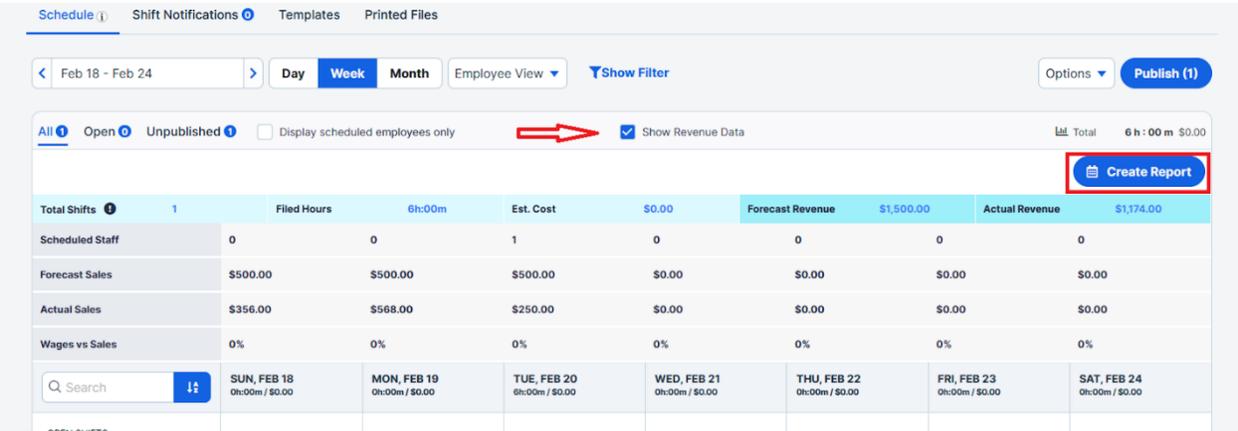


# Revenue Data

If your business tracks revenue by shift, you have the option of tracking this information directly on your schedule. To make this available, you must toggle the indicator on the [Schedule Settings](#) page under **Shift Settings**.

On the **Schedule** page, you can view and edit revenue data by selecting the **Show Revenue Data** checkbox in the middle of the page.



You may edit the individual amounts directly on the page by clicking into the table cell.

You may generate a report of your revenue by selecting the **Create Report** button on the right. This will open a modal window with your requested data.

## Revenue Report ✕

02 / 18 / 2024
▶

02 / 24 / 2024

Options
▼

Budget Values	02/18/2024	02/19/2024	02/20/2024	02/21/2024
Hours Scheduled	0.00	0.00	6.00	0.00
Hours Actual	0.00	0.00	0.00	0.00
Wages Scheduled	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Wages Actual	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Sales Forecasted	\$ 500.00	\$ 500.00	\$ 500.00	\$ 0.00
Sales Actual	\$ 356.00	\$ 568.00	\$ 250.00	\$ 0.00
Wages/Sales	0%	0%	0%	0%

Close

You may download a CSV copy of this report by selecting the **Options** dropdown and then choosing **Download**.

**Revenue Report** ×

02 / 18 / 2024 ▶ 02 / 24 / 2024

Budget Values	02/18/2024	02/19/2024	02/20/2024	02/21/2024
...	...	...	...	...

Options ▼  
Download

### Importing Revenue Data

If you store revenue data outside the system, you can import it directly into the schedule. To do so, from the **Options** dropdown, select **Import Revenue Data**.

Options ▼

- + Bulk Assign
- 🗑 Bulk Delete
- ✍ Bulk Update
- 📄 Bulk Copy & Paste
- ⚙ Schedule Settings
- 📄 Download Schedule ▶
- 🔄 Recalculate
- 📄 Import Schedule
- 📄 Import Revenue Data**
- 📄 Sync POS Data

On the next page, filter for the pay period you wish to track, and select **Download Template**.

[← Back to Schedule](#)

**Import Revenue Data** [Import History](#)

Upload a CSV file with the revenue information. Include a row for each day, and include actual & forecast sales data. **Please note that any date imported will overwrite previous sales data for that day.**

- Download the template and fill in the necessary data  
  
[Download Template](#)
- Upload the completed templates  

Drag and Drop file here  
or [browse](#) to begin upload
- [Import Data](#)

[Discard](#)

This will download a CSV file including the following fields:

- Date
- Daily Forecast Sales
- Daily Actual Sales

Date	Daily Forecast Sales	Daily Actual Sales
2/13/2024		
2/14/2024		
2/15/2024		
2/16/2024		
2/17/2024		
2/18/2024		
2/19/2024		
2/20/2024		

Enter the dollar amounts for each column, save it as a CSV file, and either drag and drop it to the page, or select **browse** to upload the file.

2. Upload the completed templates

import\_schedule\_revenue.csv

Reupload

3. [Import Data](#)

Discard

Select **Import Data**.

To see a log of your revenue imports, select **Import History** on the upper right.

[< Back to Import Revenue Data](#)

#### Import History Log

Import Name	Uploaded on	Status
import_schedule_revenue.csv	02/20/2024	Completed

Total Count: 1

[<](#) 1 [>](#)