

**Department:** all stores**Date:** 4/2/2014**Subject:** PPA Calculation**HID #:** 025

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### **Purpose**

To get the most reliable sales per cover data from our POS system

### **Responsibility**

GMs will be responsible for making changes to the POS and ensuring that Assistant and future management have a complete understanding of the method outlined herein as well as the goals that we hope to achieve.

### **Guidelines**

Best practice to calculate PPA [per person average] is to track cover counts from Server and Cocktail positions through pivot seating tracking.

### **SET UP**

1. Maintenance>Store Settings>Order Entry>Guest Counts and UNCHECK the boxes for:

- User Entered Counts
- Pivot Seating Counts
- Category Counts

SAVE your changes

This seems counter-intuitive, but we are going to ask the system to use pivot seating data elsewhere.

2. Maintenance>Labor>Job Codes and then for EACH SERVER-RELATED JOB CODE (server, cocktailer, etc.) check the box marked "Pivot Seating" and SAVE Changes. This Box should NOT be checked for AM BAR, Ghost BAR, etc. because those types are not typically assigning items to seat numbers within a guest check.

Within the Bartender Group Box on this page, please check the box marked "Bartender May enter a guest count at order entry screen"

3. Maintenance>System>Revenue Centers>Guest Count Tracking and to make sure that the "Use Pivot Seating" Box is NOT checked.

This will give us the most accurate PPA.

### **Calculating PPA**

A cover count will be added to the system as the server/cocktailer assigns a menu item to a seat or when a bartender adds a cover count..

We then divide TOTAL Sales by total covers to calculate the PPA.

SALES by REVENUE CENTER report will enable us to separately calculate PPA data for DINING, BAR, PATIO and any other Revenue Center that we have defined. TABLE NUMBERS must be accurately assigned to the correct REVENUE CENTERS for the data to be correct.

Since BARTENDERS are usually creating TABS not TABLES, we will need to look elsewhere for the PPA data for the Bar.