



Sales Summary

Allows you to view a summary of your sales across companies and locations based on any date range you define, grouped how you want (i.e. date, week, fiscal period, or year) It also allows you to quickly compare that data to the same date range for the previous year.

Navigate to **[Reporting> Sales Summary]**

Selections: select the companies and locations you wish to view (report will not generate without location selected even if the company only has one location). Underneath “Start Date” date enter the date you wish to start your date range, Underneath “End Date” enter the date you wish to end your date range. Click on the **[Group by Drop-Down]** and select the way in which you wish to view your data, by date (broken down by the day), week, fiscal period, or year.

- **Note:** *The time the report takes to generate is based on the selections you make on how to group your data. Grouping by date will take slightly longer to generate that grouping by year for example.*

You can also export your data as a CSV file by clicking on the **[Download CSV Button]**



The Breakdown: the data is broken down based on your selections. It displays Number of Guests, Checks, Gross Sales, Discounts, Net Sales, Labor Hours, Labor Cost, and Sales Tax.

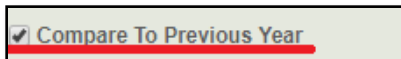
*** The following page will show examples of the data with and without comparing it to the previous year. ***



The example below shows sales grouped by date without checking the “Compare to Previous Year [Check Box]”. It breaks down the data by Guests, Checks, Gross Sales, Discounts, Net Sales, Labor Hours, Labor Cost, and Sales Tax.

Location	Date	Week	Period	Year	Guests	Checks	Gross Sales	Discounts	Net Sales	Labor Hours	Labor Cost	Sales Tax
Wired Wine Bar North	04/04/2019	14	Period 4 starting 03/25/2019	2019	570.00	242	\$9,643.63	\$350.07	\$9,293.56	0.00	\$0.00	\$817.89
Wired Wine Bar North	04/05/2019	14	Period 4 starting 03/25/2019	2019	845.00	375	\$16,701.80	\$344.52	\$16,357.28	0.00	\$0.00	\$1,429.48
Wired Wine Bar North	04/06/2019	14	Period 4 starting 03/25/2019	2019	1015.00	417	\$17,520.07	\$407.65	\$17,112.42	0.00	\$0.00	\$1,504.21
Wired Wine Bar North		Week 14 Subtotal	Period 4 starting 03/25/2019	2019	4011.00	1746	\$74,781.48	\$5,826.46	\$68,955.02	660.14	\$4,974.38	\$6,056.67
Wired Wine Bar North	04/07/2019	15	Period 4 starting 03/25/2019	2019	864.00	341	\$14,530.11	\$408.34	\$14,121.77	0.00	\$0.00	\$1,242.75
Wired Wine Bar North		Week 15 Subtotal	Period 4 starting 03/25/2019	2019	864.00	341	\$14,530.11	\$408.34	\$14,121.77	0.00	\$0.00	\$1,242.75
Wired Wine Bar North			Period 4 Subtotal	2019	4875.00	2087	\$89,311.59	\$6,234.80	\$83,076.79	660.14	\$4,974.38	\$7,299.42
Wired Wine Bar North				2019 Subtotal	4875.00	2087	\$89,311.59	\$6,234.80	\$83,076.79	660.14	\$4,974.38	\$7,299.42

The example below shows data after clicking on the “Compare to Previous Year” [Check Box]. This displays the same data, but the yearly comparison is displayed in a new column directly to the right of each of the original data columns. The yearly comparison data shows you how you are doing compared to the same time last year (i.e. 1st Monday of the 1st period = 1st Monday of the 1st period) as a sales percentage (increase in sales will be indicated by green text and decreases in sales will be shown in red text making it easy to see how you are doing at a glance.



Location	Date	Week	Period	Year	Guests	%LY	Checks	%LY	Gross Sales	%LY	Discounts	%LY	Net Sales	%LY
Wired Wine Bar North	04/01/2019	14	Period 4 starting 03/25/2019	2019	443.00	- 11.93%	207	- 2.82%	\$8,567.05	- 8.83%	\$1,857.67	+ 27.42%	\$6,709.38	- 15.48%
Wired Wine Bar North	04/02/2019	14	Period 4 starting 03/25/2019	2019	587.00	- 4.08%	269	- 6.27%	\$12,765.73	- 5.95%	\$2,591.70	+ 27.66%	\$10,174.03	- 11.86%
Wired Wine Bar North	04/03/2019	14	Period 4 starting 03/25/2019	2019	551.00	- 10.55%	236	- 10.61%	\$9,583.20	- 14.70%	\$274.85	- 47.66%	\$9,308.35	- 13.08%
Wired Wine Bar North	04/04/2019	14	Period 4 starting 03/25/2019	2019	570.00	- 27.30%	242	- 25.99%	\$9,643.63	- 29.54%	\$350.07	- 36.12%	\$9,293.56	- 29.27%
Wired Wine Bar North	04/05/2019	14	Period 4 starting 03/25/2019	2019	845.00	- 10.58%	375	- 7.41%	\$16,701.80	- 2.21%	\$344.52	- 43.12%	\$16,357.28	- 0.70%

- **Note:** you can click the “Compare to Previous Year” [Checkbox] after the report has already generated and the previous year comparison will still populate right away as columns to the right of the data from the current date range.