

ADJUSTING YOUR SALES FORECAST

When adjusting your sales forecast by a percent, you have the ability to narrow down exactly what dayparts and areas of the restaurant you want to adjust.

- Once you are in your sales forecast, on each day there is “...” toward the bottom of each day.

0 % Wednesday 10/14/2020	
<input type="text" value="4383"/>	4383
<input type="text" value="233"/>	233
<input type="text" value="18.81"/>	18.81
<input type="text" value="****"/>	****
<input type="text" value="..."/>	...
<input type="text" value="4,383"/>	4,383
<input type="text" value="0"/>	0
<input type="text" value="233"/>	233
<input type="text" value="0"/>	0

- When you click on this, the **Forecast by Daypart and Revenue Center** for the specific week you are working on window will open up. It looks like this:

Forecast by Daypart and Revenue Center for 10/14/2020				
Sales		Guests		
Scale Values by		<input type="text" value="100.00"/>	%	<input type="button" value="Select All"/> <input type="button" value="Deselect All"/>
<i>Click cells to select for scaling.</i>				
Revenue Ce...	Revenue C...	Dinner	Breakfast	Lunch
Bar	207	<input type="text" value="165"/> 4.65 %	<input type="text" value="0"/> 0.00 %	<input type="text" value="42"/> 4.99 %
Dining Room	2,026	<input type="text" value="1627"/> 45.82 %	<input type="text" value="0"/> 0.00 %	<input type="text" value="399"/> 47.97 %
Pick Up	981	<input type="text" value="726"/> 20.44 %	<input type="text" value="0"/> 0.00 %	<input type="text" value="255"/> 30.66 %
Delivery	1,169	<input type="text" value="1033"/> 29.09 %	<input type="text" value="0"/> 0.00 %	<input type="text" value="136"/> 16.38 %
Daypart Total	4383	3551	0	832
Forecasted Sales by Daypart	4,383			

- From here you can adjust any daypart or revenue center by a percent of the sales or percent of the covers. In order to choose the entire day you will choose **Select All**. If you want to choose just a specific revenue center or daypart, you can simply click on that section of this window. The selected options will turn blue so you know what you will be adjusting. See options below:

Select All:

Revenue Ce...	Revenue C...	Dinner	Breakfast	Lunch
Bar	207	165	0	42
		4.65 %	0.00 %	4.99 %
Dining Room	2,026	1627	0	399
		45.82 %	0.00 %	47.97 %
Pick Up	981	726	0	255
		20.44 %	0.00 %	30.66 %
Delivery	1,169	1033	0	136
		29.09 %	0.00 %	16.38 %

Bar Revenue Center:

Revenue Ce...	Revenue C...	Dinner	Breakfast	Lunch
Bar	207	165	0	42
		4.65 %	0.00 %	4.99 %
Dining Room	2,026	1627	0	399
		45.82 %	0.00 %	47.97 %
Pick Up	981	726	0	255
		20.44 %	0.00 %	30.66 %
Delivery	1,169	1033	0	136
		29.09 %	0.00 %	16.38 %

Dinner Daypart:

Revenue Ce...	Revenue C...	Dinner	Breakfast	Lunch
Bar	207	165	0	42
		4.65 %	0.00 %	4.99 %
Dining Room	2,026	1627	0	399
		45.82 %	0.00 %	47.97 %
Pick Up	981	726	0	255
		20.44 %	0.00 %	30.66 %
Delivery	1,169	1033	0	136
		29.09 %	0.00 %	16.38 %

- Once you have selected the revenue center and/or daypart that you want to adjust, you will enter in the percentage that you want to adjust this by and then click **Scale Values By**.

Revenue Ce...	Revenue C...	Dinner	Breakfast	Lunch
Bar	207	165	0	42
		4.65 %	0.00 %	4.99 %
Dining Room	2,026	1627	0	399
		45.82 %	0.00 %	47.97 %
Pick Up	981	726	0	255
		20.44 %	0.00 %	30.66 %
Delivery	1,169	1033	0	136
		29.09 %	0.00 %	16.38 %

5. Once you do that, the numbers that have been adjusted will turn yellow.

Forecast by Daypart and Revenue Center for 10/14/2020

Sales | **Guests**

Scale Values by % *Click cells to select for scaling.*

Revenue Ce...	Revenue C...	Dinner	Breakfast	Lunch
Bar	228	182	0	46
		4.66 %	0.00 %	5.02 %
Dining Room	2,229	1790	0	439
		45.82 %	0.00 %	47.93 %
Pick Up	1,080	799	0	281
		20.45 %	0.00 %	30.68 %
Delivery	1,286	1136	0	150
		29.08 %	0.00 %	16.38 %
Daypart Total	4823	3907	0	916
Forecasted Sales by Daypart	4,383			

6. If you are satisfied with the adjustments, you will click the save icon in the top right corner. Once you click this, you will return to the forecast screen and you will see a new number on the bottom section of the day that you adjusted under the **Forecasted Sales by Daypart** or the **Forecasted Guests by Daypart** depending on which number you adjusted.

	Week Ending 10/20/2020	0 % Wednesday 10/14/2020
Total Forecasted Sales	38,951	<input type="text" value="4383"/>
Total Forecasted Guests	1,929	<input type="text" value="233"/>
Avg. Sales per Guest	20.19	18.81
> Current Week Actuals	****	****
> Historical and Projected Data  		
∨ Daypart Forecast  		<input type="text" value="..."/>
> Forecasted Sales by Daypart	39,391	4,823 (440)
> Forecasted Guests by Daypart	1,929	233 0



7. This will not automatically adjust on the **Total Forecasted Sales** on the top of the day, so you will have to adjust this yourself. This bottom section is just used to show the math of what you want to forecast. You will notice that the number in red in the shot about is the difference between the **Total Forecasted Sales** and the math you just put into the system. To accept this forecast and adjust your overall forecast, you will need to adjust that number at the top of the day. Once you do this, the forecast will be completely adjusted and the red number on the bottom will disappear.

	Week Ending 10/20/2020	0 % Wednesday 10/14/2020
Total Forecasted Sales	39,391	4823
Total Forecasted Guests	1,929	233
Avg. Sales per Guest	20.42	20.70
> Current Week Actuals	****	****
> Historical and Projected Data		
> Daypart Forecast		
> Forecasted Sales by Daypart	39,391	4,823 0
> Forecasted Guests by Daypart	1,929	233 0

NOTE: If the number on the top in the **Total Forecasted Sales** does not match the total below in the **Forecasted Sales by Daypart** then the change will not stick. If you make the change in the top section to the **Total Forecasted Sales** to simply change your full day forecast, rather than changing each daypart individually, you can hit the **Redistribute Forecasted Totals by Daypart** and that will redistribute that adjusted forecast into the sales dayparts below.

Sales Forecast for Week Ending 04/11/2023							
	Week Ending 04/11/2023	0 % Wednesday 04/05/2023	0 % Thursday 04/06/2023	0 % Friday 04/07/2023	0 % Saturday 04/08/2023	0 % Sunday 04/09/2023	100 % Monday 04/10/2023
	<input type="checkbox"/>	Weather Unavailable	Weather Unavailable	Weather Unavailable	Weather Unavailable	Weather Unavailable	Weather Unavailable
Incremental Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Forecasted Sales	38,400	4100	5100	6900	9100	6000	
Total Forecasted Guests	2,024	173	286	403	412	333	
Avg. Sales per Guest	18.97	23.70	17.83	17.12	22.09	18.02	
> Current Week Actuals	****	****	****	****	****	****	****
Guests	****	****	****	****	****	****	****
Avg. Sales per Guest	0.00	0.00	0.00	0.00	0.00	0.00	
> Historical and Projected Data							
Budgeted Sales	<input type="checkbox"/>	0	0	0	0	0	0