Report of Staff Costs

This report shows what the staff has cost between two dates and what percentage of the sales it represents. It adds up the cost of the hours worked and the cost of the deliveries.

How to get here: menu **Employees → Reports → Staff Cost**.

> Access to this report depends on the employee's access level.

Dates and subcenter

The **Staff Cost** window opens.

- **Select the dates**: in **From** and **To**, choose the period of the report. The first and the last day of the current month are filled in by default.
- **Subcenter**: **All** or one of the subcenters of the branch.

Getting the report

1. Choose the dates and the subcenter.
2. Click **Ok**.

If nobody has worked in that period, the warning "There is no employee with hours worked in the indicated date range." appears.

The report

The report has three blocks.

Cost per work shift. One line for each work shift and, at the end, the total:

Column	What it shows
Work Shift	The work shift.
Hours Worked	The hours worked by the employees of that work shift.
Cost per Work Shift	The cost of those hours.
Cost over sales	That cost as a percentage of the sales excluding taxes of the period.

Cost of deliveries. The delivery orders of the period that are already checked out and are not cancelled:

Column	What it shows
Number of Deliveries	The number of deliveries.
Actual Kilometers	The actual kilometers traveled.
Theoretical Kilometers	The theoretical kilometers.
Cost of Deliveries	The cost of the deliveries.
Cost over sales	That cost as a percentage of the sales excluding taxes of the period.

Total cost. Total Cost adds up the cost of the work shifts and the cost of the deliveries. **Cost over sales** is its percentage of the sales.

> The cost of each delivery comes from the **Estimated price per delivery** in General Options. PizzaGest stores that price with each Close Shift Day.

Buttons

- **Ok**: generates the report.
- **Cancel**: closes the window without generating the report.

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