UPLOADING SALES DATA

The **Upload Sales Data** feature is typically used when historical data needs to be entered prior to the integration of NCR Console software to your NCR Silver or Silver Pro Restaurant system; or when sales need to be adjusted for a specific day.

To upload sales data:

- 1. Log into NCR Console, go to the **Store** tab, and click **Day-to-Day**
- 2. Click More Options and a drop down will appear
- 3. Click Upload Sales data

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Day-to-Day 🔱 🔍 More Op														More Options			
				~	Jun	Ju	ıly 2016 🔍		Aug ≫					Uplo	ad Sales Data		
	Sun 🔍			Mon 🔍 🛛 Tue		Tue 🔍	Wed 🔍		Thu 🔍		Fri 🔍 🛛 Sat		Sat	Import Customer Count			
	Jun 26	**	27		28	***	29	<u></u>	30	<u></u>	Jul 1	<u></u>	2		<u></u>	Week's Total	
				\$373.25		\$107.02		\$39.74		\$150.70		\$159.76				= \$830.47	

- 4. Select Format from the dropdown
- 5. Click **Choose file** and select the file to upload. This should be a file you have saved to your computer in an excel format
- Click Upload (*Click Cancel at any time to cancel your changes and navigate back to the previous screen*).
 Keep in mind that uploading sales data will override anything that may already be in the system. You will be asked to confirm your choice before the upload takes place.

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Note: To view an example of the required format, click "Click here to view a sample".

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1	Date			Sales			Cu	stomer	s			
2		8/1/2	2007		1260	.28			161			
3		8/2/2	2007		1256	.90			158			
4		8/3/2	2007		1445	.04			163			
5		8/4/2	2007		1793	.77			183			
6		8/5/2	2007		1733	.59			184			
7		8/6/2	2007		1098	.54			129			
8		8/7/2	2007		864	.17			124			
9		8/8/2	2007		1205	.44			152			