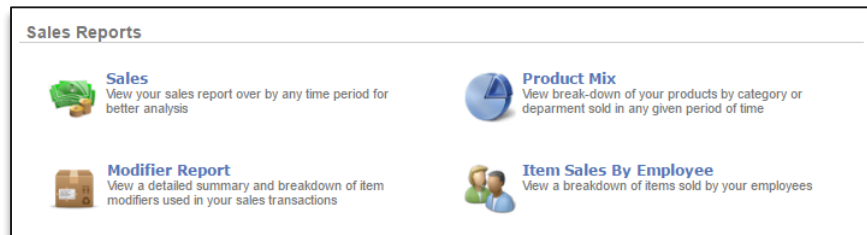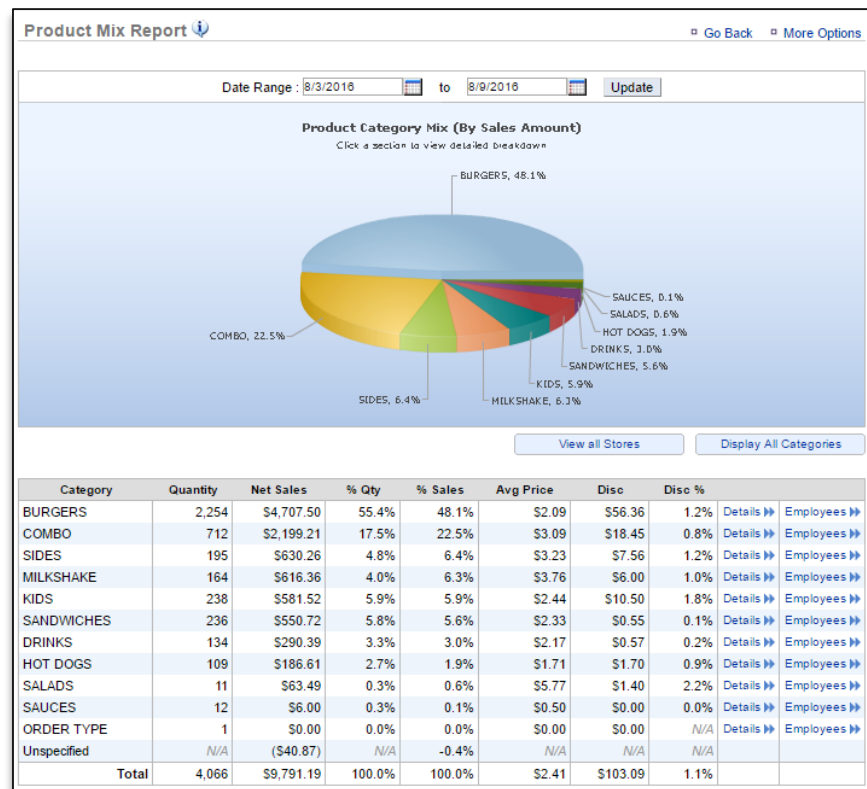## PRODUCT MIX REPORT

The **Product Sales** in NCR Console's Advanced Reporting module gives you detailed information about your sales broken down by categories and items. This report has a number of sub-pages to help you gain an in-depth view of what is being sold in your stores.

1. Log into NCR Console, go to the **Reports** tab and click **Sales Reports**

2. Click **Product Mix**

3. On the main page, you will see a graph of top level information and a table of detailed category sales information This report defaults to the current day going back seven days. Enter the desired date range and click **Update**

Category	Quantity	Net Sales	% Qty	% Sales	Avg Price	Disc	Disc %		
BURGERS	2,254	$4,707.50	55.4%	48.1%	$2.09	$56.36	1.2%	Details ▶▶	Employees ▶▶
COMBO	712	$2,199.21	17.5%	22.5%	$3.09	$18.45	0.8%	Details ▶▶	Employees ▶▶
SIDES	195	$630.26	4.8%	6.4%	$3.23	$7.56	1.2%	Details ▶▶	Employees ▶▶
MILKSHAKE	164	$616.36	4.0%	6.3%	$3.76	$6.00	1.0%	Details ▶▶	Employees ▶▶
KIDS	238	$581.52	5.9%	5.9%	$2.44	$10.50	1.8%	Details ▶▶	Employees ▶▶
SANDWICHES	236	$550.72	5.8%	5.6%	$2.33	$0.55	0.1%	Details ▶▶	Employees ▶▶
DRINKS	134	$290.39	3.3%	3.0%	$2.17	$0.57	0.2%	Details ▶▶	Employees ▶▶
HOT DOGS	109	$186.61	2.7%	1.9%	$1.71	$1.70	0.9%	Details ▶▶	Employees ▶▶
SALADS	11	$63.49	0.3%	0.6%	$5.77	$1.40	2.2%	Details ▶▶	Employees ▶▶
SAUCES	12	$6.00	0.3%	0.1%	$0.50	$0.00	0.0%	Details ▶▶	Employees ▶▶
ORDER TYPE	1	$0.00	0.0%	0.0%	$0.00	$0.00	N/A	Details ▶▶	Employees ▶▶
Unspecified	N/A	($40.87)	N/A	-0.4%	N/A	N/A	N/A		
Total	4,066	$9,791.19	100.0%	100.0%	$2.41	$103.09	1.1%		

The Product Mix report has a number of links to get you to the detail you need. The section below will help you understand where these links take you and what information you have. Refer back to the image of the main page above for additional reference.

- Click **View all Stores** (if you have multiple locations) from the main page, under the graph to view the product mix for each of your locations within one area. Click **Go Back** to return to the default report page


- Click **Display All Categories** from the main page, under the graph to expand product mix to include all categories and items. Click **Go Back** to return to the default report page

- A **Details** link appears on several sections of product mix reporting. Click the **Details** link from any page to view item level data for any selected category if available.

- Click **Trend** within category reporting pages to track trend of an item for the selected date range

  i.   Within the Product Trend page, click the dropdown menu to the right of the chart and below **Add to Chart** to add **% of Total Sales** or **Previous Year** data

  ii. Within the Product Trend page, check the boxes for any days you wish to include in the chart and click **Update Chart**
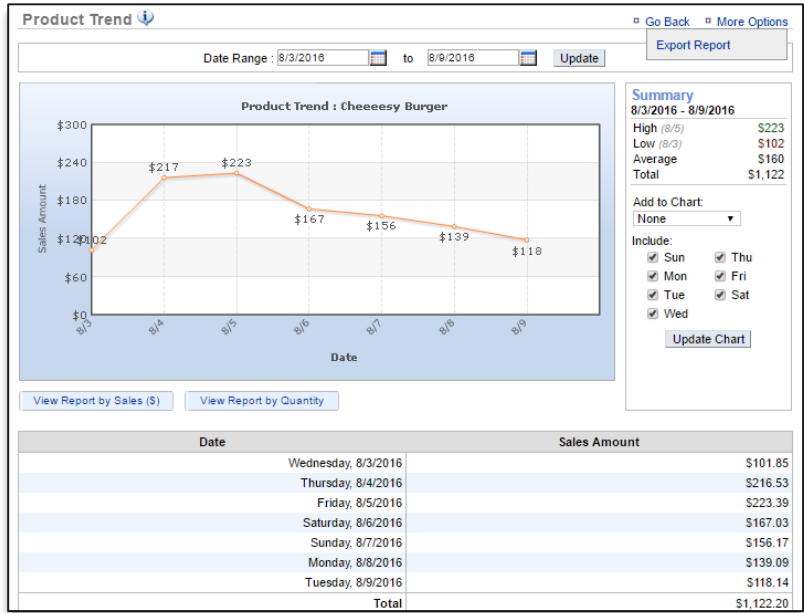
iii. To view this chart by sales, click **View Report by Sales ($)**

iv. To view this chart by quantity, click **View Report by Quantity**

- Click **Employees** from the main page to see item level sales by Employees (also see **Items Sales by Employee Report** help)

Any report you navigate to within the product mix can be exported to excel. To export a report:

1. Click **More Options**

2. Click **Export Report**

3. An excel file will appear at the bottom left corner of the page (or wherever your downloads appear)

4. Save the file to your computer for future reference