



accessing sales in LS

How to Access Sales for the Day in LS Central

FROM THE COMPUTER:

1. Log into the LS Central main page using your store login information that was provided to you.
2. The home page will appear and from there, you have 2 ways:
 - If you have the Toplist bookmarked to your Favorites, it should appear on the main screen, click that.
 - If you do not, go to the Search and type in Toplist and select that.
3. Once in Toplist you will select your *Store Number*; put in the Date you wish to see in the general area. Once that is filled out, you will select *Division* from the filter section.
4. That will show you 4 sub-categories: Qty, Amount, Profit, and Discount amount)
5. You will take the number shown in *Amount* for that is your day sales (middle of the page).

FROM THE REGISTER:

1. Log off of POS; this will take you to the LS Central home screen.
2. The home page will appear, and from there you have 2 ways:
 - If you have the Toplist bookmarked to your Favorites, it should appear on the main screen, click that.
 - If you do not, go to the Search and type in Toplist and select that.
3. Once in Toplist you will select your *Store Number*; put in the Date you wish to see in the general area. Once that is filled out, you will select *Division* from the filter section.
4. That will show you 4 sub-categories: Qty, Amount, Profit, and Discount amount)
5. You will take the number shown in *Amount* for that is your day sales (middle of the page).