

# 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. Set analytics controls:

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

**Schedule Publishing**

Only allow publishing if (Weekly Analytics)

None

Labor % is less than your Goal Labor %

Labor \$ is less than your Goal Labor \$

Hours are less than your Goal Hours

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

**PTO Other Earnings**

Include PTO / Sick in Daily and Weekly analytics

Create Budget Based on % Labor vs Sales Goal

Goal Labor %

without Training / Ops  with Training / Ops

Create Budget Based on % Total vs Sales Goal

Manual Entry of Labor Budget. % Labor vs Sales is Derived

- 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				None
	2018	Budget	Scheduled	Actual
<b>Sales</b>	<b>\$32,885</b>		<b>\$25,706</b>	<b>\$0</b>
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
<b>% Hourly + OT</b>	<b>11.6%</b>	<b>17.3%</b>	<b>16.8%</b>	<b>0%</b>
Training / Ops Hours	0.0		2.0	0.0
\$ Training / Ops	\$95		\$20	\$0
% Training / Ops	0.1%		0.1%	0%
<b>% Total Hourly</b>	<b>11.8%</b>	<b>17.4%</b>	<b>16.9%</b>	<b>0%</b>
\$ Salary	\$2,633		\$1,957	\$0
% Salary	8.0%	7.6%	7.6%	0%
\$ Total Salary + Hourly	\$6,534		\$6,291	\$0
<b>% Total Salary + Hrly</b>	<b>19.9%</b>	<b>25%</b>	<b>24.5%</b>	<b>0%</b>

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

Set 16% as Goal 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

Create Budget Based on % Labor vs Sales Goal  
 Goal Labor %
   
 without Training / Ops
  with Training / Ops

Manual Entry of Labor Budget. % Labor vs Sales is Derived

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

Total Week

	2018	Budget	Scheduled	None	
				Schd WTD	Actual
<b>Sales</b>	\$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
<b>% Hourly + OT</b>	<b>0%</b>	<b>31.7%</b>	<b>0.0%</b>	<b>0%</b>	<b>0%</b>
Training / Ops Hours	0.0		0.0	0.0	0.0
\$ Training / Ops	\$0		\$0	\$0	\$0
% Training / Ops	0%		0.0%	0%	0%
<b>% Total Hourly</b>	<b>0.0%</b>	<b>31.7%</b>	<b>0.0%</b>	<b>0%</b>	<b>0%</b>
\$ Salary	\$577	\$600	\$577	\$0	\$0
% Salary	0.0%	2.0%	1.9%	0%	0%
\$ Total Salary + Hourly	\$577	\$10,100	\$577	\$0	\$0
<b>% Total Salary + Hrly</b>	<b>0.0%</b>	<b>33.7%</b>	<b>1.9%</b>	<b>0%</b>	<b>0%</b>

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