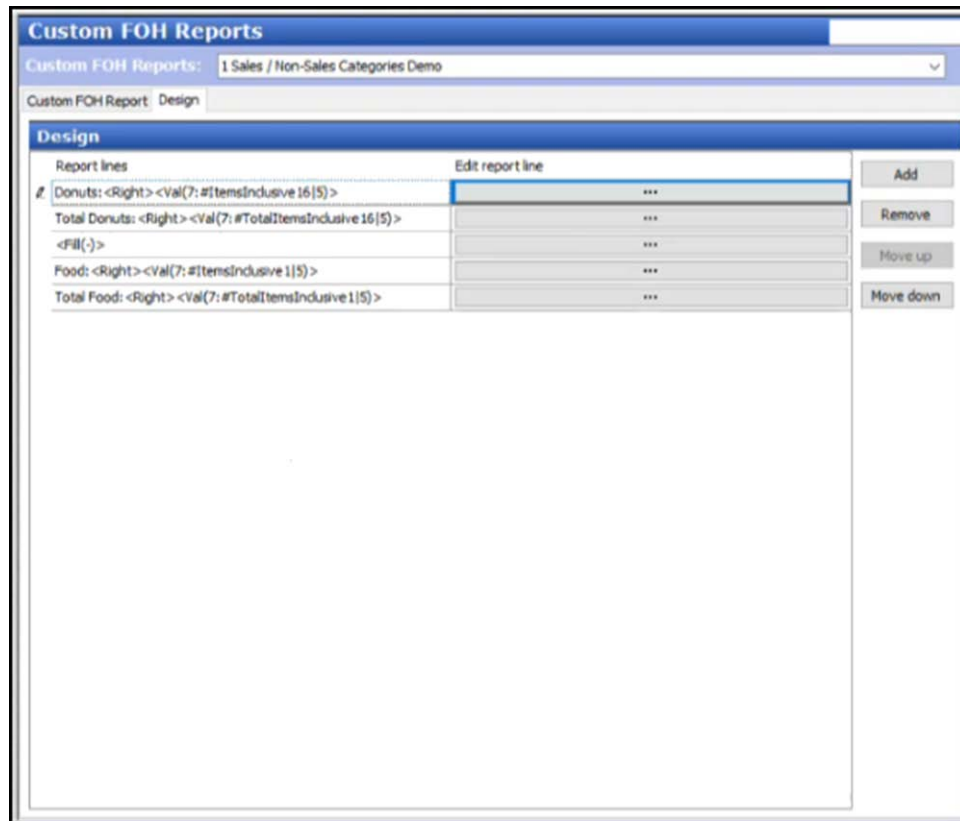


Figure 18 FOH Custom Reports - Design Tab

16. Click **Save** and exit the **Custom FOH Reports** function.

## Appendix B: Upgrading Custom FOH Reports

We introduced custom FOH reports in Aloha POS v7.0 as an external configuration file that you create using MS Notepad and then place it in the Data directory. When you tie the file to a button function, the system uses the file to generate the report in the FOH. Since the configuration file is external, the data is not housed in either Aloha Configuration Center or Aloha Manager. To compound the problem, in a hosted multi-store environment, you had to send the external configuration files to your stores separately. Additionally, creating the configuration file manually required a certain level of programming knowledge that increased the margin of error when typing a syntax string.

In Aloha POS v12.3, we added the Custom FOH Report function in Aloha Configuration Center and Aloha Manager to alleviate these issues. Using the configuration management tool, you create an ID record for each custom FOH report so you do not need separate external configuration files and store the data in the database. Additionally, we provide a user interface for building the syntax strings when creating your report.

If you implemented custom FOH reports prior to Aloha POS v12.3, you can upgrade the reports to the configuration management tool or choose to keep your current implementation. As the preferred solution, we recommend you upgrade your custom FOH reports to use the configuration management tool, either Aloha Configuration Center or Aloha Manager. Provided you already followed the steps depicted in the body of this guide, you need to modify a couple of areas in your configuration.

If you created custom FOH reports prior to Aloha POS v15.1 and configured Print Intercept to view a custom report on-screen versus automatically printing a report, when you upgrade to Aloha POS v15.1, you must select a new option called 'Display custom reports on the FOH' under the 'Report settings' group bar in the Report Printing group on the Store Settings tab in Maintenance > Business > Store to continue this behavior. If you do not, all custom FOH reports automatically print to the local receipt printer by default.

### Upgrading your custom FOH report to the configuration management tool

The first step is to enter the content of your existing report into the Custom FOH Report function so the report is housed in the database. Instead of retyping each line into the function, you simply need to create a Custom FOH Report record and manually copy and paste each line in the 'Report line' text boxes. Refer to ["Creating a custom FOH report" on page 10](#) for additional information.

#### To enter the content of your existing report into the Custom FOH Report function:

1. Select **Maintenance > Business > Custom FOH Reports** ([Figure 4](#)).
2. Click **New**.
3. Type a **name** to identify the report. You can use the same name as the external configuration file you are replacing.

4. If you want to report on a specific job code, or group of job codes, select a **job code** from the 'Available' list and click >> to move the job code to the 'Filter by' list.
5. Select the **Design** tab.
6. Click **Add**.

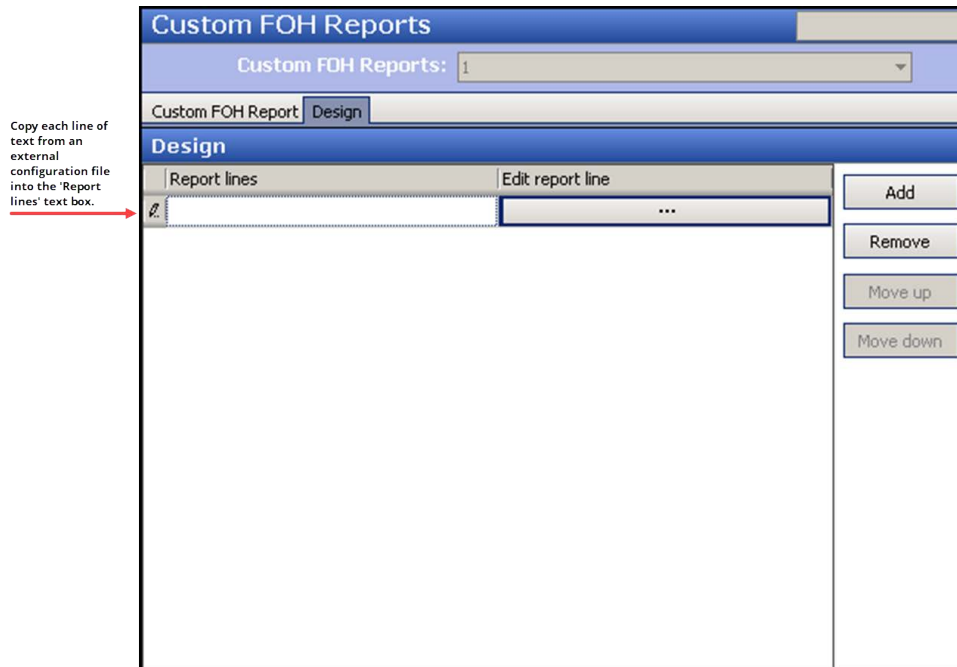


Figure 19 Custom FOH Report - Design Tab

7. Copy a **line of text** from the external configuration file and paste it into the 'Report line' text box.

**Note:** You can use this opportunity to adapt or change the content to your specific needs relating to the report.

8. Repeat **step 7** until you paste each line into the Custom FOH Reports function.
9. Click **OK** to return to the Custom FOH Reports function.
10. Click **Save**.
11. Repeat this **procedure** for any other custom FOH report you want to upgrade.
12. Click **Close** to exit the **Custom FOH Reports** function.

The second step is tying the FOH button to the custom FOH report that is now housed in your configuration management tool. To do this, please follow the instructions provided in ["Adding a custom report button to a panel"](#) on page 29.

## Keeping your current custom FOH report implementation

If you want to keep your current custom FOH report implementation, using external configuration files, the system performs the upgrade path for you. The button function configuration for each report changes to point to an externally defined report. If you notice a problem with your report, you can verify this configuration in Screen Designer. **Note:** This is not the preferred solution and we recommend you upgrade your custom FOH reports to the configuration management tool.

### To verify your button configuration points to an external custom FOH report:

1. Select **Maintenance > Screen Designer > Quick Service (or Table Service) Screen Designer**.
2. Select **Work with Panels**.
3. Select **Panel > Open Panel**. The open Panels dialog box appears.
4. Select a **panel to edit**, such as 'Manager Reports,' and click **OK**. The panel appears.
5. Select **Panel > New Button**. The Properties dialog box appears.
6. Under the 'Function' group bar, select **Custom Report** from the 'Action' drop-down list.
7. Select **Externally defined** to indicate the system uses a manually created external configuration file.

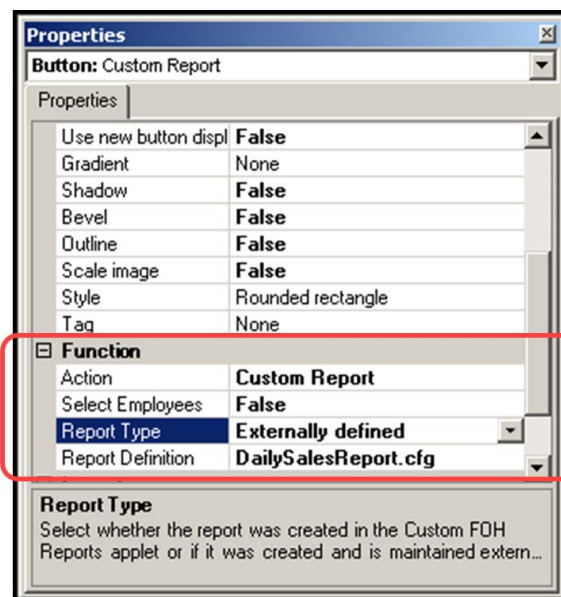


Figure 20 Custom Report Button Properties (Externally Defined)

8. Type the **name of the configuration file** (with a .cfg extension), located in the Data directory, to link to this button. If you do not link the button to a report configuration file, the button does not generate a report.

9. Type the **text** to identify the specific report you want to generate in 'Name.' The text appears on the button.
10. Complete the **remaining options** for the button, such as font, background color, and text alignment.
11. Repeat this **procedure** for each custom report you want to add to the panel.
12. Select **Panel > Save Panel** and exit the **Screen Designer** function.

## Custom FOH Reports, Feature Focus Guide

NCR Voyix welcomes your feedback on this document. Your comments can be of great value in helping us improve our information products. Please contact us using the following email address:  
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