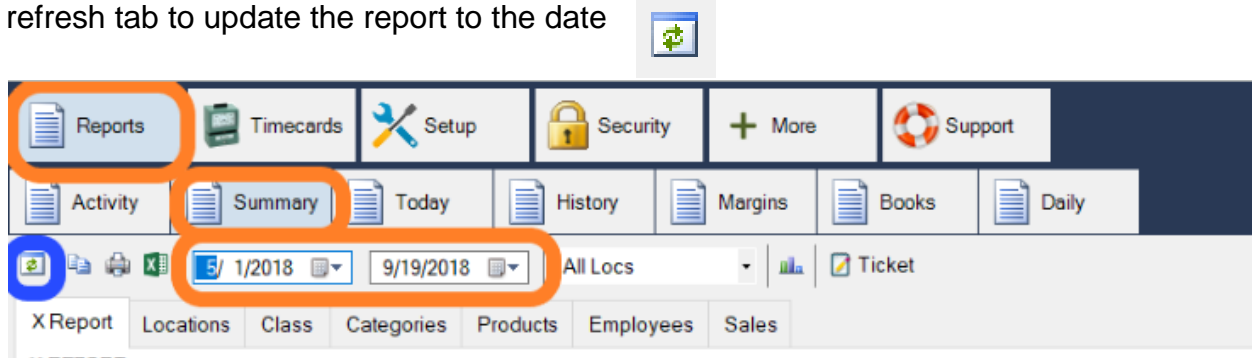


Creating reports for daily, weekly, monthly totals.

- Sales gross, sales net, gift cards, trade accounts, gross tax, net revenue, discounts, categories, tips, payment types, returns, voids, guest average spend, average check.

Navigate to Reports, Summary, then put in the date range. Be sure to click on the refresh tab to update the report to the date



This will create a report with several tabs that will offer data summarized over your chosen date range.

X Report	Locations	Class	Categories	Products	Employees	Sales
X REPORT						
05/01/18 to 09/19/18						
All Locations						
GROSS SALES					894.31	sales before discounts
- Discounts					0.00	
NET SALES					894.31	
+ Tax Collected					31.28	tax added to tickets
TOTAL RECEIPTS					925.59	includes Gift Cards & Trade Accts
Tax Collected					31.28	
Tax In Price					32.28	
TOTAL TAX					66.62	
NET REVENUE					862.03	Total Receipts - Total Tax

GROSS SALES before Discounts						
Alcohol			110		617.20	
Food			22		150.26	
Deposits			1		80.00	
Merchandise			3		46.85	
GROSS SALES					894.31	
