

# Dinerware

## Generating a Sales Report

This document provides step instructions for running a sales report in Dinerware.

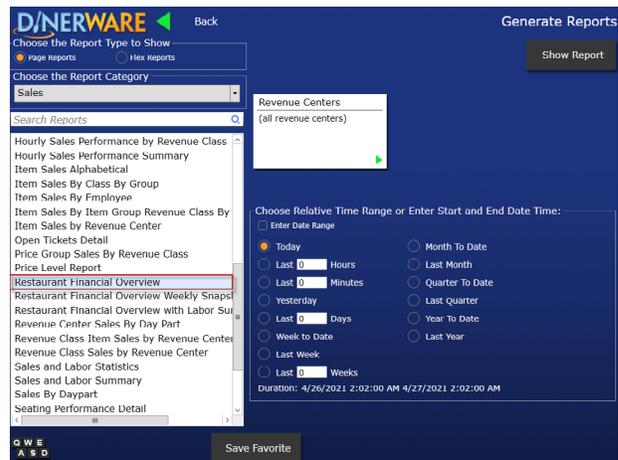
1. Select the **Manager** button.



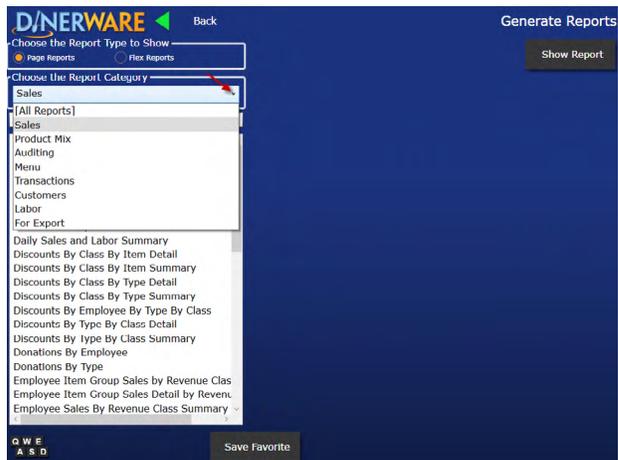
2. Select **Report**. The **Generate Reports** screen displays.



3. From the **Generate Reports** screen, there are multiple report options. For this example, we want an overview of the restaurant's sales performance. Select **Restaurant Financial Overview**. Note that the screen allows you to further customize your search criteria by entering today or specific date range or time.



4. Select the drop-down arrow to **Choose the Report Category**. For this example, we've used **Sales**.



- Select the **Show Report** button to generate the report.  
Example **Restaurant Financial Overview Report**:

**Restaurant Financial Overview**  
Parameters: 4/1/2021 2:02:00 AM#4/26/2021 10:36:14 AM,(all revenue centers) Printed: 4/26/2021 10:36:19 AM

Gross Sales by Revenue Class			Discounts		Dinerware Internal Use Only	
	Amount		Manual Discounts		Cash Deposit	
Beer - Wine	\$310.00				- Cash In	\$0.00
<b>Gross Sale</b>	<b>\$310.00</b>				- Cash Out	\$0.00
<b>Total Gross Sale</b>	<b>\$310.00</b>		<b>Total Manual</b>		+ Cash Received	\$6.00
Auto Discounts	\$0.00				- Tips	\$21.00
<b>Total Gross Items</b>	<b>\$310.00</b>		<b>Total Discounts</b>		- Donations	\$0.00
(incl. Auto Discounts)					- Change Given	\$0.00
					+ Tip Reduction	\$0.00
					+ Cash Over	\$0.00
					<b>= Cash Deposit</b>	<b>-\$15.00</b>
					+ Checks	\$0.00
					<b>= Total Deposit</b>	<b>-\$15.00</b>
					<b>Net Income by Revenue Class</b>	
					Beer - Wine	\$310.00
					<b>Sales Income</b>	<b>\$310.00</b>
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