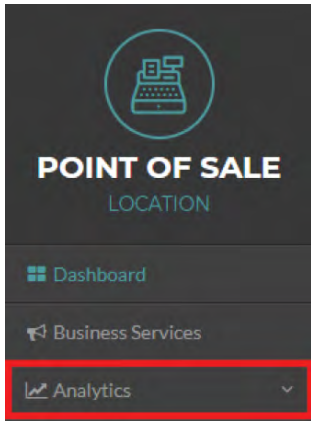


Register and Terminal⁺

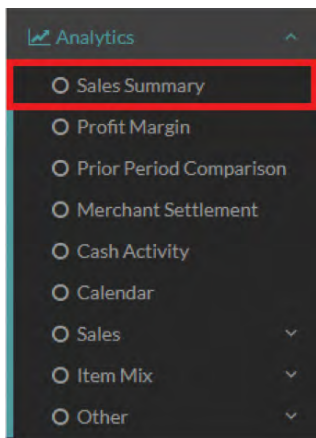
Reporting Gross Receipts

This document describes how to generate a report that lists Gross Receipts in the Heartland Restaurant Admin Portal.

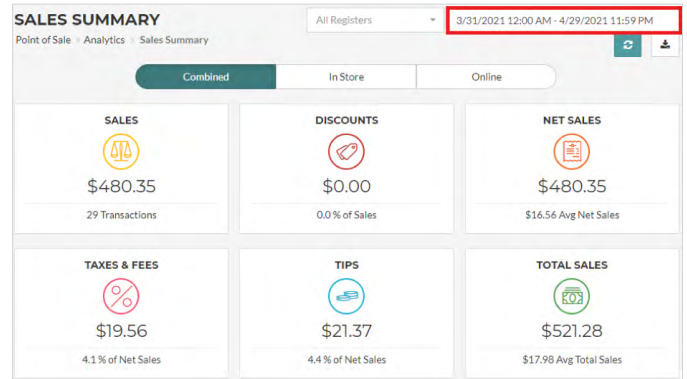
1. In the Back Office select **Analytics** from the Menu on the left hand side.



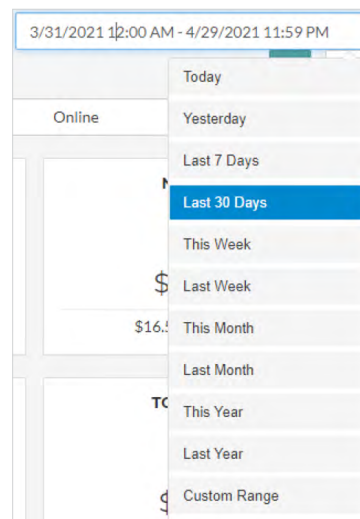
2. After selecting Analytics, select **Sales Summary**.



3. In the Sales Summary, click the date range box.

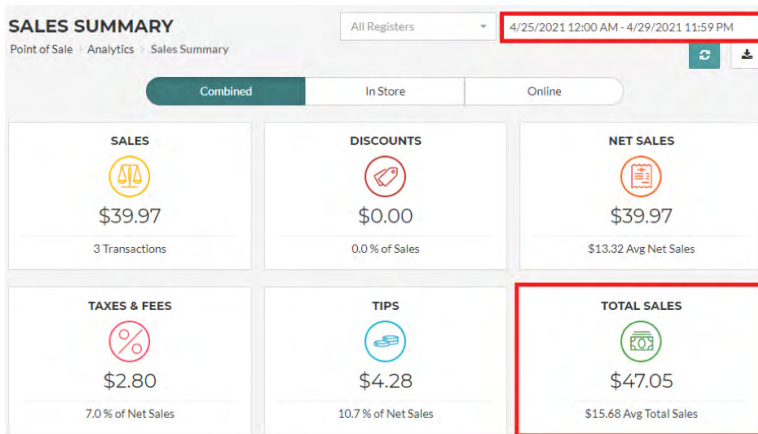


4. Once you select the date range box, you will have options to choose from:
 - a. Yesterday, Last 7 Days, Last 30 Days, This Week, Last Week, This Month, Last Month, This Year, Last Year, or Custom Range

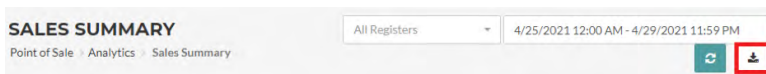


Heartland

- Once you select the time frame of your preference, the report will refresh automatically to reflect the range you selected.



- To export the report's data, click the download option under the date range, then select a format. You can export the report into a PDF document or a CSV file.



- Repeat these steps for each date range whose Gross Receipts you choose to review.