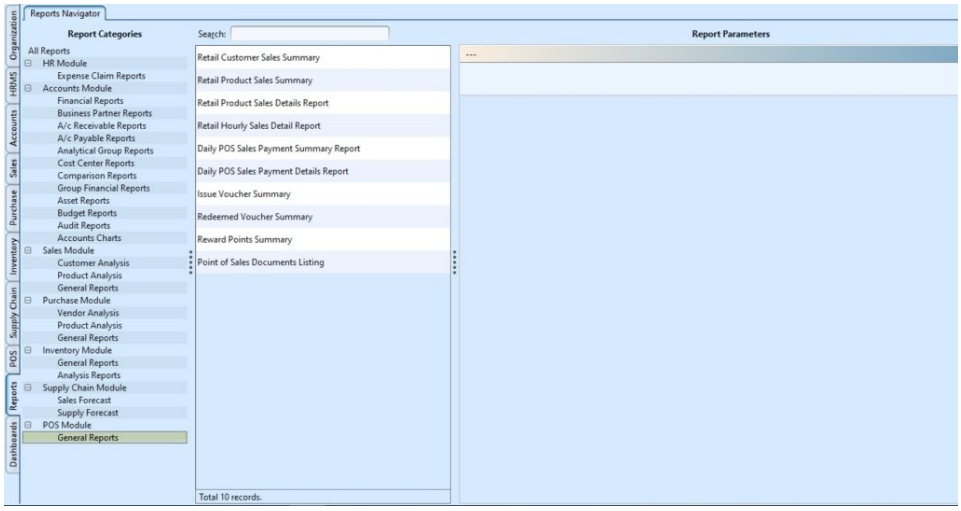
POS Reports

In POS Reports view, user is able to generate general and analysis reports of POS transactions. The following are the available reports:-

Report Description	Explanations
General Reports	
Retail Customer Sales Summary Report	Shows Sales Summary by POS (Retail Customers) for the selected Date Range Note: When using filter with Type: “Posted Invoices”, this report includes confirmed POS invoices as well
Retail Product Sales Summary Report	Shows the Sales Summary by Product for the selected Date Range
Retail Product Sales Detail Report	Shows the Sales Detail by Product for the selected Date Range
Retail Hourly Detail Dales Report	Shows Hourly Sales Detail for the selected Date Range
Daily POS Payment Summary Report	Shows Sales Summary by Payment Means for the selected Date Range
Daily POS Payment Detail Report	Shows Sales Detail by Payment Means for the selected Date Range
Issued Voucher Summary Report	Shows the Summary of the vouchers redeemed status for a selected Date Range
Redeemed Voucher Summary Report	Shows the Summary of the vouchers that have been redeemed for a selected Date Range
Reward Point Summary	Shows Reward Points in a given As On Date
Point of Sale Document Listing	Shows the Sales Document for the selected status (Approved/Posted) for a selected Date Range

Below actions are available under ***“POS Reports”:***

- View and search reports for POS module



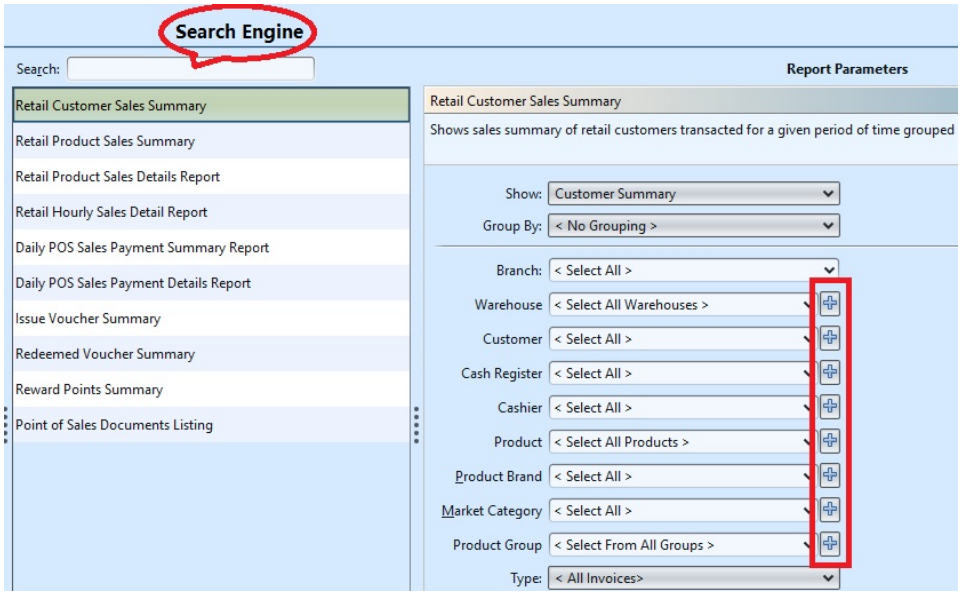
View and Search Reports for Point-Of-Sale (POS) Module

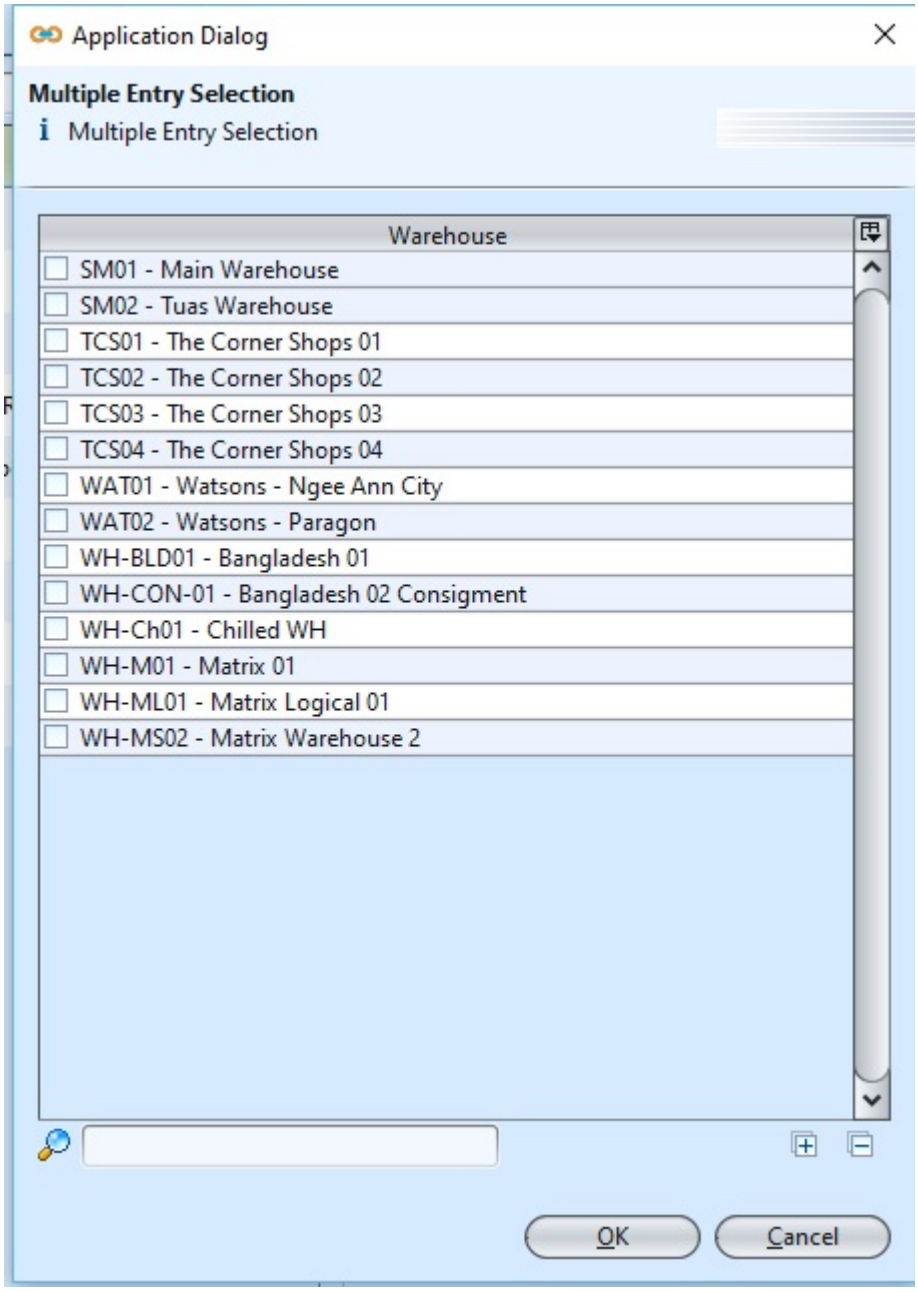
1. Enter search parameter to filter the result, i.e. type in the report name in the search textfield box at the top of the screen

2. Select a report from the list of reports available

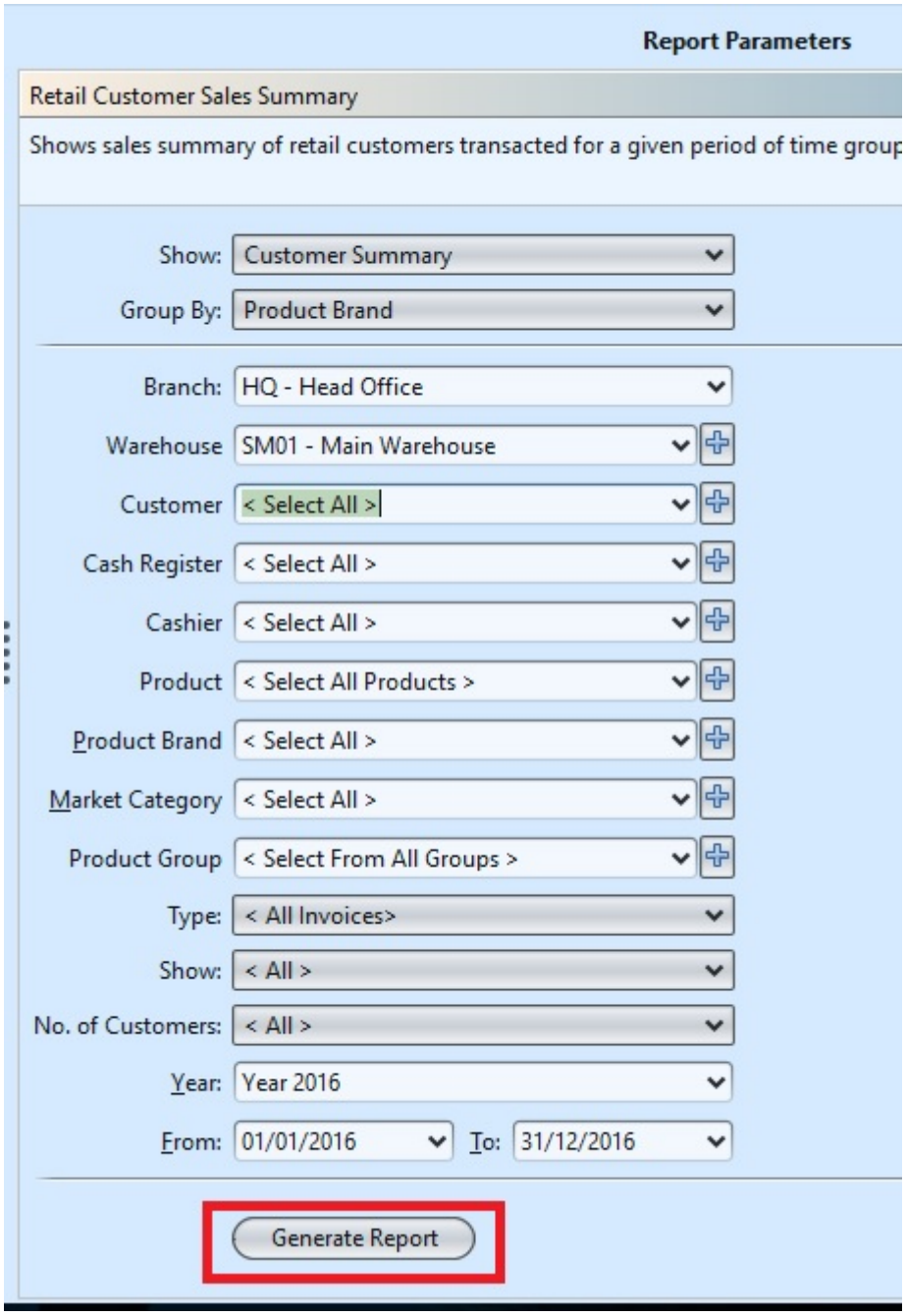
3. Select the parameters to filter the report, i.e. by specific "***Product Brand***", time period

4. Click button next to drop-down list to select multiple items (i.e. certain product brands). On the pop-up window, tick the box(es) of items to be included in the report, then click ***"OK"*** button

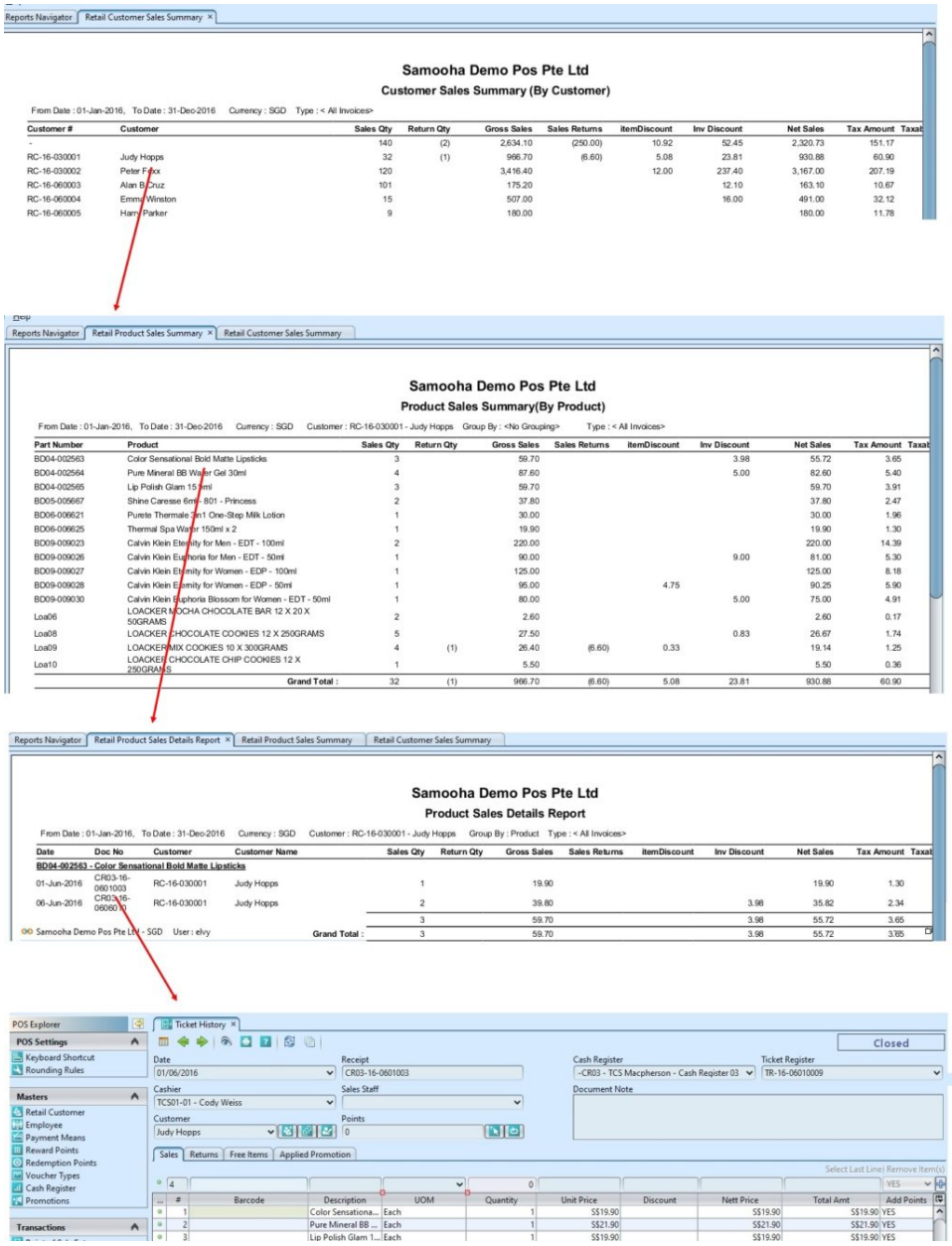
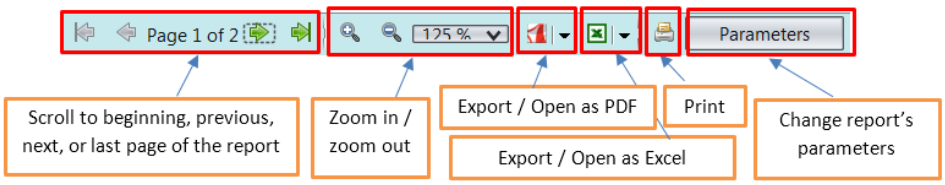

Search Engine
Search:
Report Parameters
Retail Customer Sales Summary
Retail Product Sales Summary
Retail Product Sales Details Report
Retail Hourly Sales Detail Report
Daily POS Sales Payment Summary Report
Daily POS Sales Payment Details Report
Issue Voucher Summary
Redeemed Voucher Summary
Reward Points Summary
Point of Sales Documents Listing
Retail Customer Sales Summary
Shows sales summary of retail customers transacted for a given period of time grouped
Show: Customer Summary
Group By: < No Grouping >
Branch: < Select All >
Warehouse < Select All Warehouses >
Customer < Select All >
Cash Register < Select All >
Cashier < Select All >
Product < Select All Products >
Product Brand < Select All >
Market Category < Select All >
Product Group < Select From All Groups >
Type: < All Invoices>


Application Dialog
Multiple Entry Selection
Multiple Entry Selection
Warehouse
SM01 - Main Warehouse
SM02 - Tuas Warehouse
TCS01 - The Corner Shops 01
TCS02 - The Corner Shops 02
TCS03 - The Corner Shops 03
TCS04 - The Corner Shops 04
WAT01 - Watsons - Ngee Ann City
WAT02 - Watsons - Paragon
WH-BLD01 - Bangladesh 01
WH-CON-01 - Bangladesh 02 Consigment
WH-Ch01 - Chilled WH
WH-M01 - Matrix 01
WH-ML01 - Matrix Logical 01
WH-MS02 - Matrix Warehouse 2
OK
Cancel

5. Click ***"Generate Report"*** button at the bottom right of the screen to generate the report; it will open a new tab with the selected report



6. On the selected report tab, some records are clickable – in this case the mouse pointer will change to a hand pointer – it is possible to click on these hyperlink records to open another report for that particular record or show transaction details of the record (see pictures below for an example of point-of-sale reports' hyperlinks)



7. At the bottom of the report tab, the following options are available: