

Viewing Total Daily Sales

You can generate a report of your daily sales numbers using the Balance Wizard. This report allows you to see a detailed breakdown of your daily sales by cash transactions, charges, and house accounts — enabling you to understand your incoming cash flow on any given day. You can generate reports only for data not already exported to QuickBooks; to generate reports for dates you have already exported, you need to access the GL Export History in Mercury Accounting.

To use the Balance Wizard to view total daily sales:

1. On the **FTD Mercury Main Menu**, click the **Accounting** button. The **Mercury Accounting Interface** opens.
2. Click **Balance**. The **Store Selection** panel opens.
3. From the **Store Name** list, select your store name.
4. In both the **Start Date** and **End Date** fields, enter the date for which you want to view total daily sales. By entering the same date in both fields, you restrict the report to a single day.
5. Click **Print Balance Report** to generate a report of figures for the day.
6. If you want to see sales broken down into categories on screen, click **Detail** and then click **Next**. Each subsequent panel will provide you with the option to print the report.
7. Click **Cancel** to exit the **Balance Wizard**.



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When you open the Mercury Accounting Application, click Balance to launch the Balance Wizard.

To view the sales summary for the current date, use the same date as both the Start Date and the End Date. If you select detail, you can view a breakdown of sales information in the Balance Wizard when you click Next.

