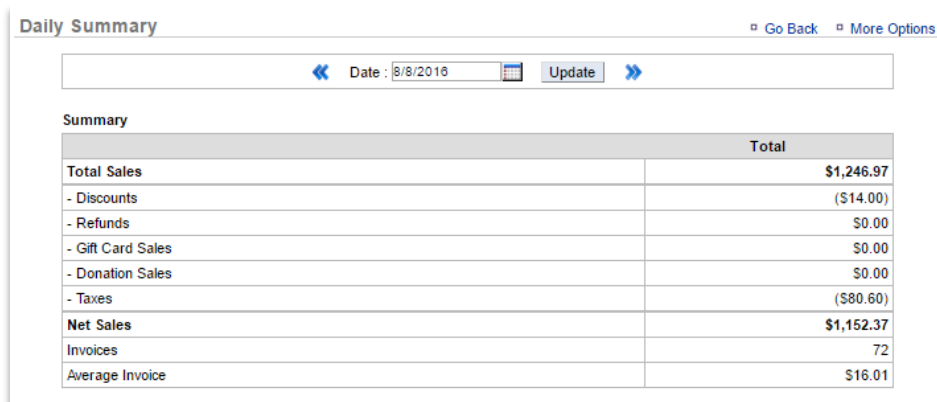


DAILY SUMMARY REPORT OVERVIEW

The Daily Summary report from NCR Console's Advanced Reporting module provides a detailed view of various sales metrics for any day or set of days. It is any easy way to get all of your important information at once. In addition to a summary of sales data, this report includes a breakdown of cash balances, tender types, product mix information, red flags, employee breakdowns and shift details. To access this report:

1. Log into NCR Console, go to the **Reports** tab
2. Click **Daily Summary**
3. This report defaults to the prior business day. You can toggle to a specific day by clicking the arrow icons to the right and left of the date, or click the calendar icon to go to a specific day

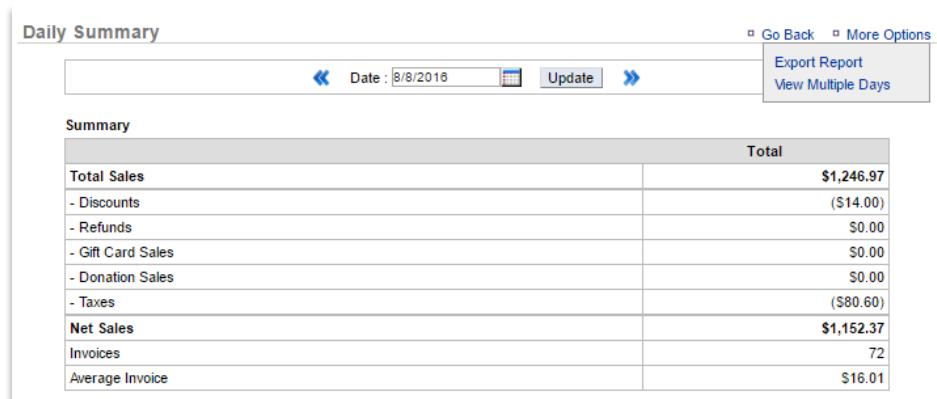


The screenshot shows the 'Daily Summary' report interface. At the top, there is a title 'Daily Summary' and two links: 'Go Back' and 'More Options'. Below the title is a date selector showing 'Date: 8/8/2016' with left and right arrow icons and an 'Update' button. The main content is a table with the following data:

Summary	
	Total
Total Sales	\$1,246.97
- Discounts	(\$14.00)
- Refunds	\$0.00
- Gift Card Sales	\$0.00
- Donation Sales	\$0.00
- Taxes	(\$80.60)
Net Sales	\$1,152.37
Invoices	72
Average Invoice	\$16.01

The Daily Summary includes an option to consolidate multiple days into a single view.

1. Click **More Options**
2. Click **View Multiple Days**



The screenshot shows the 'Daily Summary' report interface with the 'View Multiple Days' option highlighted. The date selector and summary table are the same as in the previous screenshot. The 'More Options' menu is open, showing 'Export Report' and 'View Multiple Days'.

Summary	
	Total
Total Sales	\$1,246.97
- Discounts	(\$14.00)
- Refunds	\$0.00
- Gift Card Sales	\$0.00
- Donation Sales	\$0.00
- Taxes	(\$80.60)
Net Sales	\$1,152.37
Invoices	72
Average Invoice	\$16.01

3. Enter desired date range and click **Update**

Daily Summary [Go Back](#) [More Options](#)

Date Range: 8/1/2016 to 8/9/2016 [Update](#)

Summary

Date	Total Sales	Discounts	Refunds	Gift Card	Donations	Taxes	Net Sales	Invoices	Avg Invoice
8/9/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	N/A
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	N/A

Cash Balance

Date	Cash Sales	Pay Ins	Pay Outs	Cash Balance	Cash Deposits	Over/Short
8/9/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- The report will generate a per day breakdown of your daily summary

Daily Summary [Go Back](#) [More Options](#)

Date Range: 8/1/2016 to 8/9/2016 [Update](#)

Summary

Date	Total Sales	Discounts	Refunds	Gift Card	Donations	Taxes	Net Sales	Invoices	Avg Invoice
8/1/2016	\$1,283.81	\$64.91	\$0.00	\$0.00	\$0.00	\$79.67	\$1,139.23	80	\$14.24
8/2/2016	\$1,348.62	\$57.61	\$0.00	\$0.00	\$0.00	\$84.43	\$1,206.58	80	\$15.08
8/3/2016	\$1,220.41	\$4.82	\$0.00	\$0.00	\$0.00	\$79.52	\$1,136.07	75	\$15.15
8/4/2016	\$1,715.51	\$34.14	\$0.00	\$0.00	\$0.00	\$109.97	\$1,571.40	97	\$16.20
8/5/2016	\$2,147.43	\$29.23	\$0.00	\$0.00	\$0.00	\$138.52	\$1,979.68	118	\$16.78
8/6/2016	\$1,894.51	\$12.64	\$0.00	\$0.00	\$0.00	\$123.12	\$1,758.75	100	\$17.59
8/7/2016	\$1,651.09	\$0.63	\$0.00	\$0.00	\$0.00	\$108.02	\$1,542.44	80	\$19.28
8/8/2016	\$1,246.97	\$14.00	\$0.00	\$0.00	\$0.00	\$80.60	\$1,152.37	72	\$16.01
8/9/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	N/A
Total	\$12,508.35	\$217.98	\$0.00	\$0.00	\$0.00	\$803.85	\$11,486.52	702	\$16.36

You can also **export** the **Daily Summary** into a csv file to save on your computer and view any time.

- Click **More Options**
- Click **Export Report**
- A csv file will appear at the bottom left corner of the screen (or wherever your downloads appear)
- Save the file to your computer for future reference