## Heartland

## **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.



 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.

	(		Senerate Reports	
Choose the Report Type to Show			Show Report	
Choose the Report Category				
Sales •	Revenue Centers			
Search Reports Q	(all revenue centers)			
Hourly Sales Performance by Revenue Class - Hourly Sales Performance Summary Item Sales Alphabetical Item Sales By Class By Group Item Sales By Tem Group Revenue Class By Item Sales By Tem Group Revenue Class Price Strup Sales By Revenue Class Price Group Sales By Revenue Class Price Group Sales By Revenue Class Price Group Sales By Revenue Class Price Strup Sales By Revenue Class Price Sales By Revenue Class Revenue Class Sales by Revenue Center Sales and Labor Statistics Sales and Labor Statistics Sales and Labor Statistics Sales and Labor Statistics Sales and Labor Statistics	Choose Relative Time Rang Inter Date lange Today Last D Minutes vestorday Last D Days Week to Date Last Week Last D Weeks Duration: 4/26/2021 2:02:00	e or Enter Start and End Da Month To Date Last Month Last Quarter To To Date Last Quarter Tear To Date Last Year AM 4/27/2021 2:02:00 AM	te Time:	
A S D Save	e Favorite			

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



Updated 04/26/2021 Product Version 4.0.0.855

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

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	4					_	
	Resta	urant Financial (	Overview			Dinerware Inte	ernal Use Only
	Parameters: 4/1/2021 2:02:00 AM#4/26 Gross Sales by Revenue Class			2021 10:36:14 AM, (all revenue centers) Discounts		Printed: 4/26/2021 10:36:19 AM Cash Deposit	
	Beer -	Wine	\$310.00	Manual Dis	counts	+ Cash In	\$.00
	Gross	Sale	\$310.00			- Cash Out	\$.00
	Total	Gross Sale	\$310.00	Total Manual		+ Cash Received	\$6.00
	Auto I	Discounts	\$.00	Total Discounts		- Tips	\$21.00
	Total	Gross Items	\$310.00	rour procound		- Donations	\$.00
(incl. Auto Discounts)				- Change Given	\$.00		
	1 1	Transactions by Tender Type			+ Tip Reduction	\$.00	
	Count	Tender Type	Amount			+ Cash Over	\$.00
	Ticket	s and Transactions				= Cash Deposit	-\$15.00
	1	cash	\$6.00			+ Checks	\$.00
	4	credit surcharge	-\$11.95			= Total Deposit	-\$15.00
	7	MasterCard	\$217.00			Net Income by Rev	enue Class
	4	VISA	\$120.35			Beer - Wine	\$310.00
		Total	\$331.40			Sales Income	\$310.00
	Total		\$331.40			Total Net Income	\$310.00
		Voids by Type	e	Net Sales by I	Day Part	Taxes	
	Count	Void Type	Amount	Lunch	\$310.00		
	3	Foodwasnot	\$34.50	Net Sales	\$310.00	Total Tax	
		made.		Total Net Sales	\$310.00		
							100% -