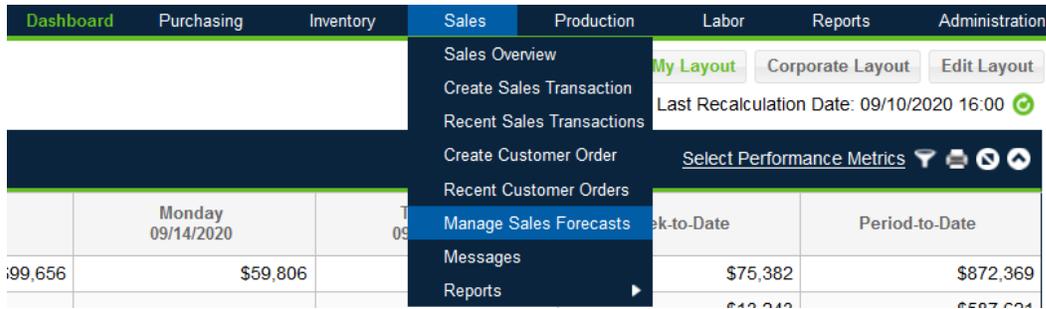


FORECASTING SALES

- Under the **Sales** tab, select **Manage Sales Forecasts**



- On the left, you will see the week ending dates that you can select to create a forecast for.

Sales Forecast										
<input type="checkbox"/> Include Guest Counts		Fiscal Year: 2020				Status: Unposted				
Week Ending	Total (\$)	Wednesday 0.00%	Thursday 0.00%	Friday 0.00%	Saturday 0.00%	Sunday 0.00%	Monday 100.00%	Tuesday 0.00%	Last Updated	Reviewed
09/08/2020	0	***	***	***	***	***	***	***		
09/15/2020	0	***	***	***	***	***	***	***		
09/22/2020	0	***	***	***	***	***	***	***		
Grand Total (\$)	0	***	***	***	***	***	***	***		

- When you get into the week to be forecasted, you will notice there are already values in the top row. These are average of the past four weeks of sales data. You have the option to adjust these as you need to based on any upcoming events or holidays.

<input type="button" value="Apply Daypart/Revenue Center Forecast Values"/> <input type="button" value="Redistribute Forecasted Totals by Daypart"/> <input type="button" value="Save and Copy"/>								
	Week Ending 09/22/2020	0 % Wednesday 09/16/2020	0 % Thursday 09/17/2020	0 % Friday 09/18/2020	0 % Saturday 09/19/2020	0 % Sunday 09/20/2020	100 % Monday 09/21/2020	0 % Tuesday 09/22/2020
Total Forecasted Sales	28,394	2538	3323	4894	4779	5621	4091	3148
Total Forecasted Guests	1,540	129	180	286	251	312	213	169
Avg. Sales per Guest	18.44	19.67	18.46	17.11	19.04	18.02	19.21	18.63
> Current Week Actuals	****	****	****	****	****	****	****	****
> Historical and Projected Data	✕ ✕							
> Daypart Forecast	✕ ✕							

- Once you are done, click the save button in the top right of the screen.

