

## EDIT SALES

The **Edit Sales** feature in NCR Console's Advanced Reporting module is typically used when sales need to be adjusted for a specific day or set of days. For example, if you do a catering event or complete any kind of transaction not recorded on the POS, you can edit the sales to reflect the proper amount. It can also be used to add notes for selected days.

To edit sales, you will need to navigate to the Day-to-Day calendar:

1. Log in to NCR Console, go to the Store tab and click Day-to-Day
2. Click on the day you wish to edit to bring up more detailed information
3. From the window that opens, click **Edit** in the bottom left corner of the window

The screenshot shows a window titled "Friday, 5/13/2016" with a close button in the top right. The window displays the following information:

Net Sales	\$2,495.64	[ View P. Mix ] [ View Breakdown ] [ Hourly Sales ]	Options
Transaction Count	18		Becoming Sunny
Average Ticket	\$138.65		
Labor %	0.7%		78° / 54°
Notes	N/A		

At the bottom of the window, there are "Edit" and "Close" buttons.

4. This will bring up a box that allows you to enter the necessary changes and/or add notes for the day

The screenshot shows the same window as above, but with the "Edit" button clicked. The window now has input fields for "Sales" (2,695.64) and "Transaction Count" (19). The "Notes" field contains the text: "Catered event added sales to prior total of \$2,495.64". There is a "Save" button at the bottom right of the input area. The "Options" section on the right still shows "Becoming Sunny" with the weather icon and "78° / 54°". At the bottom of the window, there are "Cancel" and "Close" buttons.

5. Click **Save** when done