

Manage Sales Forecasts

Quick Start Guide

Document Details

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<https://links.crunchtime.com/NCQS-ManageSalesForecasts>

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Watch the video tutorial:

[NCS 101 - Sales Forecasting](#)

Related User Group Permissions

Screen Name	Control Name	Description
NC-Administrative Options	Sales Forecasting	Enables <i>Manage Sales Forecasts</i> on the Sales menu.
NC-Sales Forecasting	Copy	Allows users to save and copy a sales forecast to other periods.
NC-Sales Forecasting	Update, Save	Allows users to make and save changes to sales forecasts.
NC-Sales Forecasting – Incremental Sales Forecast	Edit/Save	Enables the Clock icon in the Sales Forecast detail screen; this opens a pop-up in which users can edit or save Sales Forecast in 15-minute or hourly increments.

Manage Sales Forecasts

Introduction

Overview

The Sales Forecast module will allow authorized users to enter forecast data for Sales, Guests, and Checks for each week throughout the year. Forecasted values can be entered for each day within a week and copied to future weeks. When entering forecast values for a particular week, the application will provide various data points to assist in making informed forecast decisions, such as budgeted sales values, projected forecasts, and actual data from the previous week.

If the *Dayparts* and *Revenue Centers* have been defined in Enterprise Manager, the application will also allow users to set up forecasted sales by daypart for each revenue center. The application will distribute the total forecast data by daypart from the detail screen among the revenue centers based on the percentage of historical sales (during each daypart) of all recipes sold at each revenue center.

Why do Sales Forecasting?

It's a Wednesday night. You're planning for next Monday, which happens to be your slowest day of the week. You're running a new promotion: half off an order of fries. The bar across the street is showing the playoff game. The restaurant next door is closed due to a burst pipe. The weatherman says to expect snow. Monday is not going to be a normal Monday.

How much inventory should you purchase? How many people should you staff?

Accurate forecasts will answer these questions, helping to eliminate waste and control payroll.

Entering a Sales Forecast for each week will allow Net-Chef to:

- Calculate Suggested Order when creating purchase orders
- Calculate Suggested Prep when entering Daily Prep
- Calculate Ideal Hours when creating schedules.



Note: Sales Forecast can be created automatically by enabling the Auto-Generate Sales Forecast setting in Enterprise Manager. This setting will use the selected "Default Based On" setting as the forecast data. The "Dashboard Task ___ days before week begin date" setting determines when the forecast will be generated.

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Manage Sales Forecasts

Introduction (Continued)

Getting Started

Net-Chef > Sales: Manage Sales Forecasts

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Sales Forecast

☐ Include Guest Counts

☐ Include Check Counts

Fiscal Year: 2025

Status: Unposted

Week Ending	Total (\$)	Thursday 13.24%	Friday 19.44%	Saturday 18.33%	Sunday 16.28%	Monday 11.39%	Tuesday 9.79%	Wednesday 11.53%	Last Upda...	Revi...
08/06/2025	67,894	9,415	14,001	13,365	7,789	7,075	7,839	8,410	07/17/2025	Y
08/13/2025	65,909	9,019	12,192	12,690	9,256	7,374	6,978	8,400	07/24/2025	Y
08/20/2025	55,479	7,278	11,346	12,909	6,251	5,225	5,931	6,539	07/31/2025	Y
08/27/2025	0	***	***	***	***	***	***	***		
09/03/2025	0	***	***	***	***	***	***	***		
09/10/2025	0	***	***	***	***	***	***	***		
09/17/2025	0	***	***	***	***	***	***	***		
09/24/2025	0	***	***	***	***	***	***	***		
10/01/2025	0	***	***	***	***	***	***	***		
10/08/2025	0	***	***	***	***	***	***	***		
10/15/2025	0	***	***	***	***	***	***	***		
10/22/2025	0	***	***	***	***	***	***	***		
10/29/2025	0	***	***	***	***	***	***	***		
11/05/2025	0	***	***	***	***	***	***	***		
11/12/2025	0	***	***	***	***	***	***	***		
11/19/2025	0	***	***	***	***	***	***	***		

1 Select the Week Ending date hyperlink to open that week’s forecast.



A Tip: Check *Include Guest Counts* and/or *Include Check Counts* to include the Guest and Check count information on the Sales Forecast summary screen.



Note: Check data will only be visible and configurable when the location has the “Display check count data” preference enabled in Enterprise Manager.

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Manage Sales Forecasts

Introduction (Continued)

Screen Overview

Net-Chef > Sales: Manage Sales Forecasts {Select Week}

Sales Forecast for Week Ending 08/27/2025					
	Week Ending 08/27/2025	13 % Thursday 08/21/2025	19 % Friday 08/22/2025	18 % Saturday 08/23/2025	16 % Sunday 08/24/2025
		91 °F / 72 °F	88 °F / 66 °F	88 °F / 72 °F	91 °F
A	Total Forecasted Sales	60,345	7670	12593	12749
	Total Forecasted Guests	1,809	231	333	401
	Total Forecasted Checks	1,479	195	305	288
	Avg. Sales per Check	40.80	39.33	41.29	44.27
	> Current Week Actuals	****	****	****	****
B	Historical and Projected Data				
	> All Forecast	65,735	8,585	12,824	13,327
	> Budgeted Sales	60,345	7,670	12,593	12,749
	> Projected	63,520	8,074	13,256	13,420
	> Last Week's Forecast	55,479	7,278	11,346	12,909
	> Actuals for Week Ending 08/06/...	50,308	8,733	12,855	15,110

- A** Total Forecasted Sales, Total Forecasted Guests, and Total Forecasted Checks are the values used by the system to calculate expected demand for the selected week. These fields will be pre-populated based on the "Default based on" setting for each Location in Enterprise Manager.
- B** The Historical and Projected Data section provides previous forecasts, historical sales, and calculated forecast data to help you make informed decisions when planning for the week. The name of metric that is currently being used to populate the forecast will appear in blue text.
- C** These percentages distribute the total Budgeted Sales for the week and are maintained by the "Projected Sales %" setting in Enterprise Manager. If this setting is not configured, 100% of the budget will be applied to the first day of the week.



Tip: A **** placeholder is displayed when no data is available for a particular value and date. When the calculated or entered value is "zero", the number '0.00' will be displayed.



Note: Daily forecast values will be automatically set to '0' for Scheduled Closed days, as defined in Enterprise Manager.

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Manage Sales Forecasts

Introduction (Continued)

Screen Overview (Continued)

Net-Chef > Sales: Manage Sales Forecasts > {Select Week}

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Sales Forecast for Week Ending 08/27/2025

Scale Values by 100.00 %

	Week Ending 08/27/2025	13 % Thursday 08/21/2025	19 % Friday 08/22/2025	18 % Saturday 08/23/2025	16 % Sunday 08/24/2025
Total Forecasted Guests	1,629	208	300	361	
Total Forecasted Checks	1,332			259	
Avg. Sales per Check	40.77			44.30	
> Current Week Actuals	****			****	
Historical and Projected Data					
> AI Forecast	65,735	8,585	12,824	13,327	
Budgeted Sales	60,345	7,670	12,593	12,749	
> Projected	63,520	8,074	13,256	13,420	
> Last Week's Forecast	55,479	7,278	11,346	12,909	
> Actuals for Week Ending 08/06/...	50,308	8,733	12,855	15,110	
> 4 Week Avg. through 08/06/202...	63,897	8,240	13,157	13,844	
> Historical Actuals for 08/28/202...	72,490	10,241	14,069	15,078	
> Year-over-Year Trend	63,897	8,240	13,157	13,844	

Sales Details for 08/21/2024

Total Sales 10,241 (\$)

Register Administrative Equipment Employee

Register #1, FOH
Weather Sunny
Temperature 90°
Event Concert

- D

Dates in blue can be selected to display holidays and promotions set for this date by your corporate team.
- E

Historical sales in blue can be selected to display any notes left by the manager on that past date.

Manage Sales Forecasts

Update Forecast

Apply Historical or Projected Forecast

Net-Chef > Sales: Manage Sales Forecasts {Select Week}

crunchtime NET-CHEF

Search: [] Grid: [] Help: [?] User: KP Kim Location: 304 - Portland

Sales Forecast for Week Ending 08/27/2025 | Scale Values by: 100.00 %

	Week Ending 08/27/2025	13 % Thursday 08/21/2025 91°F / 72°F	19 % Friday 08/22/2025 88°F / 66°F	18 % Saturday 08/23/2025 88°F / 72°F	16 % Sunday 08/24/2025 91°F
Total Forecasted Sales	65,735	8,585	12,824	13,327	
Total Forecasted Guests	1,881	237	348	413	
Total Forecasted Checks	1,558	201	322	308	
Avg. Sales per Check	42.19	42.71	39.83	43.27	
> Current Week Actuals	****	****	****	****	****
Historical and Projected Data					
1 > AI Forecast ☐	2 65,735	8,585	12,824	13,327	
Budgeted Sales ☐	60,345	7,670	12,593	12,749	
> Projected ☐	63,520	8,074	13,256	13,420	
> Last Week's Forecast ☐	55,479	7,278	11,346	12,909	
> Actuals for Week Ending 08/06/...	50,308	8,733	12,855	15,110	

- 1 Select the ☐ (auto-fill) button to use a historical or projected forecast. The forecast label will appear in blue text after it has been selected.
- 2 The data from the selected forecast will be moved up to the *Total Forecasted Sales, Guests, and Checks* fields. These values can then be edited as needed. For each metric, Guest and Check data can be previewed by selecting the (>) expander control to the left of the forecast title.



Tip: The AI Forecast uses Crunchtime's custom-built machine learning algorithm to calculate forecasts for 30 days forward from the current date; it is tailored to your specific operation and location and automatically selects the most relevant data points to ensure maximum accuracy.

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Manage Sales Forecasts

Update Forecast (Continued)

Scale Forecast Values

Net-Chef > Sales: Manage Sales Forecasts {Select Week}

	Week Ending 08/27/2025	13 % Thursday 08/21/2025	19 % Friday 08/22/2025	18 % Saturday 08/23/2025	16 % Sunday 08/24/2025
		91°F / 72°F	88°F / 66°F	88°F / 72°F	91°F
	☒	☒	☒	☒	
Total Forecasted Sales	65,735	8,585	12,824	13,327	
Total Forecasted Guests	1,881	237	348	413	
Total Forecasted Checks	1,558	201	322	308	
Avg. Sales per Check	42.19	42.71	39.83	43.27	
> Current Week Actuals	****	****	****	****	
> Historical and Projected Data					
> AI Forecast ☐	65,735	8,585	12,824	13,327	
> Budgeted Sales ☐	60,345	7,670	12,593	12,749	
> Projected ☐	63,520	8,074	13,256	13,420	
> Last Week's Forecast ☐	55,479	7,278	11,346	12,909	
> Actuals for Week Ending 08/06/...	50,308	8,733	12,855	15,110	

Scaling your forecast values allows you to account for sales trends quickly and accurately. Here's how:

- 1 Check the box in the header of one or more columns to select the dates you would like to scale (or check the box in the *Week Ending* column to select all).
- 2 Update the percentage field with the forecast trend. To forecast a 5% increase in sales, enter 105% (as shown above); to forecast a 5% decrease in sales, enter 95%.
- 3 Select *Scale Values By* to apply the percentage to the *Total Forecasted Sales*, *Guests*, and *Checks*.



Note: Selecting *Scale Values By* applies the entered percentage to the Total Forecasted values one time. This percentage will not be automatically applied to any additional changes made to the forecast. For example, if a new forecast is selected from the Historical and Projected Data section, the scale percentage will **not** be applied automatically. Simply select the *Scale Values By* button again if you wish to reapply the scaling percentage.

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Manage Sales Forecasts

Update Forecast (Continued)

Forecasts by Daypart

Net-Chef > Sales: Manage Sales Forecasts {Select Week}

Sales Forecast for Week Ending 08/27/2025					
	Week Ending 08/27/2025	13 % Thursday 08/21/2025	19 % Friday 08/22/2025	18 % Saturday 08/23/2025	16 % Sunday 08/24/2025
		91°F / 72°F	88°F / 66°F	88°F / 72°F	91°F
Total Forecasted Sales	65,735	8,585	12,824	13,327	
Total Forecasted Guests	1,881	237	348	413	
Total Forecasted Checks	1,558	201	322	308	
Avg. Sales per Check	42.19	42.71	39.83	43.27	
> Current Week Actuals	****	****	****	****	
> Historical and Projected Data					
1 Daypart Forecast					
> Forecasted Sales by Daypart	65,735	8,585	12,824	13,327	
BREAKFAST (Open - 11am)	1,602	355 4.14%	206 1.61%	121 0.91%	
LUNCH (11am - 5pm)	19,070	2478 28.86%	3239 25.26%	3544 26.60%	
DINNER (5pm - 11pm)	39,714	5054 58.87%	8119 63.31%	8160 61.23%	
LATE NIGHT (11pm - Close)	4,954	699 8.14%	1258 9.81%	1501 11.26%	

Managers can view or update forecasted sales for each Daypart, allowing for a more accurate forecast.

Note: There must be at least one Daypart configured in Enterprise Manager to use this functionality.

- 1 Select the *Daypart Forecast* > expander control to view this section.
- 2 Any change to the day-level Forecasted Sales/Guest/Checks will automatically be recalculated and redistributed across the Dayparts. You can also choose to update these values manually.



Tip: The Total Forecasted data should be equal to the total Daypart forecast. Any difference between these values will appear in **red text** in the Forecasted Sales by Daypart row. This will typically occur due to rounding discrepancies.

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Manage Sales Forecasts

Update Forecast (Continued)

Forecasts by Daypart and Revenue Center

Net-Chef > Sales: Manage Sales Forecasts > {Select Week}

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Sales Forecast for Week Ending 08/27/2025

Scale Values by

100.00

%

	Week Ending 08/27/2025	13 % Thursday 08/21/2025	19 % Friday 08/22/2025	18 % Saturday 08/23/2025	16 % Sunday 08/24/2025
		91 °F / 72 °F	88 °F / 66 °F	88 °F / 72 °F	91 °F
		☐	☐	☐	☐
Total Forecasted Sales	65,340	7957	11047	9967	
Total Forecasted Guests	1,865	232	293	303	
Total Forecasted Checks	1,546	178	238	212	
Avg. Sales per Check	42.26	44.70	46.42	47.01	
> Current Week Actuals	****	****	****	****	
> Historical and Projected Data					
> Daypart Forecast		A Edit	Edit	Edit	Edit
> Forecasted Sales by Daypart	65,340	9,014	12,000	13,327	
BREAKFAST (Open - 11am)	1,602				

A Select the *Edit* button in the Daypart Forecast row to view or enter a forecast for each Revenue Center by Daypart.

Any change to a Daypart's forecast will automatically be recalculated and redistributed across Revenue Centers. You can also choose to scale these values or update them manually.

Forecast by Daypart and Revenue Center for 08/21/2025					
Sales					
Revenue Ce...	Revenue ...	BREAKFAST (Open - 11am)	LUNCH (11am - 5pm)	DINNER (5pm - 11pm)	LATE NIGHT (11pm - Close)
DRIVE THRU	625	0	182	387	56
		0.00 %	6.20 %	8.32 %	15.26 %
DINE-IN	5,004	0	2056	2787	161
		0.00 %	70.03 %	59.88 %	43.87 %
TO-GO	1,636	0	460	1066	110
		0.00 %	15.67 %	22.91 %	29.97 %
PATIO	0	0	0	0	0
		0.00 %	0.00 %	0.00 %	0.00 %
BAR LOUNGE	692	0	238	414	40
		0.00 %	8.11 %	8.90 %	10.90 %
DELIVERY	0	0	0	0	0
		0.00 %	0.00 %	0.00 %	0.00 %
CATERING	0	0	0	0	0
		0.00 %	0.00 %	0.00 %	0.00 %
ONLINE	0	0	0	0	0
		0.00 %	0.00 %	0.00 %	0.00 %
Daypart Total	7957	0	2936	4654	367
Forecasted Sales by Daypart	7,957				



Alert: After saving the Revenue Center forecasts, the Daypart forecast fields can no longer be edited on the main Sales Forecast screen. Any further edits must be done inside the Forecast by Daypart and Revenue Center windows for each weekday.

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Manage Sales Forecasts

Update Forecast (Continued)

Incremental Forecast

Net-Chef > Sales: Manage Sales Forecasts > {Select Week}

1 Select the *Clock* icon.

2 Select the *Day* for the forecasts to be entered.

3 Choose whether *Forecasted By* should be set to 'Sales', 'Guests', or 'Checks'.

4 Enter/Edit the incremental forecast value for each Begin Time / Revenue Center combination.

5 Select *Refresh Totals* to update the displayed Hourly and Period totals, then select the *Disk* (Save) icon to save your changes.

6 After exiting this screen, the *Incremental Data* box for the selected day(s) will be checked in the detail screen. Once forecast values have been saved at the 15-minute or hourly level for a day/date, edits for that day can only be made and saved from the incremental forecast screen unless the user unchecks that box.



Notes: Incremental Forecasts will only be saved for times that fall within the location's Hours of Operation, as defined in Enterprise Manager. Forecast values will be automatically set to '0' for Scheduled Closed days.



Alert: When the Incremental Data box is unchecked, the 15-minute/hourly level data will be updated using the default distribution based on historical sales, overriding all manually entered incremental data for that date.

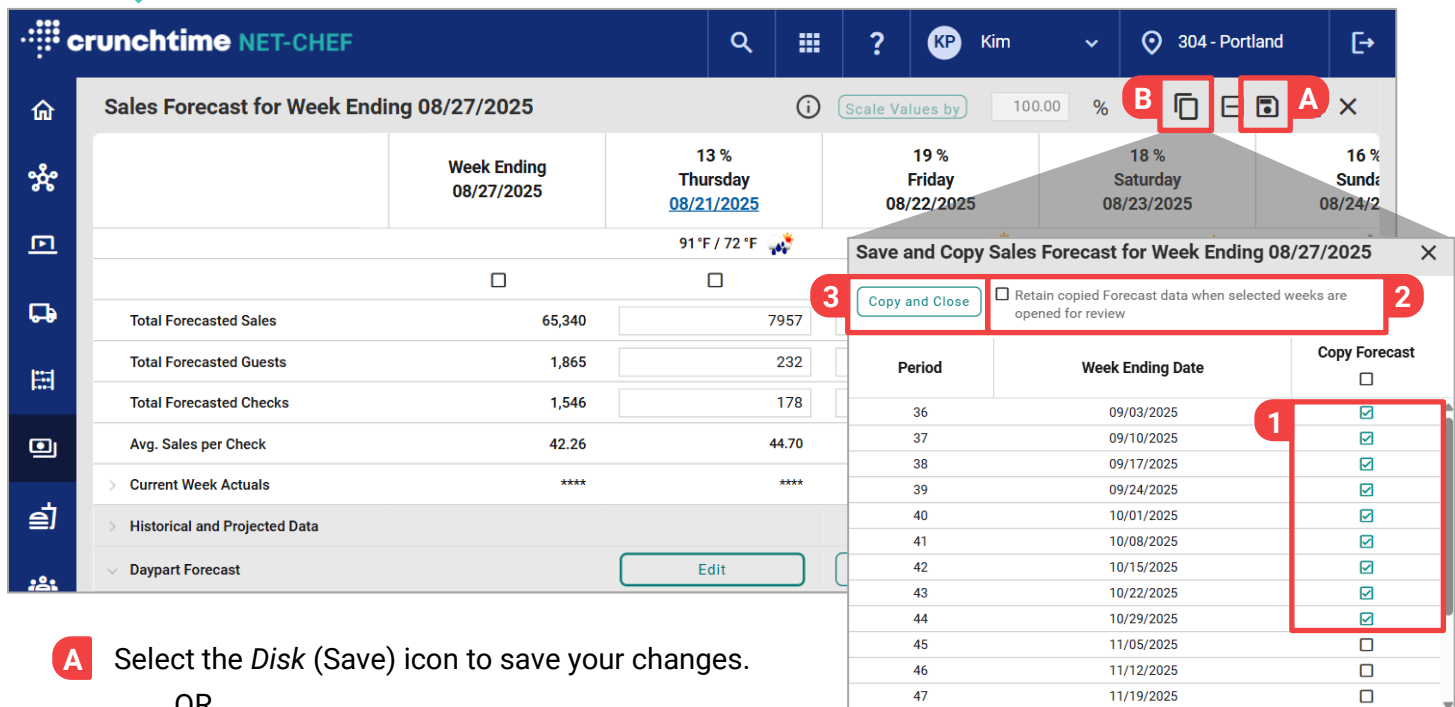
(Continued)

Manage Sales Forecasts

Save Forecast

Save or Save and Copy

Net-Chef > Sales: Manage Sales Forecasts > {Select Week}



A Select the *Disk* (Save) icon to save your changes.

OR

B Select the *Save and Copy* icon to save your changes for the current week and apply to future weeks.

1 Check the box in the *Copy Forecast* column for each week that should receive this forecast (check the box in the column header to select all future weeks).

2 Optionally, check *Retain copied Forecast data when selected weeks are open for review*.

- Checked** – The copied forecast values will carry over when the selected weeks are open for review. These values will not be recalculated.
- Not Checked** – The copied forecast values will be used when calculating projected consumption values, however the forecast values will not be saved when the week is opened for review. The values will be recalculated based on the location's "Sales Forecasting Based on" preference setting.

3 Select *Copy and Close*.



Alert: When the "Retain copied Forecast data when selected weeks are opened for review" box is **NOT** checked, the Sales Forecast Summary screen will display the copied forecast values, but these values will be recalculated when the week is opened for review.

3 Select *Copy and Close*.

Once the forecast is saved, it will be marked as reviewed on the Sales Forecast summary screen. Forecasts can still be edited after being reviewed.

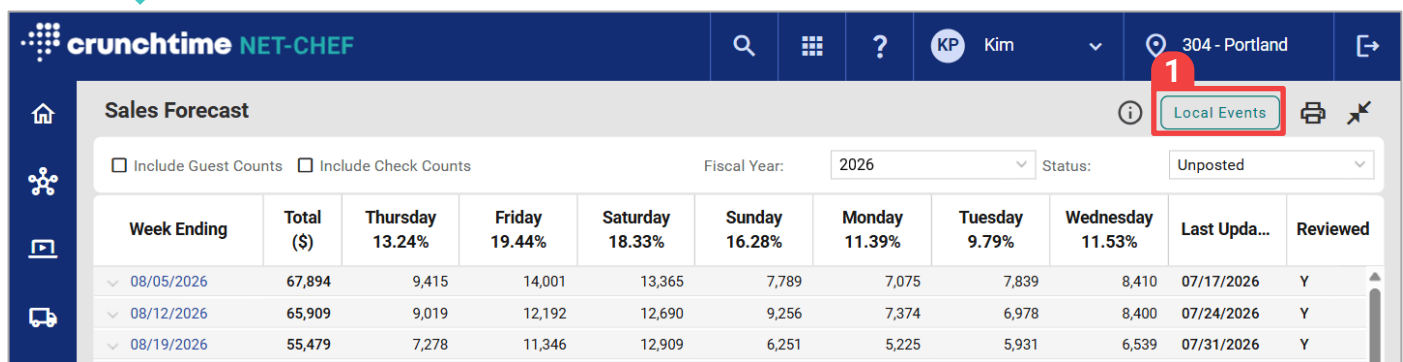
Manage Sales Forecasts

Local Events (for AI Forecast)

Create a Local Event

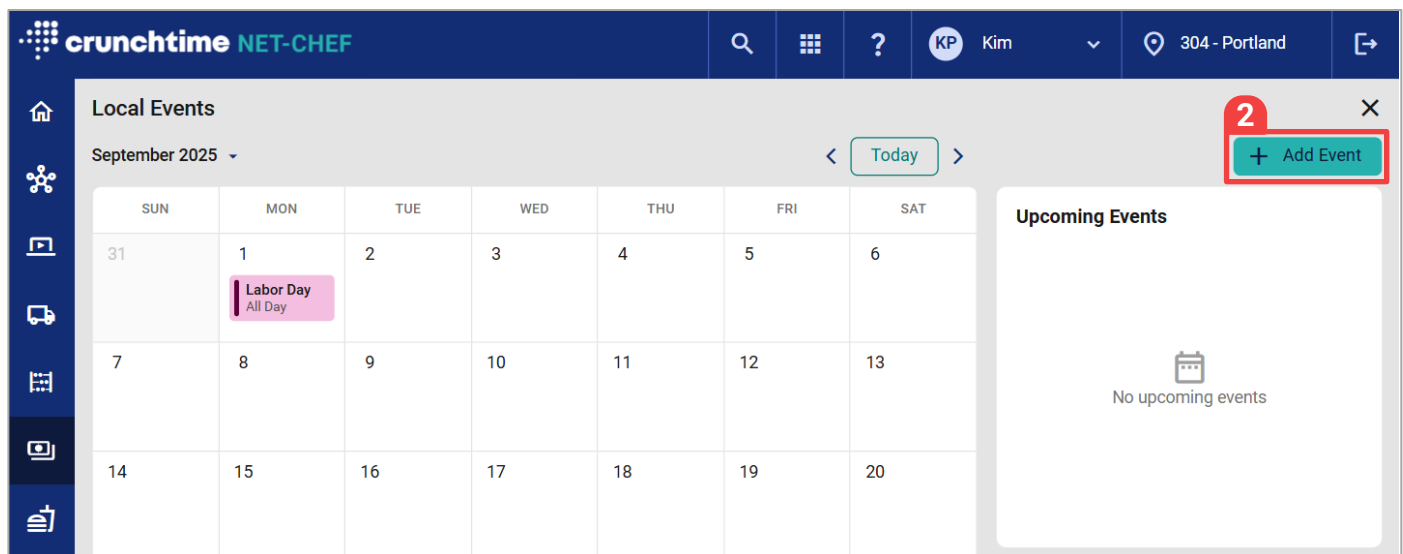
The *Local Events* calendar captures events like local holidays, school breaks, community events, concerts, sporting events, festivals, and other market-level factors that can impact your sales forecasts. Capturing these events will increase the accuracy of the AI Forecast by ensuring that these demand drivers are factored into the forecasts for Sales, Guests, and Checks at your location.

Net-Chef > Sales: Manage Sales Forecasts



Week Ending	Total (\$)	Thursday 13.24%	Friday 19.44%	Saturday 18.33%	Sunday 16.28%	Monday 11.39%	Tuesday 9.79%	Wednesday 11.53%	Last Upda...	Reviewed
08/05/2026	67,894	9,415	14,001	13,365	7,789	7,075	7,839	8,410	07/17/2026	Y
08/12/2026	65,909	9,019	12,192	12,690	9,256	7,374	6,978	8,400	07/24/2026	Y
08/19/2026	55,479	7,278	11,346	12,909	6,251	5,225	5,931	6,539	07/31/2026	Y

1 From the Sales Forecast summary screen, select *Local Events*.



SUN	MON	TUE	WED	THU	FRI	SAT
31	1 Labor Day All Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

2 To create a new entry, click **+ Add Event**.

(Continued)

Manage Sales Forecasts

Local Events (Continued)

Create a Local Event (Continued)

Net-Chef > Sales: Manage Sales Forecasts > Local Events > + Add Event

The screenshot shows the Net-Chef interface for managing local events. The top navigation bar includes the Crunchtime logo, search, and user information. The main area displays a calendar for September 2026. On the right, an 'Add Event' panel is open, showing the 'Event Name' field with the text 'High School Football Game'. A red box highlights the 'Create "High School Football Game" event' button.

- 3 In the event panel, enter the *Event Name*.
- 4 Click the *Create {Event Name} event* button. Additional detail fields will be displayed.

The screenshot shows the Net-Chef interface for managing local events. The top navigation bar includes the Crunchtime logo, search, and user information. The main area displays a calendar for September 2026. On the right, an 'Event Details' panel is open, showing the 'Event Name' field with the text 'High School Football Game'. The 'Category' dropdown is set to 'Sporting Event'. The 'Date' field shows '09/25/2026'. The 'From' and 'To' time fields are set to '19:00' and '21:00' respectively. A red box highlights the 'Add more dates' button.

- 5 Select the *Category* to classify the event. Options include : 'Community Event', 'Concert', 'Holiday', 'School Event', 'Sporting Event', or 'Other'.
- 6 Select the *Date* for the event (defaults to the current date). If applicable, check the *All Day* box.
- 7 Otherwise select the *From & To* times for the event.
- 8 If the event spans multiple days or repeats on other dates, select *Add more dates*.
 - a. Use the pop-up calendar to select another date to add for this event.
 - b. Repeat as needed to add each additional date (they can only be added 1 at a time).
9. When finished, click *Save*.

(Continued)

Manage Sales Forecasts

Local Events (Continued)

View Event Details

Net-Chef > Sales: Manage Sales Forecasts {Select Week}

Sales Forecast for Week Ending 09/27/2026

15 % Tuesday 09/22/2026	10 % Wednesday 09/23/2026	12 % Thursday 09/24/2026	20 % Friday 09/25/2026	20 % Saturday 09/26/2026	8 % Sunday 09/27/2026
Weather Unavailable	Weather Unavailable	Weather Unavailable	High / Low 70 °F / 50 °F	High / Low 70 °F / 50 °F	High / Low 59 °F / 52 °F
0	0	0	0	0	0

- 1 In the Sales Forecast details screen, dates that have an event will show an icon with a number indicating how many events occur on that day.
- 2 Click the ▼ icon to the right of the date header.
- 3 From the menu, select *Day Details*.

Sales Forecast for Week Ending 09/27/2026

September 25, 2026

1 event

A Sporting Event
High School Football Game
7 PM - 9 PM

B Previous Occurrences
09/05/2025

4 X

- A** The event panel will open, showing the event details for that day.
- B** It will also show *Previous Occurences* of that event, if any.
- 4** To collapse the panel, click the **X** (Close) icon.