

LABOR COST REPORT

The **Labor Cost** report in NCR Console allows you to view labor costs for any given period of time. Keep in mind that pay rates must be set to calculate labor costs (see the **Creating a New User** and **Time Card training modules**).

To access the **Labor Cost Report**:

1. Log into **NCR Console**, go to the **Reports** tab, click **Labor**
2. Click **Labor Costs**
3. This report defaults to the current day going back two weeks. Enter the desired date range and click **Update**

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Date Range : 7/23/2016 to 8/5/2016 [Update](#)

First Name ▲	Last Name	Pay Rate	Hours	Amount (\$)
Aaron	Smith	Salary	0.00	\$191.78
Daniel	Brooks	N/A	1.04	\$0.00
Logan	Ponders	Salary	0.00	\$255.71
Total			1.04	\$447.49
			Total Sales	\$856.86
			Labor %	52.2%

[View all Stores](#)

4. You have the option to sort by any one of the columns within **Labor Cost** report. To sort by a column, click the column header name
5. If you have multiple locations, click **View all Stores** to view labor cost information for all stores in one report

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Date Range : 7/23/2016 to 8/5/2016 [Update](#)

NCR Silver Café

First Name ▲	Last Name	Pay Rate	Hours	Amount (\$)
Aaron	Smith	Salary	0.00	\$191.78
Logan	Ponders	Salary	0.00	\$255.71
Total			0.00	\$447.49
			Total Sales	\$13.50
			Labor %	3,314.7%

One Stop Silver Shop

First Name ▲	Last Name	Pay Rate	Hours	Amount (\$)
Aaron	Smith	Salary	0.00	\$191.78
Logan	Ponders	Salary	0.00	\$255.71
Total			0.00	\$447.49
			Total Sales	\$0.00
			Labor %	N/A

PTC Concierge Support

First Name ▲	Last Name	Pay Rate	Hours	Amount (\$)
Aaron	Smith	Salary	0.00	\$191.78
Daniel	Brooks	N/A	1.04	\$0.00
Logan	Ponders	Salary	0.00	\$255.71
Total			1.04	\$447.49
			Total Sales	\$856.86
			Labor %	52.2%

You can export the Labor Cost Report and save to your computer to view at any time.

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