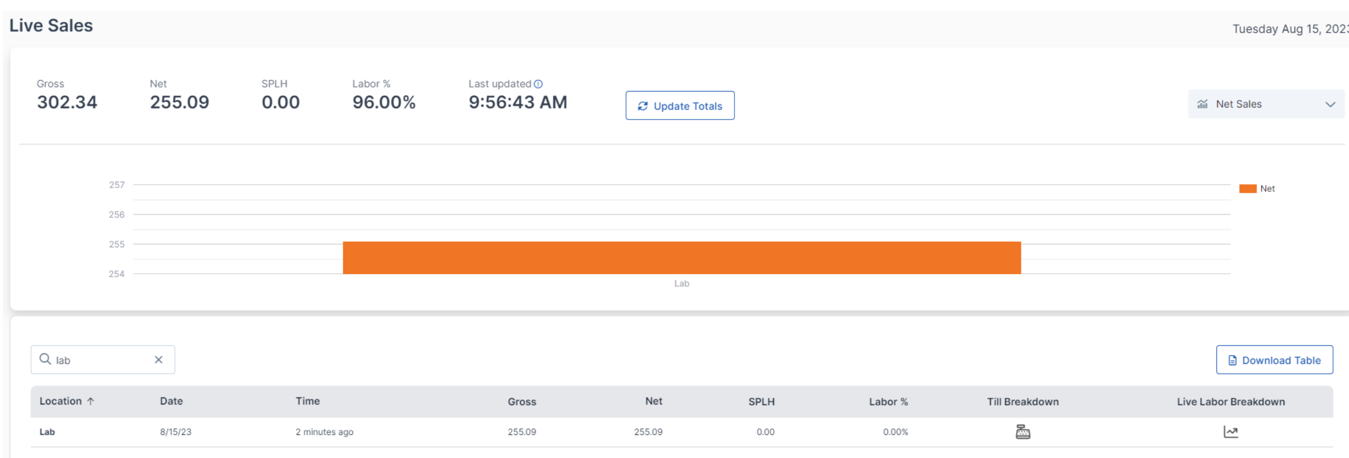
Live Sales Data

There are 2 options to check live sales data in SynergySuite:

1. Preferred Option: Click on the financial tab and go to financial dashboard for the week and click on store:
    - Hourly Sales – Breakdown of sales per hour.
    - Comp and Promos – Breaks down to all discounts added to a check, even manually added ones. It breaks it down by sales, # of checks added to, total before and after, and total discount amount.
    - Check Sales – Transaction list of all checks. Includes Start time, Close time, Staff number/Name, check total, Discounts, and Refunds (if done)
    - Posting Group Sales – Food vs Non-Food.
    - Category Sales – Breaks down by Product Category.
2. To check live sales data, meaning current data, you would go to the financial tab – live sales:



- You will see current live sales data. If you click on the graph in the lower right corner, you will get a breakdown of this data.
- The breakdown includes detailed information for all the above items. The breakdown also allows you many options to filter by including day parts, departments, & shifts.

3. Using Day Part Sales – This is listed under the financial tab as well. This breaks down your sales by day part sales and into smaller categories (product category that it is sold under example: desserts, breakfast, drive thru etc.)
    - You can change this to filter by hour instead of day part if you prefer, you can also adjust the date type to be Gross Sales, Net Sales, Quantity or Tax Sales.
4. Cashier Transaction – This allows you to view all the transactions from today. By clicking on the blue hyperlink check number, you can see details about that specific order.
    - Clicking on the hyperlink you will get a detail pop up that has all items sold, and usage analysis of the items. It looks like a receipt check from Revel. If you look at usage analysis, please note that the inventory units might be different then the recipe units. We suggest looking at recipe unit.
    - **Note: Cashier 1 are online orders.**