

# POS Reports

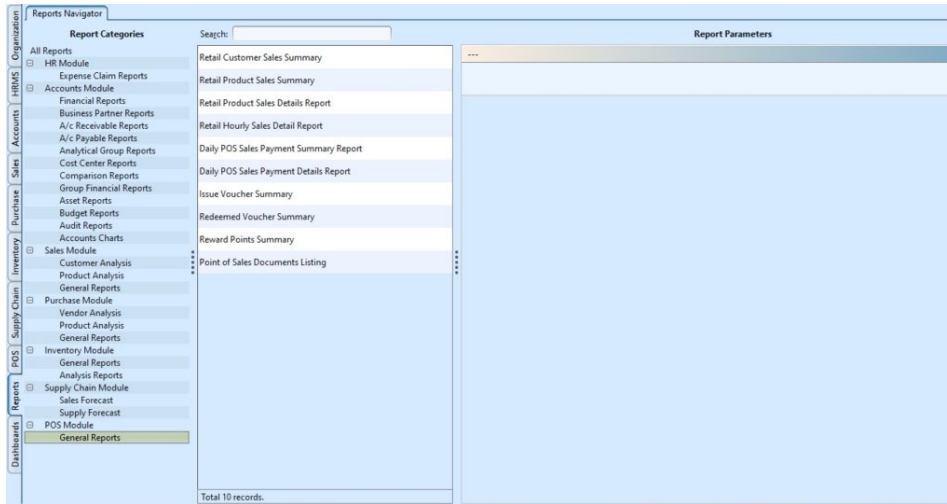
In POS Reports view, user is able to generate general and analysis reports of POS transactions. The following are the available reports:-

Report Description	Explanations
<b>General Reports</b>	
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:

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

Report Parameters

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 Consignment

☐ 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

The screenshot shows a web application interface for generating a report. At the top, there's a header 'Report Parameters'. Below it, a section titled 'Retail Customer Sales Summary' describes the report: 'Shows sales summary of retail customers transacted for a given period of time group'. The form contains several dropdown menus and buttons for selecting parameters:

- Show: Customer Summary (dropdown)
- Group By: Product Brand (dropdown)
- Branch: HQ - Head Office (dropdown)
- Warehouse: SM01 - Main Warehouse (dropdown with a plus icon)
- Customer: < Select All > (dropdown with a plus icon)
- Cash Register: < Select All > (dropdown with a plus icon)
- Cashier: < Select All > (dropdown with a plus icon)
- Product: < Select All Products > (dropdown with a plus icon)
- Product Brand: < Select All > (dropdown with a plus icon)
- Market Category: < Select All > (dropdown with a plus icon)
- Product Group: < Select From All Groups > (dropdown with a plus icon)
- Type: < All Invoices > (dropdown)
- Show: < All > (dropdown)
- No. of Customers: < All > (dropdown)
- Year: Year 2016 (dropdown)
- From: 01/01/2016 (dropdown) To: 31/12/2016 (dropdown)

At the bottom, there is a button labeled 'Generate Report' which is highlighted with a red rectangular border.

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)

Reports Navigator Retail Customer Sales Summary

**Samoocha Demo Pos Pte Ltd**  
Customer Sales Summary (By Customer)

From Date : 01-Jan-2016, To Date : 31-Dec-2016 Currency : SGD Type : < All Invoices >

Customer #	Customer	Sales Qty	Return Qty	Gross Sales	Sales Returns	ItemDiscount	Inv Discount	Net Sales	Tax Amount	Taxat
RC-16-00001	Judy Hopps	140	(2)	2,634.10	(250.00)	10.92	52.45	2,320.73	151.17	
RC-16-00002	Peter Fawcett	32	(1)	996.70	(6.60)	5.08	23.81	950.88	60.90	
RC-16-00003	Alan B Cruz	120		3,416.40		12.00	237.40	3,167.00	207.19	
RC-16-00004	Ernest Winston	101		175.20			12.10	163.10	10.67	
RC-16-00005	Harry Parker	15		507.00			16.00	491.00	32.12	
RC-16-00005	Harry Parker	9		180.00				180.00	11.78	

Reports Navigator Retail Product Sales Summary Retail Customer Sales Summary

**Samoocha Demo Pos Pte Ltd**  
Product Sales Summary (By Product)

From Date : 01-Jan-2016, To Date : 31-Dec-2016 Currency : SGD Customer : RC-16-00001 - Judy Hopps Group By : < No Grouping > Type : < All Invoices >

Part Number	Product	Sales Qty	Return Qty	Gross Sales	Sales Returns	ItemDiscount	Inv Discount	Net Sales	Tax Amount	Taxat
BD04-002563	Color Sensational Bold Matte Lipsticks	3		59.70			3.98	55.72	3.65	
BD04-002564	Pure Mineral BB Cream Gel 30ml	4		87.60			5.00	82.60	5.40	
BD04-002565	Lip Polish Glam 15 ml	3		59.70				59.70	3.91	
BD05-005667	Shine Caresse 6ml - 801 - Princess	2		37.80				37.80	2.47	
BD06-006621	Pureté Thermale 101 One-Step Milk Lotion	1		30.00			9.00	21.00	1.96	
BD06-006625	Thermal Spa Water 150ml x 2	1		19.90				19.90	1.30	
BD09-009023	Calvin Klein Eternity for Men - EDT - 100ml	2		220.00				220.00	14.39	
BD09-009026	Calvin Klein Eternity for Men - EDT - 50ml	1		90.00				90.00	5.30	
BD09-009027	Calvin Klein Eternity for Women - EDP - 100ml	1		125.00				125.00	8.18	
BD09-009028	Calvin Klein Eternity for Women - EDP - 50ml	1		95.00		4.75		90.25	5.90	
BD09-009030	Calvin Klein Eternity for Women - EDT - 50ml	1		80.00			5.00	75.00	4.91	
Load6	LOACKER MOCHA CHOCOLATE BAR 12 X 20 X 50GRAMS	2		2.60				2.60	0.17	
Load8	LOACKER CHOCOLATE COOKIES 12 X 250GRAMS	5		27.50			0.83	26.67	1.74	
Load9	LOACKER MIX COOKIES 10 X 300GRAMS	4	(1)	26.40	(6.60)	0.33		19.14	1.25	
Load10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	1		5.50				5.50	0.36	
Grand Total :		32	(1)	996.70	(6.60)	5.08	23.81	930.88	60.90	

Reports Navigator Retail Product Sales Details Report Retail Product Sales Summary Retail Customer Sales Summary

**Samoocha Demo Pos Pte Ltd**  
Product Sales Details Report

From Date : 01-Jan-2016, To Date : 31-Dec-2016 Currency : SGD Customer : RC-16-00001 - Judy Hopps Group By : Product Type : < All Invoices >

Date	Doc No	Customer	Customer Name	Sales Qty	Return Qty	Gross Sales	Sales Returns	ItemDiscount	Inv Discount	Net Sales	Tax Amount	Taxat
BD04-002563 - Color Sensational Bold Matte Lipsticks												
01-Jun-2016	CR03-16-0601003	RC-16-00001	Judy Hopps	1		19.90				19.90	1.30	
06-Jun-2016	CR03-16-0606001	RC-16-00001	Judy Hopps	2		39.80			3.98	35.82	2.34	
				3		59.70			3.98	55.72	3.65	
Grand Total :				3		59.70			3.98	55.72	3.65	

POS Explorer Ticket History

POS Settings Keyboard Shortcut Rounding Rules

Masters Retail Customer Employee Payment Means Reward Points Redemption Points Voucher Types Cash Register Promotions

Transactions

Date: 01/06/2016 Receipt: CR03-16-0601003

Cashier: TCS01-01 - Cody Weiss Sales Staff

Customer: Judy Hopps Points: 0

Cash Register: CR03 - TCS Macpherson - Cash Register 03 Ticket Register: TR-16-06010009

Document Note

Sales Returns Free Items Applied Promotion

#	Barcode	Description	UOM	Quantity	Unit Price	Discount	Nett Price	Total Amt	Add Points
1		Color Sensational Bold Matte Lipsticks	Each	1	\$519.90		\$519.90	\$519.90	YES
2		Pure Mineral BB Cream Gel 30ml	Each	1	\$521.90		\$521.90	\$521.90	YES
3		Lip Polish Glam 15 ml	Each	1	\$519.90		\$519.90	\$519.90	YES

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

