## Prevent Publishing Schedules that Exceed Budget

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## Using Percent Labor vs Sales as Labor Control

1. Enter sales projections: https://support.dolceclock.com/help/entering-projected-sales

## 2. Sent analytics controls:

- Gearwheel Menu > Analytics Settings
- Check the settings shown below, and Save Settings

Schedule Publishing	PTO Other Earnings	Create Budget Based on % Labor vs Sales Goal
Only allow publishing if (Weekly Analytics)	Include PTO / Sick in Daily and Weekly analytics	Goal Labor %
Vone Vone		without Training / Ops with Training / Ops
Labor % is less than your Goal Labor %		◯ Create Budget Based on % Total vs Sales Goal
Labor \$ is less than your Goal Labor \$		O Manual Entry of Labor Budget. % Labor vs Sales is Derived
<ul> <li>Hours are less than your Goal Hours</li> </ul>		
Only allow publishing if (Daily Analytics)		
None		
Projected Sales are Entered		
Editing actual sales disabled when schedule published		
Editing projected sales disabled when schedule published		
Show Un-Vaccinated Employees at Schedule Publishing		
Show Training/Admin Punches at Schedule Publishing		

- For a given schedule, in the Weekly analytics table, enter the % Labor Target in the Budget column as shown below.
  - The table will back out fixed salary labor, and show the max Hourly labor % (see outlined number below)
  - As a manager builds a schedule, they will see the total hourly labor they've scheduled alongside the budgeted %
  - If the Schedule exceeds the labor target, manager will be unable to publish the schedule.
     (providing the Analytics constraints shown above are engaged)

Total Week						
	2018	Budget	Scheduled	Actual		
Sales	\$32,885		\$25,706	\$0		
Hours	440		469	0		
OT Hours	0		0	0		
\$ Hourly	\$3,799		\$4,315	\$0		
\$ OT Labor	\$0		\$0	\$0		
\$ Hourly + OT	\$3,799		\$4,315	\$0		
% Hourly + OT	11.6%	17.3%	16.8%	0%		
Training / Ops Hours	0.0		2.0	0.0		
\$ Training / Ops	\$95		\$20	\$0		
% Training / Ops	0. %		0.1%	0%		
% Total Hourly	11.8	17.4%	16.9%	0%		
\$ Salary	\$2,63 <mark>.</mark>		\$1,957	\$0		
% Salary	8.0%	7.6%	7.6%	0%		
\$ Total Salary + Hourly	\$6,534		\$6,291	\$0		
% Total Salary + Hrly	19.9%	25 %	24.5%	0%		

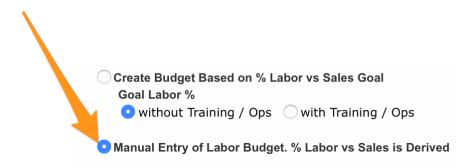
NOTE: When you add a Budget %, you'll be prompted to carry forward the % target for the next 13 weeks.



Using Hours or Labor Dollars as Labor Control

From Gearwheel Menu > Analytics Settings

• Change the labor control as shown below, and Save Settings



• You are now able to populate Budget variables other than % labor

Total Week							
					None		
	2018	Budget	Scheduled	Schd WTD	Actual		
Sales	\$0	\$30,000	\$30,000	\$0	\$0		
Hours	0	200	0	0	0		
OT Hours	0		0	0	0		
\$ Hourly	\$0	\$9,500	\$0	\$0	\$0		
\$ OT Labor	\$0		\$0	\$0	\$0		
\$ Hourly + OT	\$0	\$9,500	\$0	\$0	\$0		
% Hourly + OT	0%	31.7%	0.0%	0%	0%		
Training / Ops Hours	0.0		0.0	0.0	0.0		
\$ Training / Ops	\$0		\$0	\$0	\$0		
% Training / Ops	0%		0.0%	0%	0%		
% Total Hourly	0.0%	31.7%	0.0%	0%	0%		
\$ Salary	\$577	\$600	\$577	\$0	\$0		
% Salary	0.0%	2.0%	1.9%	0%	0%		
\$ Total Salary + Hourly	\$577	\$10,100	\$577	\$0	\$0		
% Total Salary + Hrly	0.0%	33.7%	1.9%	0%	0%		

- If you'd like to prevent publishing a schedule if Labor Dollars or Hours exceeds the budgeted column, email support@dolcesoftware.com to engage the setting.
- If you'd like to upload annual budgets via spreadsheets, emailsupport@dolcesoftware.com and we'll guide you through the import process.