

## 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 (X) in the top right corner. The window displays the following information:

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

On the right side, there is a weather section titled "Options" with the text "Becoming Sunny", a sun icon, and "78° / 54°". At the bottom left is an "Edit" button, and at the bottom right is a "Close" button.

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 a dialog box titled "Friday, 5/13/2016" with a close button (X) in the top right corner. The dialog box contains the following fields and buttons:

Sales	<input type="text" value="2,695.64"/>
Transaction Count	<input type="text" value="19"/>
Notes	<input type="text" value="Catered event added sales to prior total of \$2,495.64"/>

On the right side, there is a weather section titled "Options" with the text "Becoming Sunny", a sun icon, and "78° / 54°". At the bottom left are "Cancel" and "Save" buttons, and at the bottom right is a "Close" button.

5. Click **Save** when done