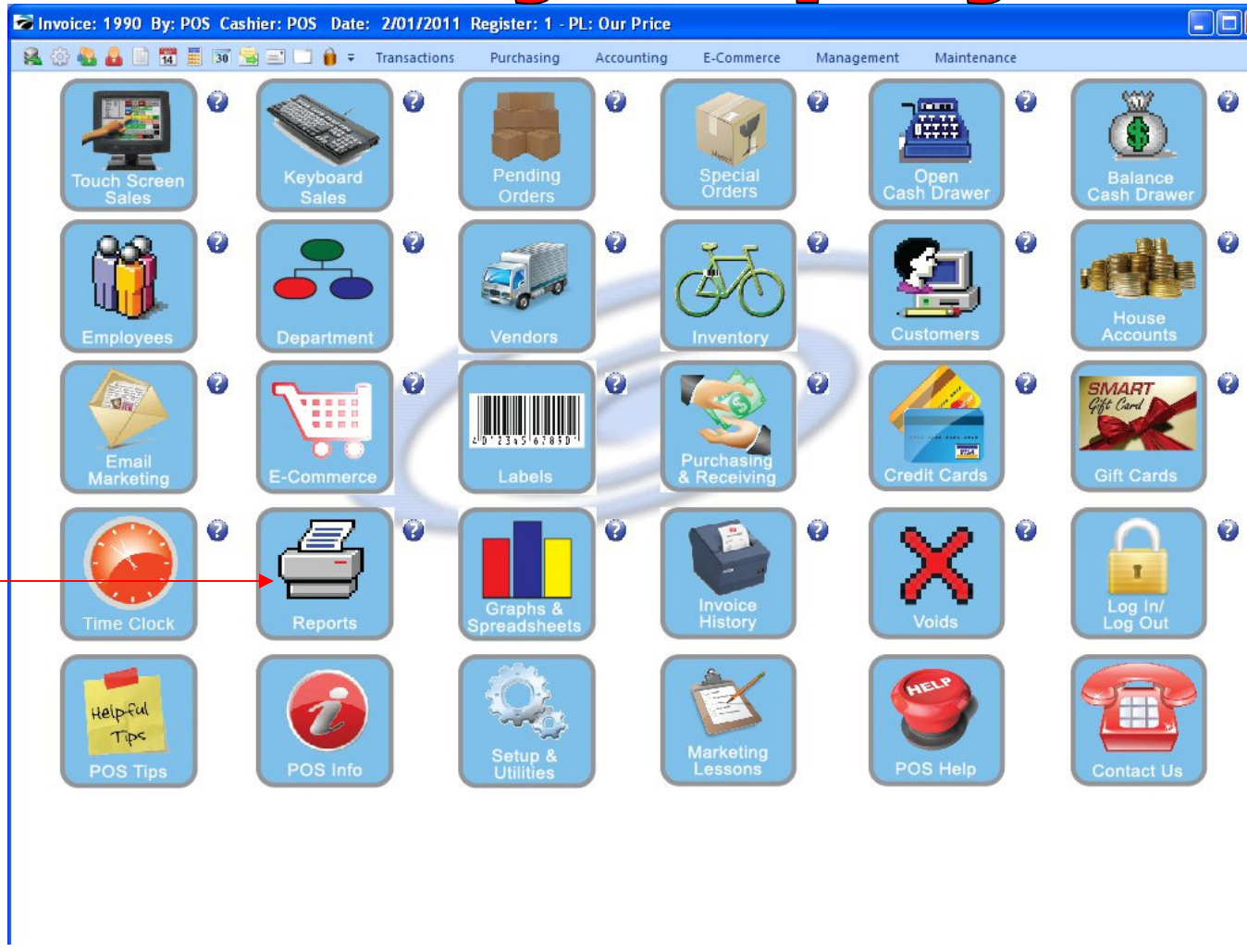# Sales Reports
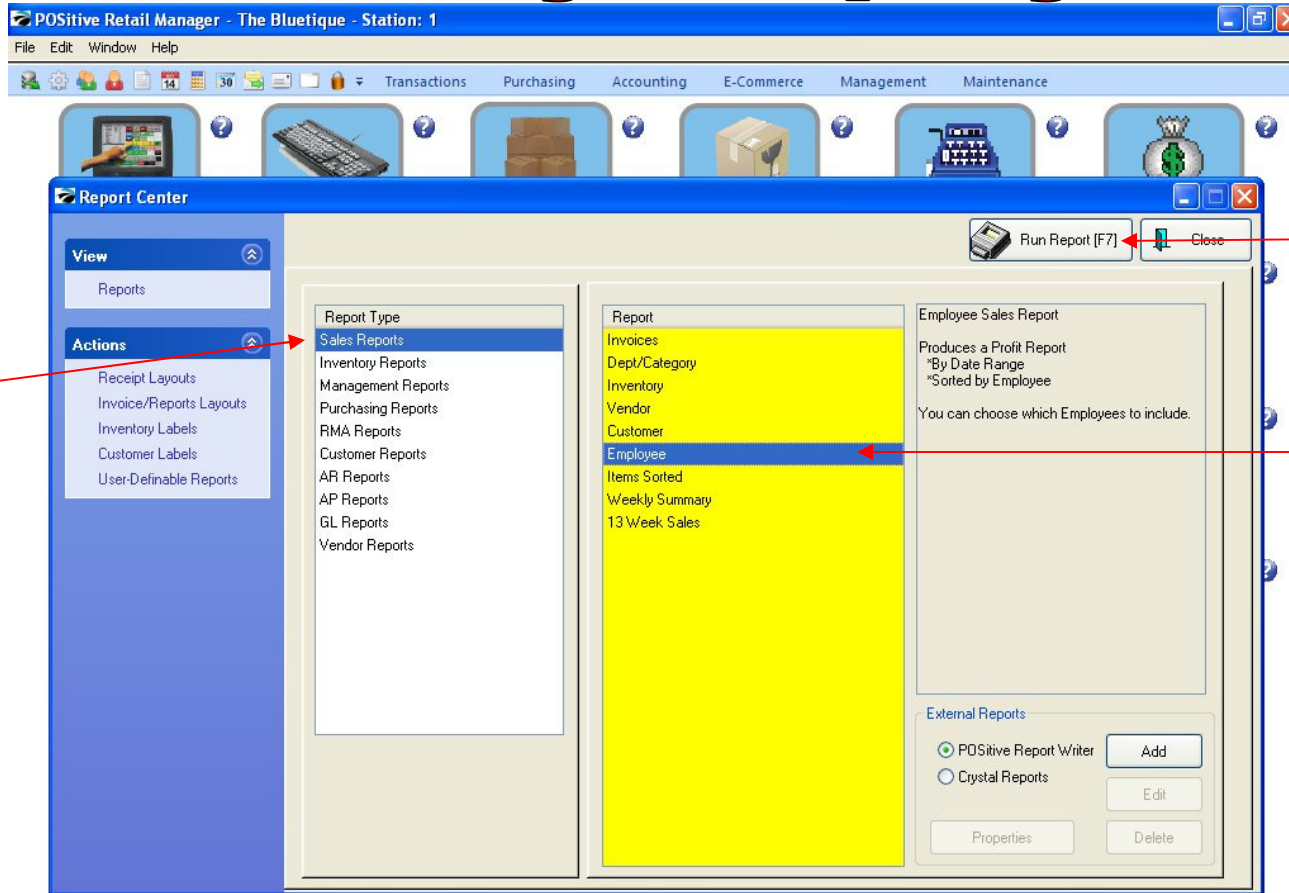# Sales by Employee

IN MANAGER MODE:
Go to Reports

1. Select Reports Button
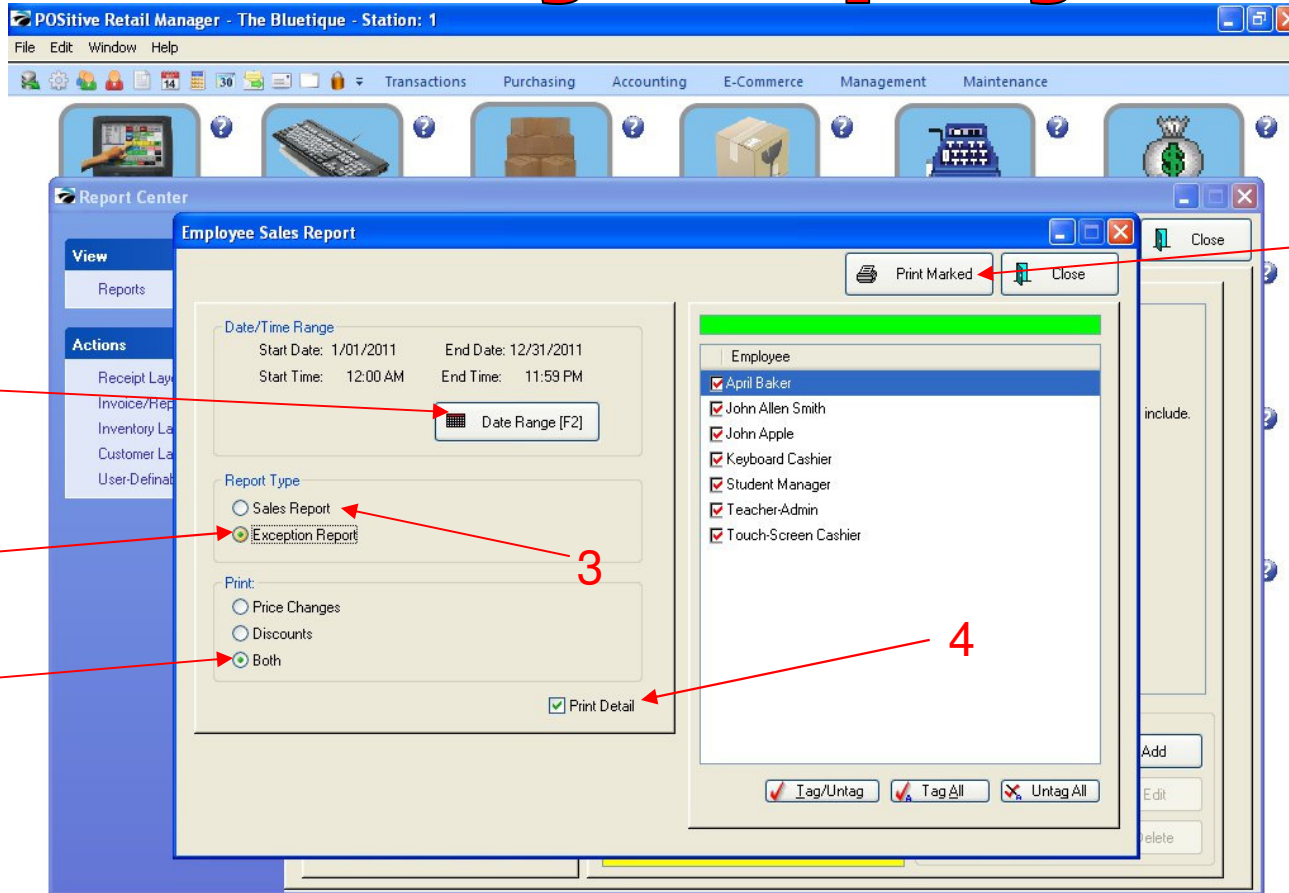
Sales Reports
Sales by Employee

REPORT CENTER:

1. Under Report Type, Select Sales Report
2. Under Report, Select Employees
3. Select Run Report (F7)

Sales Reports
Sales by Employee

REPORT CENTER:

1. Set Date Range (F2), Report will default to today
2. Select Exception Report (to show discounts or price changes)
3. Select Sales Report (to show total sales)
4. Select Both under print
5. Select Print Detail
6. Select Print Marked

Sales Reports
Sales by Employee

1

REPORT CENTER:

1. Employee Exception Report will print

Sales Reports
Sales by Employee

REPORT CENTER:

1. Employee Sales Report will print