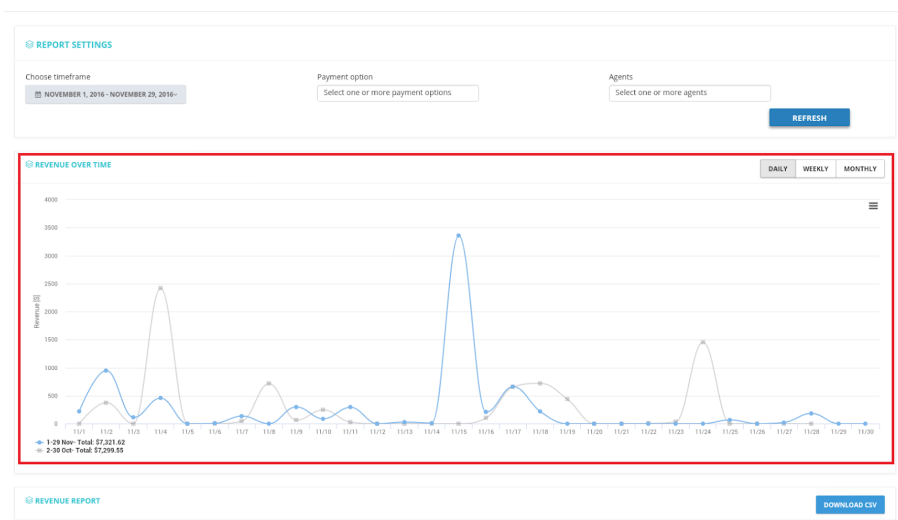
Financial Reports

This guide describes the reports in the Admin panel, only accessible with, at least, Senior Manager credentials.

Financials

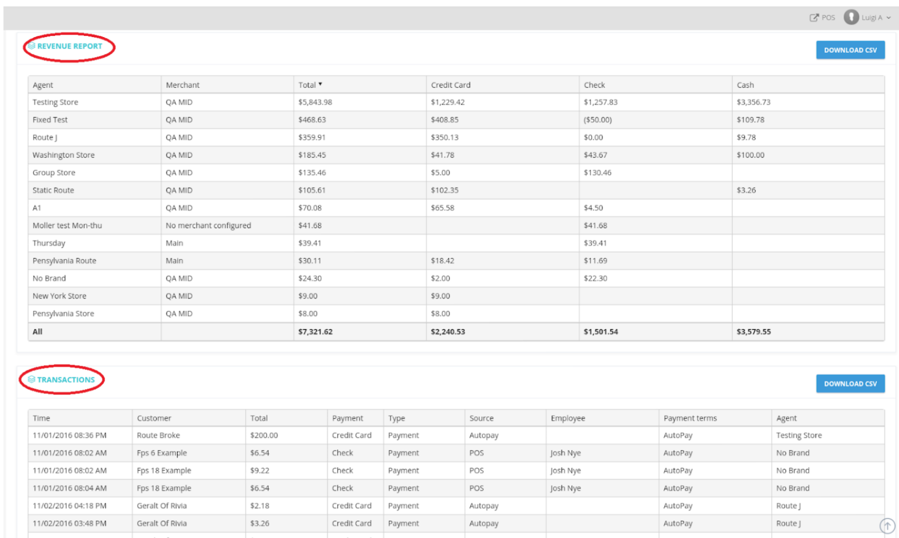
1. Revenue: The Difference between Payments you've received and Refunds and Claims you've given. Filterable by a date range, payment type, and sales agent.

Revenue Over Time graphs revenue across your selected date range.



Revenue Report breaks down your revenue by sales agent and payment type.

Transactions shows all transactions that make up the total revenue.



POS Luigi A

REVENUE REPORT

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Agent	Merchant	Total ▾	Credit Card	Check	Cash
Testing Store	QA MID	$5,843.98	$1,229.42	$1,257.83	$3,356.73
Fixed Test	QA MID	$468.63	$408.85	($50.00)	$109.78
Route J	QA MID	$359.91	$350.13	$0.00	$9.78
Washington Store	QA MID	$185.45	$41.78	$43.67	$100.00
Group Store	QA MID	$135.46	$5.00	$130.46	
Static Route	QA MID	$105.61	$102.35		$3.26
A1	QA MID	$70.08	$65.58	$4.50	
Moller test Mon-thu	No merchant configured	$41.68		$41.68	
Thursday	Main	$39.41		$39.41	
Pensylvania Route	Main	$30.11	$18.42	$11.69	
No Brand	QA MID	$24.30	$2.00	$22.30	
New York Store	QA MID	$9.00	$9.00		
Pensylvania Store	QA MID	$8.00	$8.00		
All		**$7,321.62**	**$2,240.53**	**$1,501.54**	**$3,579.55**

TRANSACTIONS

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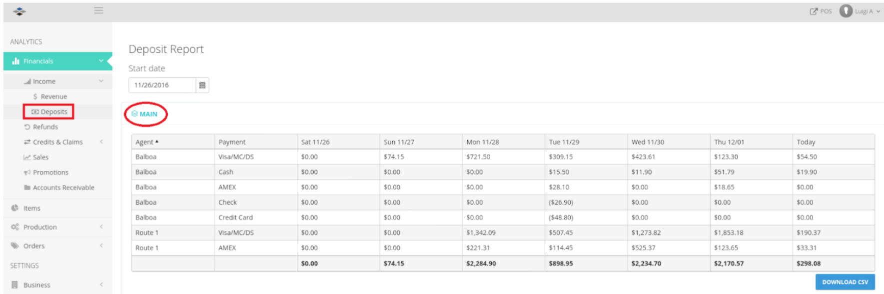
Time	Customer	Total	Payment	Type	Source	Employee	Payment terms	Agent
11/01/2016 08:36 PM	Route Broke	$200.00	Credit Card	Payment	Autopay		AutoPay	Testing Store
11/01/2016 08:02 AM	Fps 6 Example	$6.54	Check	Payment	POS	Josh Nye	AutoPay	No Brand
11/01/2016 08:02 AM	Fps 18 Example	$9.22	Check	Payment	POS	Josh Nye	AutoPay	No Brand
11/01/2016 08:04 AM	Fps 18 Example	$6.54	Check	Payment	POS	Josh Nye	AutoPay	No Brand
11/02/2016 04:18 PM	Geralt Of Rivia	$2.18	Credit Card	Payment	Autopay		AutoPay	Route J
11/02/2016 03:48 PM	Geralt Of Rivia	$3.26	Credit Card	Payment	Autopay		AutoPay	Route J

2. Deposits: A detailed report showing a breakdown of revenue day by day for each MID you have. Starting day is selectable. Very useful for a bookkeeper looking at daily transaction totals.

Revenue grouped by Payment Type and Agent by day.



Agent ▲	Payment	Sat 11/26	Sun 11/27	Mon 11/28	Tue 11/29	Wed 11/30	Thu 12/01	Today
Balboa	Visa/MC/DS	$0.00	$74.15	$721.50	$309.15	$423.61	$123.30	$54.50
Balboa	Cash	$0.00	$0.00	$0.00	$15.50	$11.90	$51.79	$19.90
Balboa	AMEX	$0.00	$0.00	$0.00	$28.10	$0.00	$18.65	$0.00
Balboa	Check	$0.00	$0.00	$0.00	($26.90)	$0.00	$0.00	$0.00
Balboa	Credit Card	$0.00	$0.00	$0.00	($48.80)	$0.00	$0.00	$0.00
Route 1	Visa/MC/DS	$0.00	$0.00	$1,342.09	$507.45	$1,273.82	$1,853.18	$190.37
Route 1	AMEX	$0.00	$0.00	$221.31	$114.45	$525.37	$123.65	$33.31
		$0.00	**$74.15**	**$2,284.90**	**$898.95**	**$2,234.70**	**$2,170.57**	**$298.08**

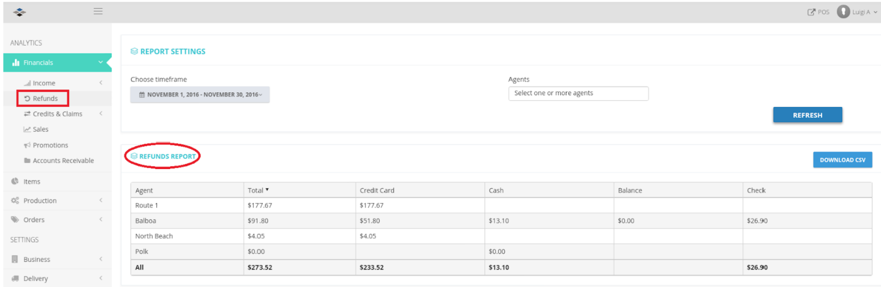
Revenue grouped by Payment Type by day.

Payment	Sat 11/26	Sun 11/27	Mon 11/28	Tue 11/29	Wed 11/30	Thu 12/01	Today
Visa/MC/DS	$0.00	$74.15	$2,063.59	$816.60	$1,697.43	$1,976.48	$244.87
AMEX	$0.00	$0.00	$221.31	$142.55	$525.37	$142.30	$33.31
Cash	$0.00	$0.00	$0.00	$15.50	$11.90	$51.79	$19.90
Check	$0.00	$0.00	$0.00	($26.90)	$0.00	$0.00	$0.00
Credit Card	$0.00	$0.00	$0.00	($48.80)	$0.00	$0.00	$0.00
	$0.00	**$74.15**	**$2,284.90**	**$898.95**	**$2,234.70**	**$2,170.57**	**$298.08**

DOWNLOAD CSV

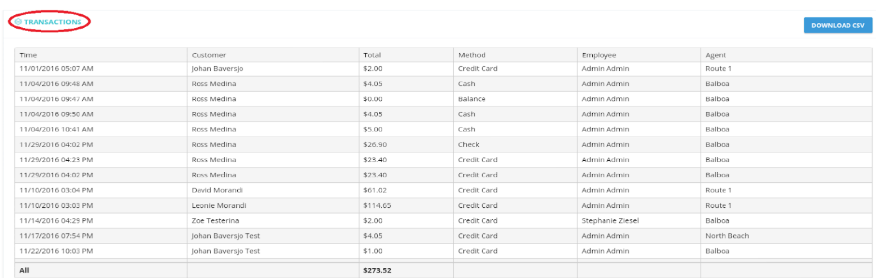
3. Refunds: Refunds issued, filterable by date range, and sales agent.

Refunds Report shows the amount of refunds per payment type for each Agent.



Agent	Total ▾	Credit Card	Cash	Balance	Check
Route 1	$177.67	$177.67			
Balboa	$91.80	$51.80	$13.10	$0.00	$26.90
North Beach	$4.05	$4.05			
Polk	$0.00		$0.00		
All	**$273.52**	**$233.52**	**$13.10**		**$26.90**

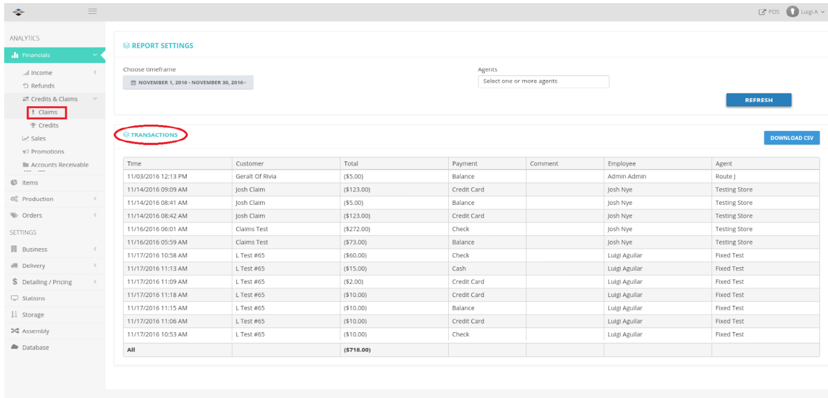
Transactions show all transactions that make up the total refunds.



Time	Customer	Total	Method	Employee	Agent
11/01/2016 05:07 AM	Johan Baversjo	$2.00	Credit Card	Admin Admin	Route 1
11/04/2016 09:48 AM	Ross Medina	$4.05	Cash	Admin Admin	Balboa
11/04/2016 09:47 AM	Ross Medina	$0.00	Balance	Admin Admin	Balboa
11/04/2016 09:50 AM	Ross Medina	$4.05	Cash	Admin Admin	Balboa
11/04/2016 10:41 AM	Ross Medina	$5.00	Cash	Admin Admin	Balboa
11/29/2016 04:02 PM	Ross Medina	$26.90	Check	Admin Admin	Balboa
11/29/2016 04:23 PM	Ross Medina	$23.40	Credit Card	Admin Admin	Balboa
11/29/2016 04:02 PM	Ross Medina	$23.40	Credit Card	Admin Admin	Balboa
11/10/2016 03:04 PM	David Morandi	$61.02	Credit Card	Admin Admin	Route 1
11/10/2016 03:03 PM	Leonie Morandi	$114.65	Credit Card	Admin Admin	Route 1
11/14/2016 04:29 PM	Zoe Testerina	$2.00	Credit Card	Stephanie Ziesel	Balboa
11/17/2016 07:54 PM	Johan Baversjo Test	$4.05	Credit Card	Admin Admin	North Beach
11/22/2016 10:03 PM	Johan Baversjo Test	$1.00	Credit Card	Admin Admin	Balboa
All		**$273.52**			

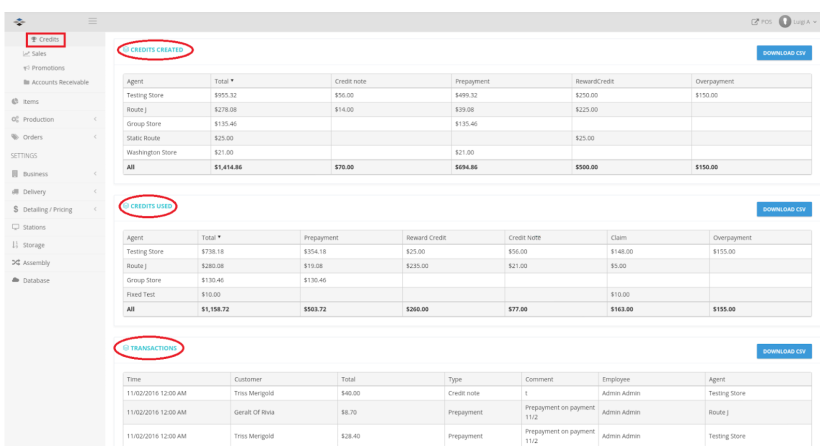
4. Credits & Claims: Record of credits that have been created or used and claims paid.

Claims is a transaction list for all claims paid within a timeframe filterable by Agent.



Credits show tables for Credits Created and Credits Used grouped by the type of credit.

Transactions is a detailed record of all credits created.



5. Sales: Displays different sales metrics within a set timeframe, filterable by Agent.

Produced Sales: Sales hit this graph when they become READY.

Incoming Sales: Sales hit this report when an Order is CREATED and is grouped by Financial Departments.

Outgoing Sales: Sales hit this report when an Order is PAID and is grouped by Financial Departments.

INCOMING SALES

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Agent ▲	Total	Dry/Wet Cleaning	Households	Laundry	Wash & Fold	Laundered Shirts	Wedding	Alterations	Miscellaneous
A1	$49.59			$45.67					$3.92
A2	$26.07			$24.98				$1.09	
Fixed Test	$973.84	$38.80		$13.04	$20.00				$902.00
Moller test Mon-thu	$41.68	$28.64		$13.04					
New York Store	$9.00								$9.00
No Brand	$65.07	$43.45		$19.62	$2.00				
Pensylvania Route	$30.11	$26.85		$3.26					
Pensylvania Store	$8.00								$8.00
Route J	$593.91	$22.69		$33.78				$5.44	$532.00
Static Route	$205.61	$43.64	$27.19	$9.78					$125.00
Testing Route	$2,776.96			$24.01					$2,752.95
Testing Store	$14,058.53	$1,666.36	$219.71	$1,856.02	$4.00		$250.00	$2,253.44	$7,809.00
Washington Store	$192.93	$33.80		$47.13					$112.00
All	**$19,031.30**	**$1,904.23**	**$246.90**	**$2,090.33**	**$26.00**		**$250.00**	**$2,259.97**	**$12,253.87**

OUTGOING SALES

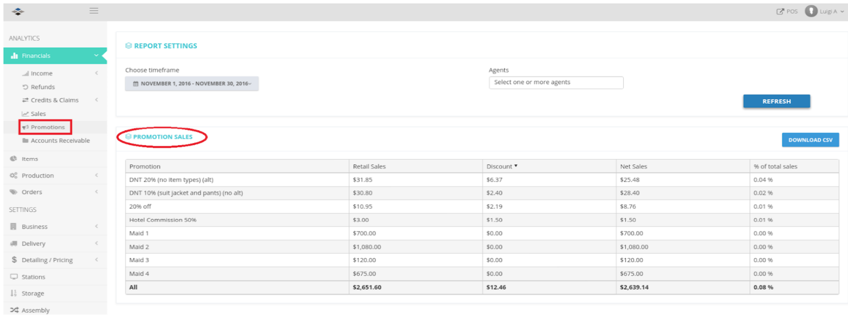
DOWNLOAD CSV

Agent ▲	Total	Dry/Wet Cleaning	Households	Laundry	Wash & Fold	Laundered Shirts	Wedding	Alterations	Miscellaneous
A1	$70.08	$4.50	$56.72	$8.86					
Fixed Test	$585.63	$23.85		$9.78					$552.00
Group Store	$130.46		$21.72	$108.74					
Moller test Mon-thu	$41.68	$28.64		$13.04					
New York Store	$9.00								$9.00

Sales Tax on Accrued Sales breaks down sales tax on completed sales.

Sales Tax on Cash Sales breaks down sales tax on paid sales.

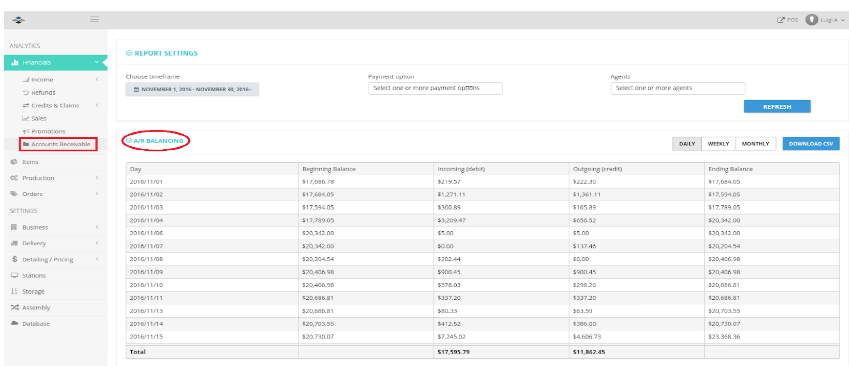
6. Promotions: Breaks down sales by Promotion for a time frame, filterable by Agent. Sales hit this report when they become READY.



Promotion	Retail Sales	Discount	Net Sales	% of total sales
DNT 20% (no item types) (alt)	$31.85	$6.37	$25.48	0.04 %
DNT 10% (suit jacket and pants) (no alt)	$30.80	$2.40	$28.40	0.02 %
20% off	$10.95	$2.19	$8.76	0.01 %
Hotel Commission 50%	$3.00	$1.50	$1.50	0.01 %
Maid 1	$700.00	$0.00	$700.00	0.00 %
Maid 2	$1,080.00	$0.00	$1,080.00	0.00 %
Maid 3	$120.00	$0.00	$120.00	0.00 %
Maid 4	$675.00	$0.00	$675.00	0.00 %
All	**$2,651.60**	**$12.46**	**$2,639.14**	**0.08 %**

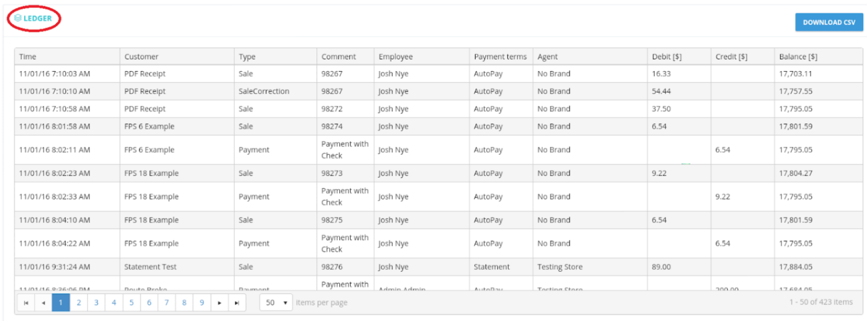
7. Accounts Receivable: A historical accounts receivable report and ledger, filterable by Agent and a time frame.

A/R Balancing shows your starting day's balance, incoming A/R, outgoing A/R, and the end of the day balance.



Day	Beginning Balance	Incoming (debit)	Outgoing (credit)	Ending Balance
2016/11/01	$17,686.78	$219.57	$222.30	$17,684.05
2016/11/02	$17,684.05	$1,271.11	$1,361.11	$17,594.05
2016/11/03	$17,594.05	$360.89	$165.89	$17,789.05
2016/11/04	$17,789.05	$3,209.47	$656.52	$20,342.00
2016/11/06	$20,342.00	$5.00	$5.00	$20,342.00
2016/11/07	$20,342.00	$0.00	$137.46	$20,204.54
2016/11/08	$20,204.54	$202.44	$0.00	$20,406.98
2016/11/09	$20,406.98	$900.45	$900.45	$20,406.98
2016/11/10	$20,406.98	$578.03	$298.20	$20,686.81
2016/11/11	$20,686.81	$337.20	$337.20	$20,686.81
2016/11/13	$20,686.81	$80.33	$63.59	$20,703.55
2016/11/14	$20,703.55	$412.52	$386.00	$20,730.07
2016/11/15	$20,730.07	$7,245.02	$4,606.73	$23,368.36
Total		**$17,595.79**	**$11,862.45**	

Ledger displays all transactions that affect A/R, such as Sales, Credits, Refunds, and Sale Correlations.


LEDGER

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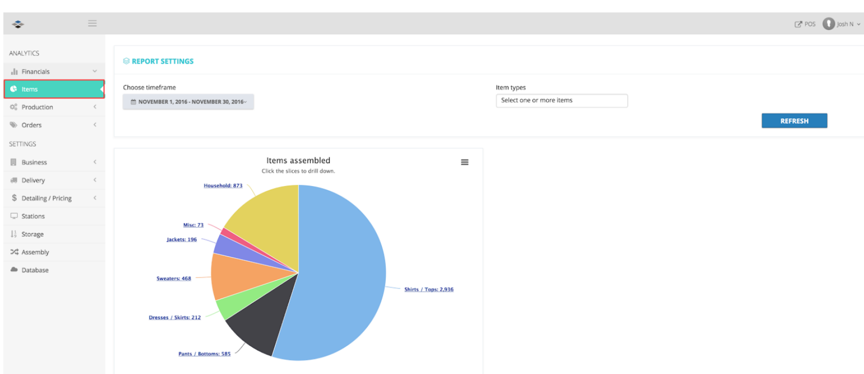
Time	Customer	Type	Comment	Employee	Payment terms	Agent	Debit [$]	Credit [$]	Balance [$]
11/01/16 7:10:03 AM	PDF Receipt	Sale	98267	Josh Nye	AutoPay	No Brand	16.33		17,703.11
11/01/16 7:10:10 AM	PDF Receipt	SaleCorrection	98267	Josh Nye	AutoPay	No Brand	54.44		17,757.55
11/01/16 7:10:58 AM	PDF Receipt	Sale	98272	Josh Nye	AutoPay	No Brand	37.50		17,795.05
11/01/16 8:01:58 AM	FPS 6 Example	Sale	98274	Josh Nye	AutoPay	No Brand	6.54		17,801.59
11/01/16 8:02:11 AM	FPS 6 Example	Payment	Payment with Check	Josh Nye	AutoPay	No Brand		6.54	17,795.05
11/01/16 8:02:23 AM	FPS 18 Example	Sale	98273	Josh Nye	AutoPay	No Brand	9.22		17,804.27
11/01/16 8:02:33 AM	FPS 18 Example	Payment	Payment with Check	Josh Nye	AutoPay	No Brand		9.22	17,795.05
11/01/16 8:04:10 AM	FPS 18 Example	Sale	98275	Josh Nye	AutoPay	No Brand	6.54		17,801.59
11/01/16 8:04:22 AM	FPS 18 Example	Payment	Payment with Check	Josh Nye	AutoPay	No Brand		6.54	17,795.05
11/01/16 9:31:24 AM	Statement Test	Sale	98276	Josh Nye	Statement	Testing Store	89.00		17,884.05

50 Items per page

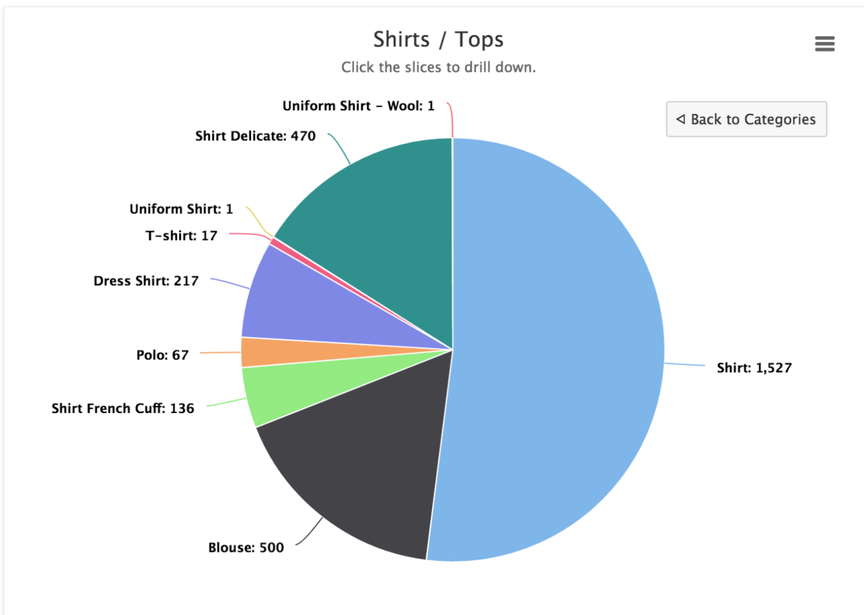
1 - 50 of 423 items

Items

Items Assembled is a pie chart divided up into each category you have.

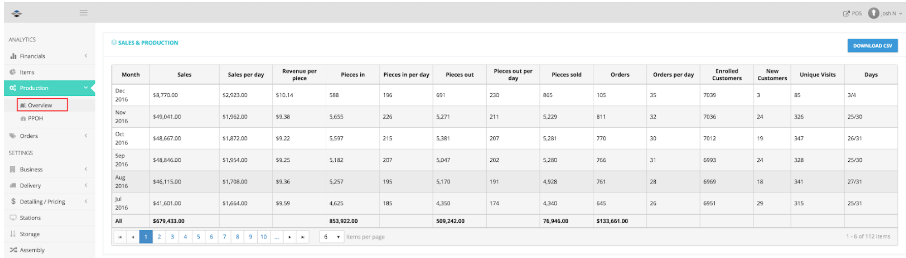


Click on a category to see the breakdown of item types that make up the total for that category.



Production

1. Overview: A month by month snapshot of important metrics like Revenue per piece, New Customers, Sales per day, etc.



2. PPOH (Pieces Per Operator Hour): Piece counts, the value of pieces, hours worked and PPOH for each presser for a given time frame.