Viewing Sale Details

You can use Sale Details to view lunch purchases, to add an item to an account outside of the Lunch Line, or delete an item in the case of a dispute.

1. On the Home screen, click **Lunch**. The Lunch Management Assistant displays.
2. Click **Sale Details**. The Sale Details dialog box displays.
3. Select the type and date range.
4. On the toolbar, click **Preview**.

1. On the Home screen, click **Lunch**. The Lunch Management Assistant displays.
2. Click **Sale Details**. The Sale Details dialog box displays.
3. Select the type and date range.
4. Select an item in the grid.
5. On the toolbar, click **Edit**. The Edit Sales Item dialog box displays.
6. Edit the information, and click **Close**.

1. On the Home screen, click **Lunch**. The Lunch Management Assistant displays.
2. Click **Sale Details**. The Sale Details dialog box displays.
3. On the toolbar, click **New**. The Add Sales Item dialog box displays.
4. Enter the sales item information, and click **OK**.

1. On the Home screen, click **Lunch**. The Lunch Management Assistant displays.
2. Click **Sale Details**. The Sale Details dialog box displays.
3. Highlight the item you want to delete.
4. On the toolbar, click **Delete**.
5. Click **Yes**.