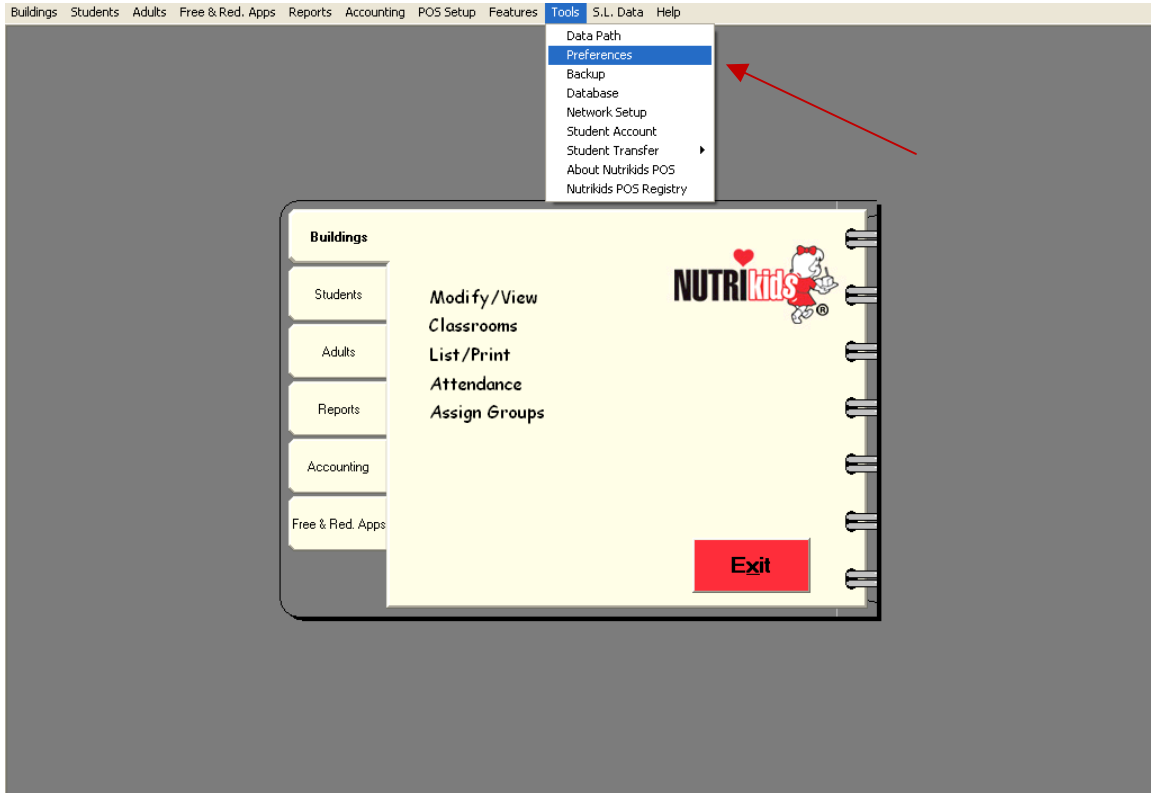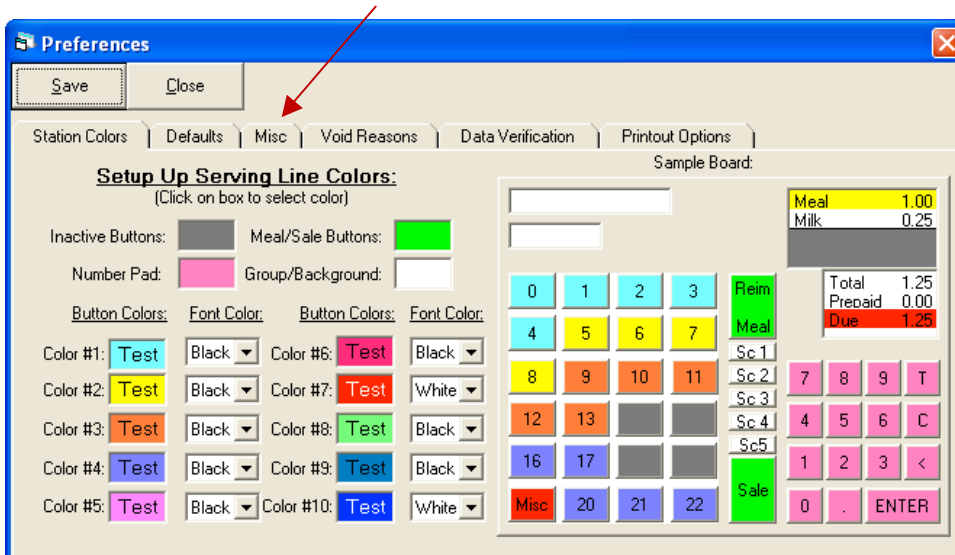# Recalculate Summary Data

If you void and/or add sale(s) to a serving line from the Manager program, you <u>must</u> run "Recalculate Summary Data" for the change to show on the reports. You only need to select the serving lines and dates where changes have been made.
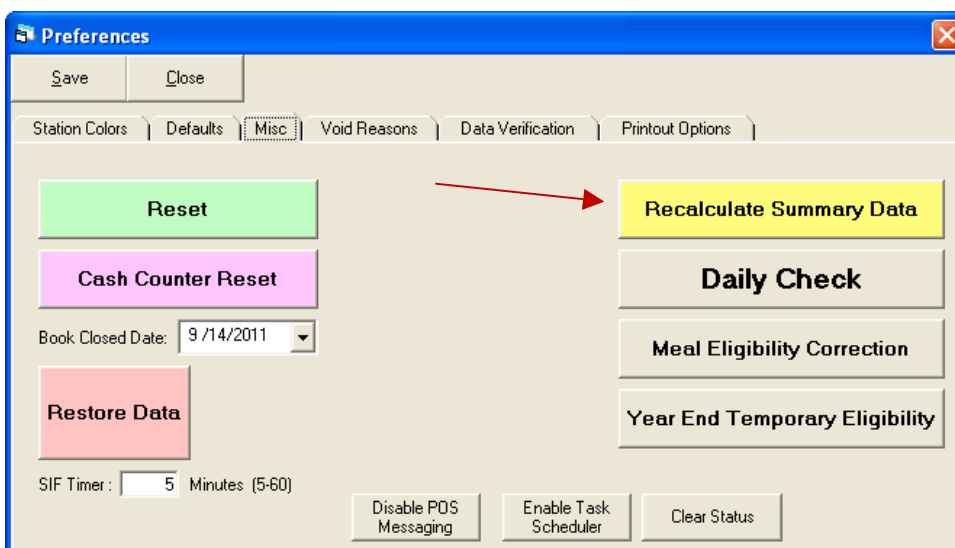

To recalculate data:

1. Click on **Tools** on the tool bar.
2. Click on **Preferences**.
3. The Preferences screen will appear.

4. Click on the **Misc** tab.

5. The **Misc** screen appears.

6. Click on the yellow **Recalculate Summary Data** button.

7. On the following screen you may:

   - Select a single station by checking the box in front of your selection.

   - Check the Select All box to include all stations in your section.

   - Check the **Reset Cash Counter** to include the cash counters in the recalculation.
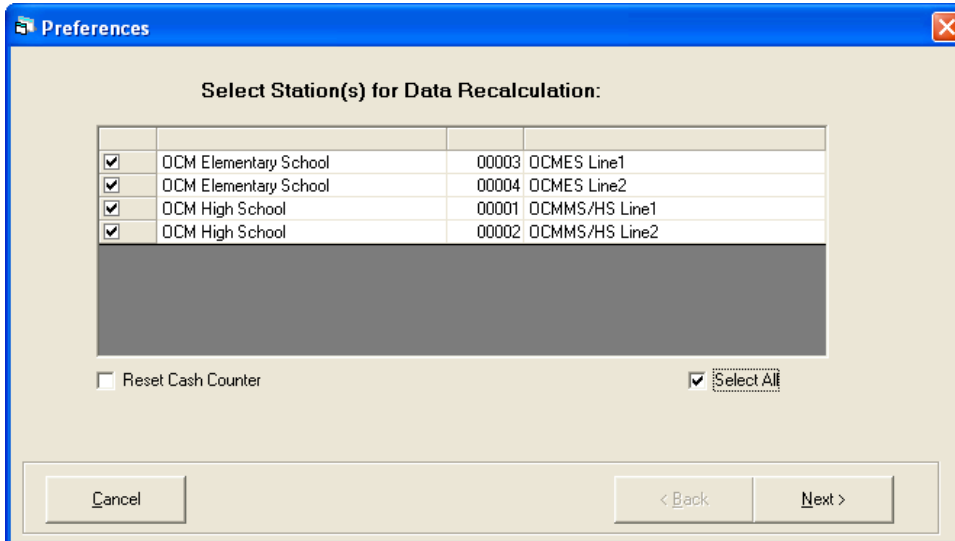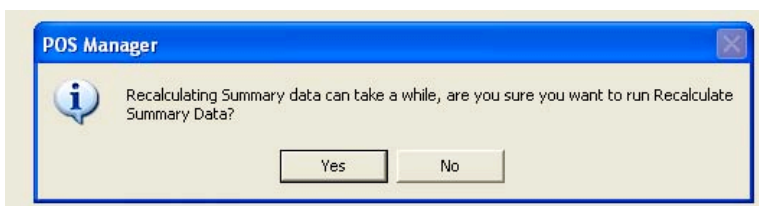
8. Click **Next>**.
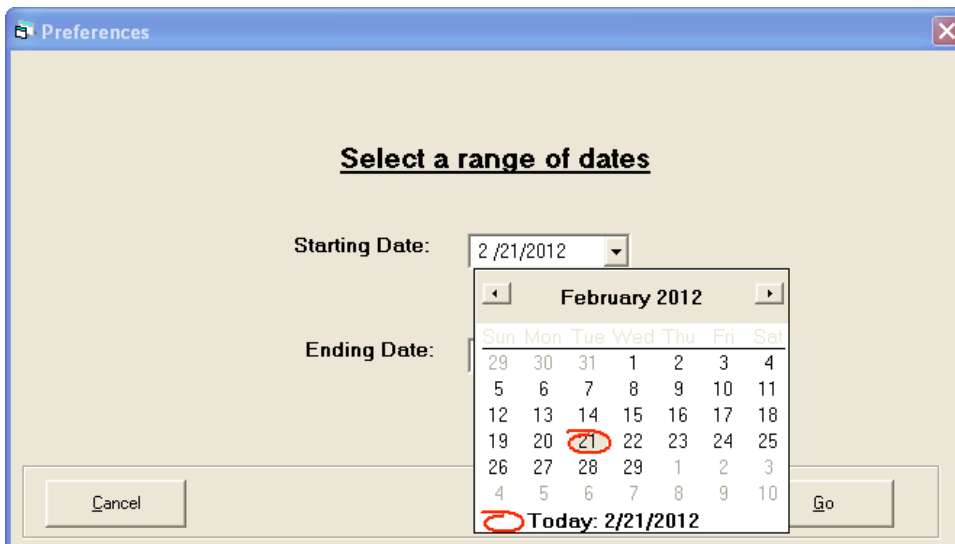
9. Select the date or range of dates using the black drop down arrow next to the date fields.

Note: It is recommended you select a date one or two days before the dates of corrections. However you must stay within the current month if your monthly claims have been made.
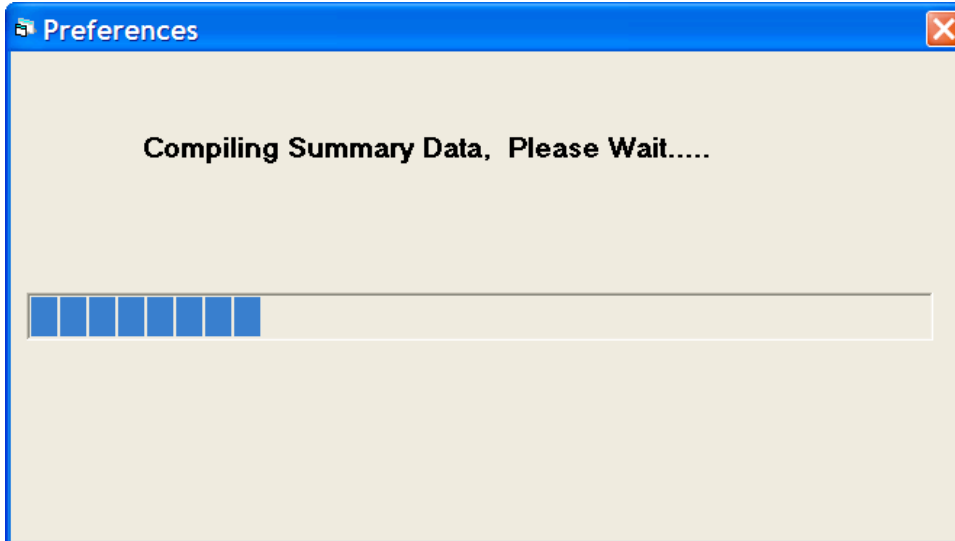
10. Click **Go**.
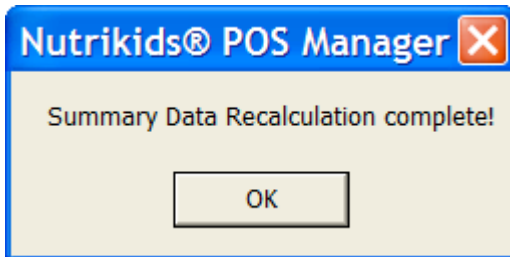
11. A POS Manager message appears.

12. Click **Yes**.

13. The Preferences screen appears letting you know when the program is done recalculating the data.

14. Click **OK**.

15. Click **Save** to save or **Close** to exit.