SETTING SALES GOALS

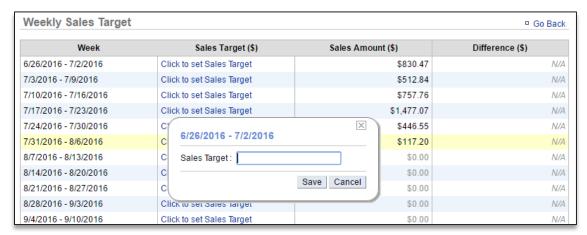
The NCR Console Advanced Reporting module allows you to set sales goals and track your performance to ensure your store is trending in the right direction. To set a sales goal:

- 1. Log in to NCR Console, go to the **Store** tab and click on **Planning**
- 2. Click Sales Target
- 3. Click the target you wish to set



TO SET A SALES GOAL BY WEEK

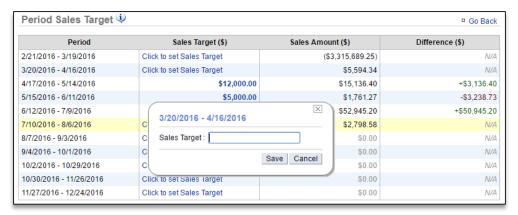
- 1. Click Sales Target by Week from the Sales Target screen
- 2. Select Click to set Sales Target for the week you wish to set a target for



3. Enter the sales target and click Save

TO SET A SALES GOAL BY PERIOD

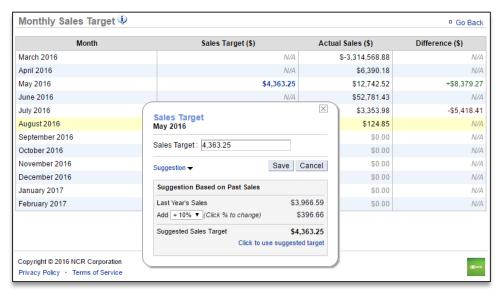
- 1. Click Sales Target by Period from the Sales Target screen
- 2. Select Click to set Sales Target for the period you wish to set a target for



3. Enter the sales target and click Save

TO SET A SALES GOAL BY MONTH

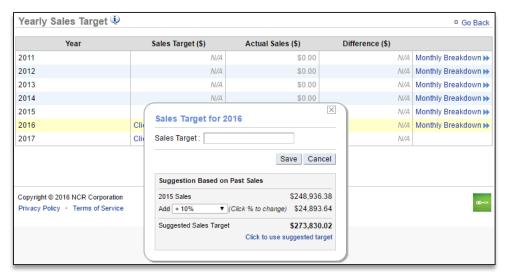
- 1. Click Sales Target by Month from the Sales Target screen
- Select Click to set Sales Target for the week you wish to set a target for
 - Enter the sales target in the open cell; OR
 - If you have prior year sales for the month you select, you have the option to select Suggestion.
 This will expand additional options
 - a. Click the drop down arrow next to **Add** to select a percentage increase
 - b. Select Click to use suggested target to autofill the open cell



3. Click Save

TO SET A SALES GOAL BY YEAR

- 1. Select Sales Target by Year from the Sales Target screen
- 2. Select Click to set Sales Target for the year you wish to set a target for
 - Enter the sales target in the open cell; OR
 - If you have prior year sales for the year you select, you have the option to select Suggestion.
 This will expand additional options
 - a. Click the drop down arrow next to **Add** to select a percentage increase
 - b. Select Click to use suggested target to autofill the open cell



3. Click Save

• Once a yearly goal has been set, you can view a per month breakdown by clicking **Monthly Breakdown** to the right of the year you want to view.

