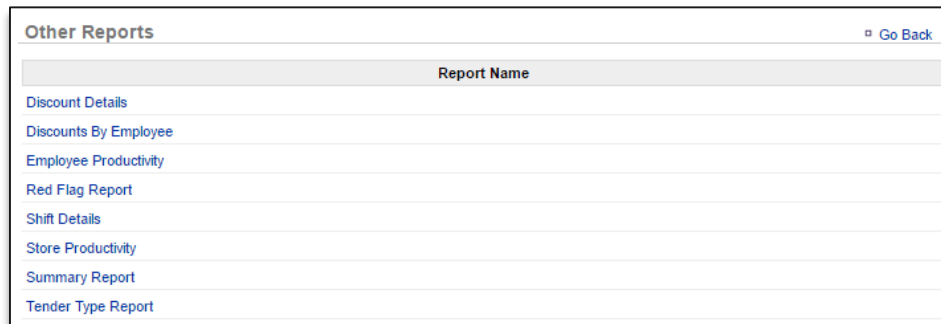

SUMMARY REPORT

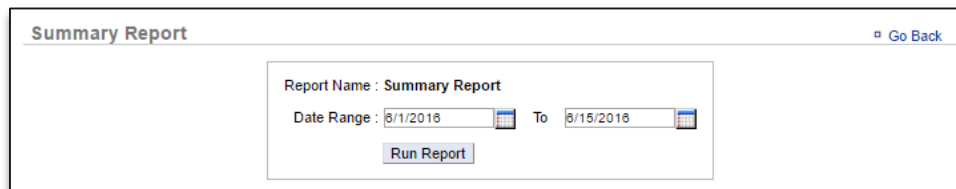
The **Store Summary** report allows you to view gross sales, net discounts, total sales, refunds, net sales, gift card sales, taxes, receipts, donations, gift cards sold, hours works, credit card sales, net invoice amounts, average invoice amount, labor cost and labor percentage for any date range you run.

To access the **Summary** report:

1. Log into NCR Console, go to the **Reports** tab and click **Other Reports**
2. Click **Summary Report** from the list of other reports



3. Click the calendar icons to the right of **Date Range** to set the range
4. Click **Run Report**



5. Click the **Change** link to the right of the date range to change the range
6. There is a scroll bar at the bottom of this report which allows you to scroll to the right for more information

Summary Report [Go Back](#) [More Options](#)

Date Range: 6/1/2016 - 6/15/2016 [Change](#)

Date	Gross Sales	Net Discounts	Total Sales	Net Refunds	Net Sales	Gift Card Sales	Total Taxes	Total Receipts	Donations	Gift Cards Sold	Hours Worked	Credit Sales
6/2/2016	\$217.93	\$13.99	\$203.94	\$55.97	\$147.97	\$0.00	\$12.03	\$160.00	\$0.00	\$0.00	15.07	\$78.93
6/3/2016	\$127.42	\$18.29	\$109.13	\$72.44	\$36.69	\$0.00	\$2.76	\$39.45	\$0.00	\$0.00	0.00	(\$39.44)
6/6/2016	\$141.41	\$41.47	\$99.94	\$10.49	\$89.45	\$0.00	\$7.27	\$96.72	\$0.00	\$0.00	0.00	\$55.07
6/7/2016	\$837.95	\$92.69	\$745.26	\$194.99	\$550.27	\$0.00	\$44.70	\$594.97	\$0.00	\$0.00	4.10	\$0.00
6/8/2016	\$81.75	\$36.07	\$45.68	\$30.00	\$15.68	\$0.00	\$1.27	\$16.95	\$0.00	\$0.00	5.53	\$0.00
6/9/2016	\$5.00	\$0.00	\$5.00	\$349.98	(\$344.98)	\$0.00	(\$28.02)	(\$373.00)	\$0.00	\$0.00	0.00	(\$210.83)
6/10/2016	\$18.85	\$0.00	\$18.85	\$5.10	\$13.75	\$0.00	\$1.12	\$14.87	\$0.00	\$0.00	6.73	\$5.41
6/13/2016	\$176.57	\$25.98	\$150.59	\$11.50	\$139.09	\$0.00	\$11.31	\$150.40	\$0.00	\$0.00	5.22	\$5.41
6/14/2016	\$489.56	\$50.78	\$438.78	\$27.50	\$411.28	\$0.00	\$33.42	\$444.70	\$0.00	\$0.00	8.80	\$40.55
6/15/2016	\$367.06	\$84.21	\$282.85	\$28.99	\$253.86	\$0.00	\$20.63	\$274.49	\$0.00	\$0.00	6.02	\$0.00
Total	\$2,463.50	\$363.48	\$2,100.02	\$786.96	\$1,313.06	\$0.00	\$106.49	\$1,419.55	\$0.00	\$0.00	51.47	(\$64.90)

TO EXPORT THE SUMMARY REPORT

1. Click **More Options**
2. Click **Export**

Summary Report [Go Back](#) [More Options](#)

Date Range: 6/1/2016 - 6/15/2016 [Change](#)

[Print](#)
[Export](#)

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3. An excel file will appear at the bottom left corner of the screen (or wherever your downloads appear)
4. Save the file to your computer for future reference