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.

1. Once you are in your sales forecast, on each day there is "**…**" toward the bottom of each day.

2. 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:

3. 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*:**

   Bar Revenue Center:

   Dinner Daypart:

4. 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.**

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

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	4383
Total Forecasted Guests	1,929	233
Avg. Sales per Guest	20.19	18.81
Current Week Actuals	****	****
Historical and Projected Data		
Daypart Forecast		...
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.

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.