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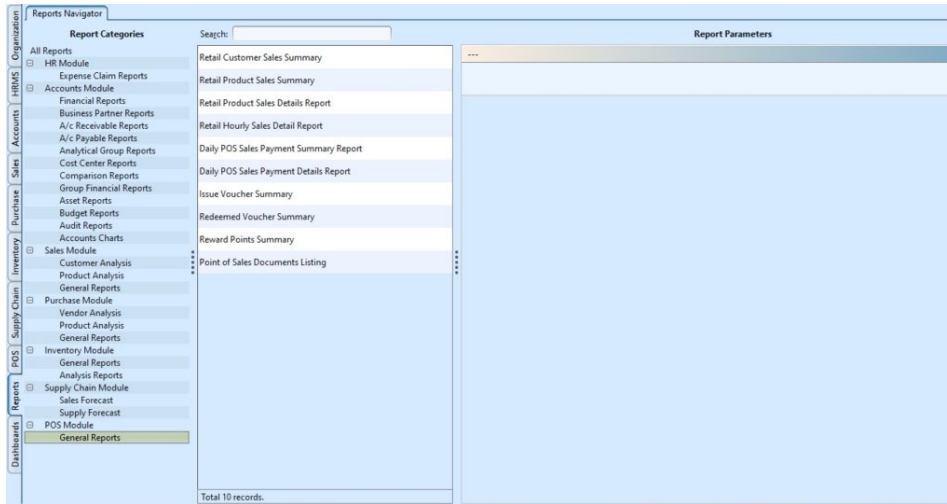
View and Search Reports for Point-Of-Sale (POS) Module

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:

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

ℹ 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	

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_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)

Samooha 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	Taxab
-		140	(2)	2,634.10	(250.00)	10.92	52.45	2,320.73	151.17	
RC-16-030001	Judy Hopps	32	(1)	966.70	(6.60)	5.08	23.81	930.88	60.90	
RC-16-030002	Peter Foxx	120		3,416.40		12.00	237.40	3,167.00	207.19	
RC-16-060003	Alan B Cruz	101		175.20			12.10	163.10	10.67	
RC-16-060004	Emma Winston	15		507.00			16.00	491.00	32.12	
RC-16-060005	Harry Parker	9		180.00				180.00	11.78	

Samooha Demo Pos Pte Ltd
Product Sales Summary(By Product)

From Date : 01-Jan-2016, To Date : 31-Dec-2016   Currency : SGD   Customer : RC-16-030001 - 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	Taxab
BD04-002563	Color Sensational Bold Matte Lipsticks	3		59.70			3.98	55.72	3.65	
BD04-002564	Pure Mineral BB Water 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	Purete Thermale 3in1 One-Step Milk Lotion	1		30.00				30.00	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 Euphoria for Men - EDT - 50ml	1		90.00			9.00	81.00	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 Euphoria Blossom for Women - EDT - 50ml	1		80.00			5.00	75.00	4.91	
Loa06	LOACKER MOCHA CHOCOLATE BAR 12 X 20 X 50GRAMS	2		2.60				2.60	0.17	
Loa08	LOACKER CHOCOLATE COOKIES 12 X 250GRAMS	5		27.50			0.83	26.67	1.74	
Loa09	LOACKER MIX COOKIES 10 X 300GRAMS	4	(1)	26.40	(6.60)	0.33		19.14	1.25	
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	1		5.50				5.50	0.36	
	Grand Total :	32	(1)	966.70	(6.60)	5.08	23.81	930.88	60.90	

Samooha Demo Pos Pte Ltd
Product Sales Details Report

From Date : 01-Jan-2016, To Date : 31-Dec-2016   Currency : SGD   Customer : RC-16-030001 - 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	Taxab
BD04-002563 - Color Sensational Bold Matte Lipsticks												
01-Jun-2016	CR03-16-0601003	RC-16-030001	Judy Hopps	1		19.90				19.90	1.30	
06-Jun-2016	CR03-16-0606010	RC-16-030001	Judy Hopps	2		39.80			3.98	35.82	2.34	
				3		59.70			3.98	55.72	3.65	
Samooha Demo Pos Ltd - SGD User : elvy			**Grand Total :**	3		59.70			3.98	55.72	3.65	

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

- Scroll to beginning, previous, next, or last page of the report
- Zoom in / zoom out
- Export / Open as PDF
- Export / Open as Excel
- Print
- Change report's parameters