

## COST OF GOODS REPORT

The **Cost of Goods Sold** report in NCR Console's Inventory Management module allows you to view the cost of goods sold based off of your inventory movement. You must use the inventory management features for this report to generate (see the **Add Inventory** and **Take Inventory** help).

To access the **Cost of Goods** report:

1. Log into NCR Console, go to the **Reports** tab and click **Inventory**
2. Click **Cost of Goods**. You will see a table of detailed information along with overall totals
3. This report defaults to the current day going back one week. Enter the desired date range and click **Update**

Cost of Goods Sold										
										<a href="#">Go Back</a> <a href="#">More Options</a>
Date Range : 8/4/2016 to 8/10/2016 <input type="button" value="Update"/>										
<b>Beverage</b>										
Inventory Item	Unit	Beginning	Received	Ending	Used	On Hand Cost	Used Cost	Cost to Sales	Cost to Cat Sales	
Coffee Regular Gold	Each	74.00	64.00	64.00	74.00	\$32.42	\$37.48	0.41%	N/A	
Freestyle Diet Sweetener	ontr	1.00	2.00	1.40	1.60	\$112.36	\$128.41	1.40%	N/A	
Freestyle Sweetener	ontr	5.00	4.00	1.40	7.60	\$27.33	\$148.35	1.62%	N/A	
Syrup Fruit Punch (3gal)	ontr	4.00	6.00	1.00	9.00	\$41.88	\$376.70	4.10%	N/A	
Syrup Fruit Punch (5gal)	ontr	6.00	2.00	1.00	7.00	\$78.85	\$551.94	6.01%	N/A	
<b>Total</b>						\$292.81	\$1,242.88	13.54%	N/A	
<b>Test Items</b>										
Inventory Item	Unit	Beginning	Received	Ending	Used	On Hand Cost	Used Cost	Cost to Sales	Cost to Cat Sales	
Bun Hamburger GF Class 3.2oz	Each	0.00	48.00	24.00	24.00	\$23.60	\$23.60	0.26%	N/A	
Mushroom Sliced Thin 1/4in	ontr	0.00	2.00	1.00	1.00	\$19.66	\$19.66	0.21%	N/A	
<b>Total</b>						\$43.26	\$43.26	0.47%	N/A	
Test Items Sales: \$0.00										
Net Sales: \$9,181.54										
Used Cost Total: \$1,286.15										
Used Cost %: 14.01%										
On Hand Cost Total: \$336.07										

## TO EXPORT THE COST OF GOODS REPORT

1. Click **More Options**
2. Click **Export**
3. A csv 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