SALES SUMMARY REPORT

The Sales Summary Report is a multi-page report which shows net and gross sales, total cash, order statistics, labor statistics, gift cards issued, gift cards reloaded, and other such information for a designated location and reporting period. The report is run on the Admin Portal by going to the **Reports** screen, selecting **Sales Summaries**, and then selecting **Sales Summary**.

Many of the fields are calculated based on other data in the report, and how those fields are calculated depends on settings that are made in the Settings Editor under **Options > Accounting > Reporting**.

Accounting > Reporting *options*

Option	Description
Deduct Tips & Gratuities from Cash	Deducts all tips and gratuities from *Total Cash* and displays the total in *Calculated Cash*
Include Discounts in Net Sales	Includes the total of the *Discounts* field in *Net Sales*
Include Promotions in Net Sales	Includes the total of the *Promotions* field in *Net Sales*
Include Tax in Gross Sales	Includes all taxes collected in *Gross Sales*
Include Voids in Gross Sales	Includes the total of the *Voids* field in *Gross Sales*

Report Option: Filter by Section

Checking the **Filter By Section** check box or the **Filter By Item** check box allows you to narrow the scope of the report to specific item groups or items. The lists allow multiple selections. Select a range by Shift-clicking. Select multiple individual items in the list by Ctrl-clicking.

Filter by Section check box and selection list

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Example Sales Summary report

Sales Summary — **Regression**
4/28/2016 1:30:20 PM Pacific Time — Thursday, April 28, 2016

Gross Sales	$300.34	**Order Count:**	18
Net Sales	$257.00	**Guest Count:**	17.23
		Order Average:	$14.28
Total Item Sales	$446.00		
+ Cash Tips Received	$2.00	**Taxable Item Sales:**	$155.50
+ Tax	$16.24	**Non-Taxable Item Sales:**	$101.50
+ Surcharges	$5.20		
+ Cash Deposits Accepted	$5.00	**Deposits Accepted Amount:**	$5.00
- Deposits Redeemed	$0.00	**Deposits Redeemed Amount:**	$0.00
+ Paid In	$100.00		
- Paid Out	$200.00	**Labor Cost:**	$54.75
- Discounts	$6.50	**Labor Hours:**	3.65
- Promotions	$7.58	**Labor Percent:**	21.30%
- Gift Card Promotions	$0.00	**Sales Per Labor Hour:**	$82.28
- Refunds	$11.90		
- Voids	$28.00	**Gift Card Issue Count:**	1
- Non-Cash Payments	$0.00	**Gift Card Issue Amount:**	$50.00
- Cash Back	$0.00	**Gift Card Reload Count:**	1
= Total Cash	$320.46	**Gift Card Reload Amount:**	$100.00
- Tips	$2.00	**Gift Card Cash Out Count:**	0
- Gratuities	$5.20	**Gift Card Cash Out Amount:**	$0.00
= Calculated Cash	$313.26		
		Donation Count:	0
		Donation Total:	$0.00

Sales Summary — **Regression**
4/28/2016 1:30:20 PM Pacific Time — Thursday, April 28, 2016

Revenue Centers

Name	Quantity	Total	Percent
BEVERAGE	12	$62.00	24.12%
FOOD	25	$195.00	75.88%
Total	**37**	**$257.00**	

Tenders

Name	Quantity	Payments	Tips	Total	Percent
Cash	23	$418.46	$2.00	$420.46	100.00%
Total	**23**	**$418.46**	**$2.00**	**$420.46**	

Discounts

Name	Quantity	Total	Percent
% Discount	1	$4.40	67.69%
15% American Discount	1	$2.10	32.31%
Total	**2**	**$6.50**	

Promotions

Name	Quantity	Total	Percent
6% Chineese	1	$1.08	14.25%
BOGO - American - Chinese	1	$6.50	85.75%
Total	**2**	**$7.58**	

Taxes

Name	Quantity	Total	Percent
SALES TAX	21	$15.34	100.00%
Total			

Destinations

Name	Quantity	Total	Percent
For Here - Reg1	31	$211.00	82.10%
Delivery	2	$7.00	2.72%
Take Out	4	$39.00	15.18%
Total	**37**	**$257.00**	

Page 1 Field Calculations

Field	Calculation
Gross Sales	*Total Item Sales* + *Tax* (if **Include Tax in Gross Sales** is selected) + the amount in *Surcharges* that represents service charges (NOT gratuities) – *Refunds* – *Voids* (only if **Include Voids in Gross Sales** is NOT selected) – *Gift Card Issue Amount* – *Gift Card Reload Amount* + *Gift Card Cash Out Amount*
Net Sales	*Gross Sales* – *Tax* (if **Include Tax in Gross Sales** is selected) – the amount in *Surcharges* that represents service charges (NOT gratuities) – *Discounts* (only if **Include Discounts in Net Sales** is NOT selected) – *Promotions* (only if **Include Promotions in Net Sales** is NOT selected) – *Voids* (if **Include Voids in Gross Sales** is selected)
Total Item Sales	*Taxable Item Sales* + *Non-Taxable Item Sales* + *Gift Card Issue Amount* + *Gift Card Reload Amount* – *Gift Card Cash Out Amount* + *Discounts* (only if **Include Discounts in Net Sales** is NOT selected) + *Promotions* (only if **Include Promotions in Net Sales** is NOT selected) + *Voids* + *Refunds*

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Field	Calculation
Cash Tips Received	Includes all *cash* tips collected during the reporting period. Does NOT include gratuities. Does NOT include tips paid with other tender types.
Tax	All taxes collected *minus* any taxes returned because of refunded or voided items.
Surcharges	Includes all services charges and gratuities collected during the reporting period.
Cash Deposits Accepted	Includes all cash deposits received for future orders that are to be picked up or delivered on a later date. Does NOT include deposits paid with other tender types.
Deposits Redeemed	Includes all deposits for orders that were closed out during the reporting period, regardless of tender type.
Paid In	All cash added to drawers while they were assigned.
Paid Out	All cash removed from drawers while they were assigned.
Discounts	All amounts deducted from the final cost of orders because of discounts.
Promotions	All amounts deducted from the final cost of orders because of promotions.
Gift Card Promotions	All amounts deducted from gift card purchases and reloads because of promotions.
Refunds	All amounts returned to customers for orders on prior dates. It includes *only* the costs of items, not any tax.
Voids	All amounts returned to customers for orders on the same date. It includes *only* the costs of items, not any tax.
Non-Cash Payments	All payments received using a non-cash tender type, such as a credit card, gift card, house account, etc.
Cash Back	All cash given as change for a non-cash transaction. For example, cash issued as part of a debit card transaction falls into this category.
Total Cash	*Total Item Sales + Cash Tips Received + Tax + Surcharges + Cash Deposits Accepted – Deposits Redeemed + Paid In – Paid Out – Discounts – Promotions – Gift Card Promotions – Refunds – Voids – Non-Cash Payments – Cash Back*
Tips	*Cash Tips Received* + any tips that were added to non-cash transactions with the Adjust Tips function. This item is only displayed if **Deduct Tips & Gratuities from Cash** is selected in the **Accounting > Reporting** options.
Gratuities	The amount in *Surcharges* that represents gratuities paid to staff. This item is only displayed if **Deduct Tips & Gratuities from Cash** is selected in the **Accounting > Reporting** options.
Calculated Cash	*Total Cash – Tips – Gratuities*. This item is only displayed if **Deduct Tips & Gratuities from Cash** is selected in the **Accounting > Reporting** options.
Bank Deposits	The total amount of all deposits entered in **Accounting > Deposits** in the Admin Portal.
Cash Under/Over	*Total Cash* (or *Calculated Cash*, if displayed) – *Bank Deposits = Cash Under Bank Deposits – Total Cash* (or *Calculated Cash*, if displayed) = *Cash Over*
Order Count	The total number of orders for the reporting period.
Guest Count	The total number of orders multiplied by a factor defined in **Options> Accounting > Guest Counts** in Settings Editor.
Order Average	*Net Sales ÷ Order Count*

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Field	Calculation
Taxable Item Sales	The sum of all items ordered during the reporting period that are subject to any kind of tax, *minus* the amount of any taxable items returned to customers because of *Refunds* or *Voids*. If **Include Discounts in Net Sales** and **Include Promotions in Net Sales** are selected, then the total of *Taxable Item Sales* will also include the amount of any *Discounts* or *Promotions* applied to taxable items.*
Non-Taxable Item Sales	The sum of all items ordered during the reporting period that are not subject to any tax; *minus* the amount of any non-taxable items returned to customers because of *Refunds* or *Voids*. If **Include Discounts in Net Sales** and **Include Promotions in Net Sales** are selected, then the total of *Non-Taxable Item Sales* will also include the amount of any *Discounts* or *Promotions* applied to non-taxable items.*
Deposits Accepted Amount	Includes all deposits received for future orders that are to be picked up or delivered on a later date.
Deposits Redeemed Amount	Includes all deposits for orders that were closed out during the reporting period.
Labor Cost	The total cost of labor for the reporting period.
Labor Hours	The total number of hours that employees were clocked in during the reporting period.
Labor Percent	*Labor Cost* ÷ *Net Sales* × 100
Sales Per Labor Hour	*Gross Sales* ÷ *Labor Hours*
Gift Card Issue Count	The number of new gift cards issued during the reporting period.
Gift Card Issue Amount	The total amount of money assigned to all new gift cards issued during the reporting period.
Gift Card Reload Count	The number of existing gift cards to which money was added during the reporting period.
Gift Card Reload Amount	The total amount of money added to existing gift cards during the reporting period.
Gift Card Cash Out Count	The number of gift cards that were cashed out (i.e., their remaining balance refunded) during the reporting period.
Gift Card Cash Out Amount	The total amount of money paid out on gift cards that were cashed out during the reporting period.
* If an item's cost is reduced to $0.00 by a discount or a promotion, then that item will be counted as non-taxable, whether or not the item is normally taxable.	

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Items on Following Pages

The numbers on the pages following page 1 detail how some of the fields on page 1 are broken down.

Revenue Centers

Revenue Centers details how much of *Net Sales* is charged to the various revenue centers that are defined under **Revenue Centers** in Settings Editor.

Field	Description
Name	The name of the revenue center.
Quantity	The number of items ordered in each revenue center, with a total at the bottom.
Total	The total cost of all items ordered for the revenue center, with a total at the bottom that equals *Net Sales*.
Percent	The percentage of *Net Sales* that each revenue center's *Total* represents.

Tenders

Tenders shows how much was tendered via each payment type for the reporting period.

Field	Description
Name	The name of the tender type. *Cash* is the sum of *Total Cash* and *Paid Out*, minus *Paid In*. All other tender types are portions of *Non-Cash Payments*.
Quantity	The number of orders paid for with the tender type, with a total at the bottom.
Payments	The total amount of money received via the tender type, minus any tips collected, with a total at the bottom.
Tips	The total amount of money in tips received via the tender type, with a total at the bottom.
Total	*Payments* + *Tips*, with a total at the bottom.
Percent	The percentage of the total amount collected that the *Total* of each tender type represents.

Discounts

Discounts breaks down the *Discounts* field on page 1 into portions according to the discounts applied to sales for that reporting period.

Field	Description
Name	The name of the discount.
Quantity	The number of items times the discount was applied to orders, with a total at the bottom.
Total	The total amount that was discounted from orders for each discount, with a total at the bottom that equals the *Discounts* field on page 1.
Percent	The percentage of the total amount of all discounts applied to orders that the *Total* of each discount type represents.

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Promotions

Promotions breaks down the *Promotions* field on page 1 according to the promotions applied to sales for the reporting period.

Field	Description
Name	The name of the promotion.
Quantity	The number of times the promotion was applied to orders, with a total at the bottom.
Total	The total amount that was discounted from orders for each promotion, with a total at the bottom that equals the sum of *Promotions* and *Gift Card Promotions* on page 1.
Percent	The percentage of the total amount of all promotions applied to orders that the *Total* of each promotion type represents.

Taxes

Taxes takes the total of the *Tax* field and breaks it down according to what kinds of taxes were collected for the reporting period.

Field	Description
Name	The name of the tax.
Quantity	The number of items to which the tax was applied, with a total at the bottom.
Total	The total amount that was collected for each tax, with a total at the bottom.
Percent	The percentage of the total amount of tax collected that the *Total* of each tax type represents.

Destinations

Destinations details how much of *Net Sales* is charged to the various destinations that are defined under **Destinations** in Settings Editor.

Field	Description
Name	The name of the destination.
Quantity	The number of items ordered for each destination, with a total at the bottom.
Total	The amount collected for all items ordered for each destination, with a total at the bottom that is equal to *Net Sales*.
Percent	The percentage of *Net Sales* that the *Total* of each destination represents.

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