How to Manually Enter Sales Information
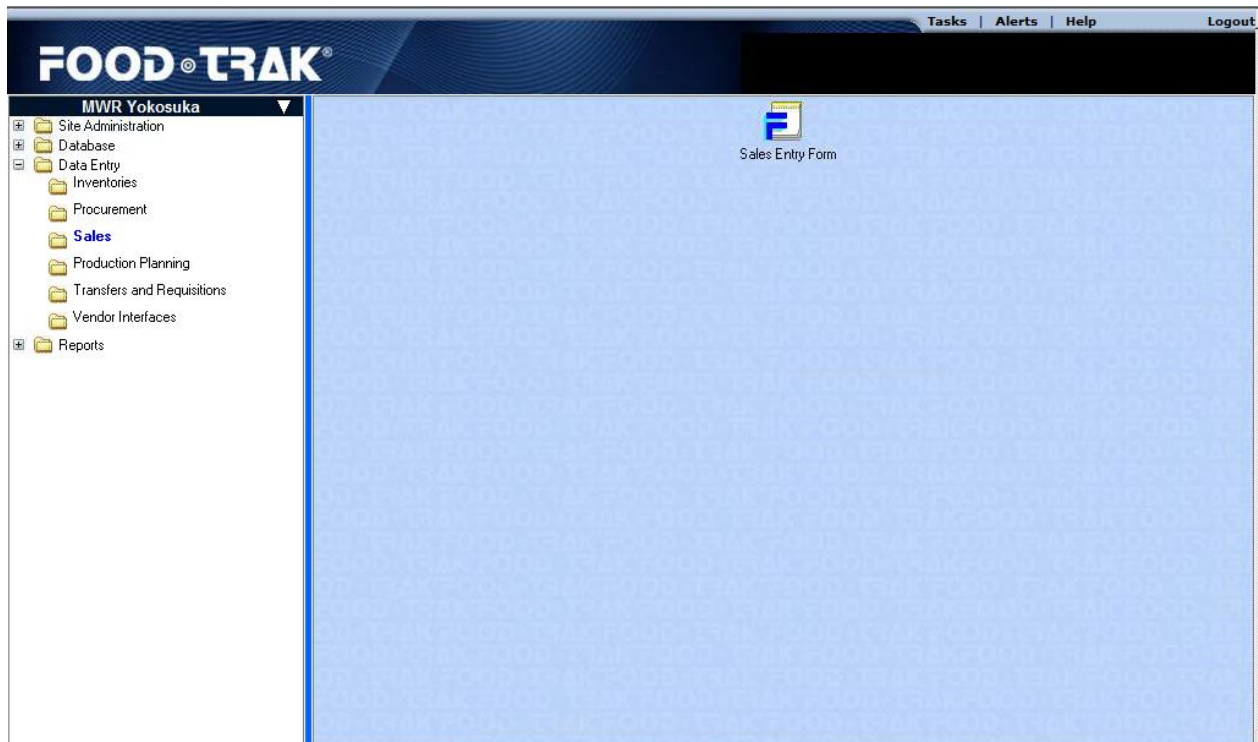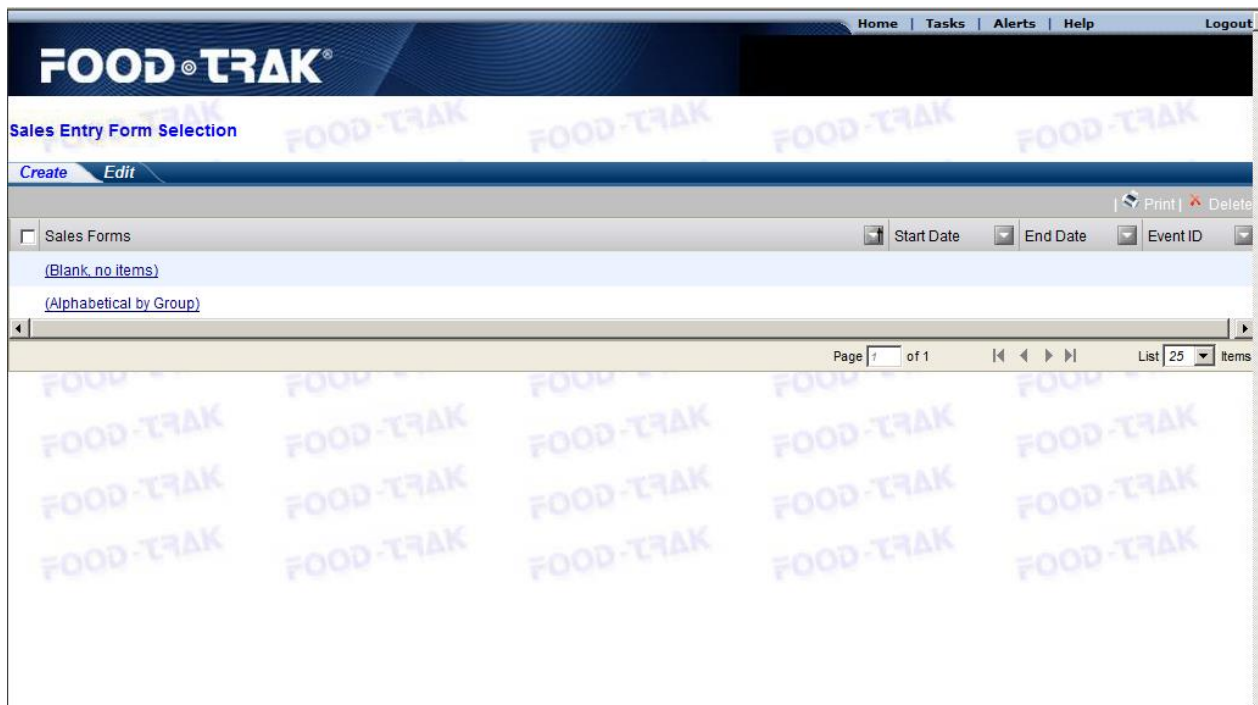

Go to Data Entry, Sales, Sales Entry Form

Click on Blank, no items

FOOD·TRAK

Data Entry - Sales Entry Form

Header	ReportedSales	Sales Mix

Start Date of Sales: Time: Personnel:
August ▼ 19 ▼ 2013 ▼   12 ▼ 00 ▼ AM ▼   Admin

End Date of Sales: Time: Event ID:
August ▼ 19 ▼ 2013 ▼   11 ▼ 59 ▼ PM ▼

Comment:

Reported Sales :	$0.00	Total Count :	0

Enter date range of sales and click on Reported Sales tab.

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Data Entry - Sales Entry Form

Header	Reported Sales	Sales Mix

Reported Sales   Customer Count Notes

Outdoor Rec YOK 9980

$0.00   0   + Dept. Sales

Auto Skill YOK 10052

$0.00   0   + Dept. Sales

Bowling Proshop NEG 10123

$0.00   0   + Dept. Sales

Central Warehouse 9945

$0.00   0   + Dept. Sales

All Hand Club Bar NEG 10111

$0.00   0   + Dept. Sales

Enter Sales for each profit center you are reporting.

Click on the Check mark when complete.