

Financial Reports

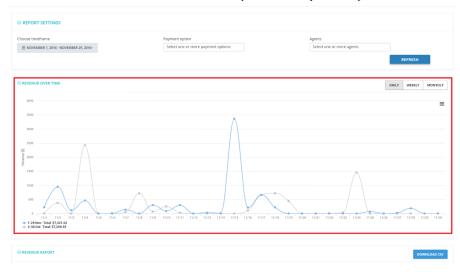


This guide describes the reports in the Admin panel, only accessible with, at least, Senior Manager credentials.

Financials

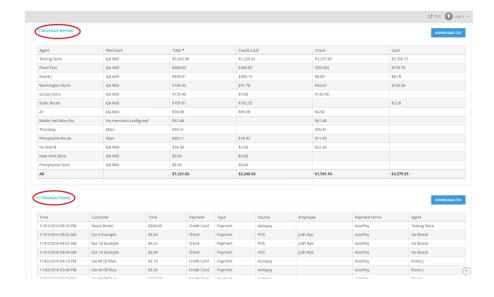
1. Revenue: The Difference between Payments you've received and Refunds and Claims you've given. Filterable by a date range, payment type, and sales agent.

Revenue Over Time graphs revenue across your selected date range.



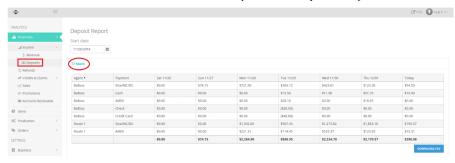
Revenue Report breaks down your revenue by sales agent and payment type.

Transactions shows all transactions that make up the total revenue.



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.

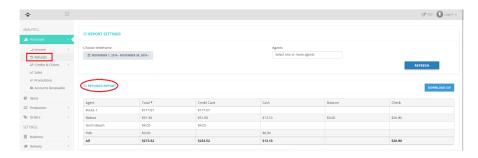


Revenue grouped by Payment Type by day.



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

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

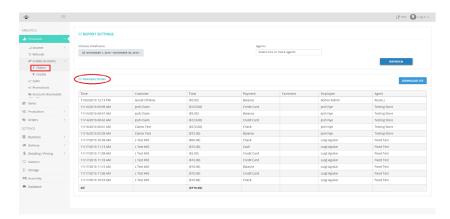


Transactions show all transactions that make up the total refunds.



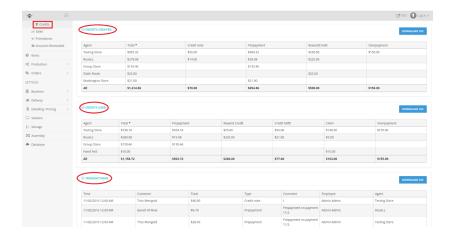
4. Credits & Claims: Record of credits that have been created or used and claims paid.

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



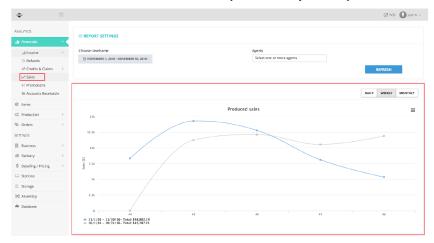
Credits show tables for Credits Created and Credits Used grouped by the type of credit.

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.



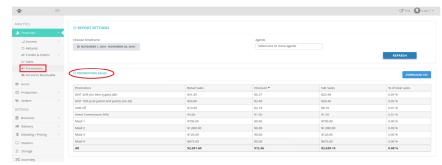
Incoming Sales: Sales hit this report when an Order is CREATED and is grouped by Financial Departments.

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



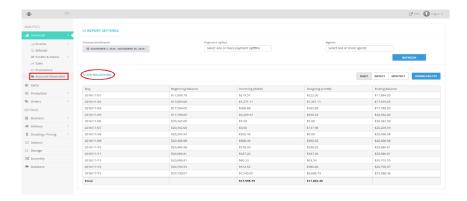
Sales Tax on Accrued Sales breaks down sales tax on completed sales. Sales Tax on Cash Sales breaks down sales tax on paid sales.

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



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.

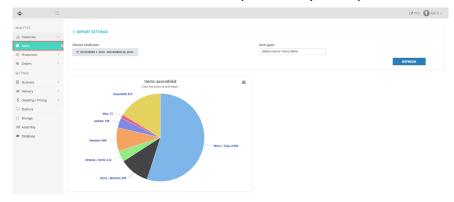


Ledger displays all transactions that affect A/R, such as Sales, Credits, Refunds, and Sale Correlations.

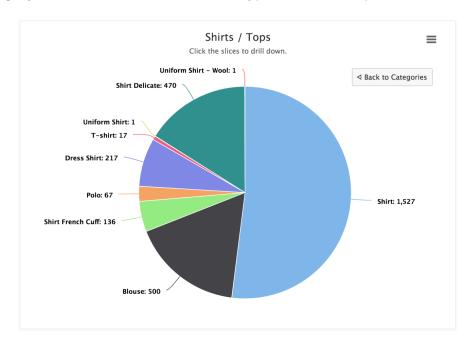


Items

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

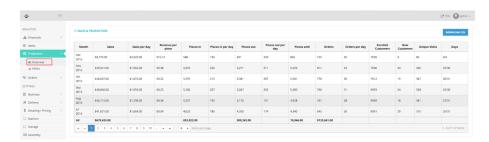


Click on a category to see the breakdown of item types that make up the total for that category.

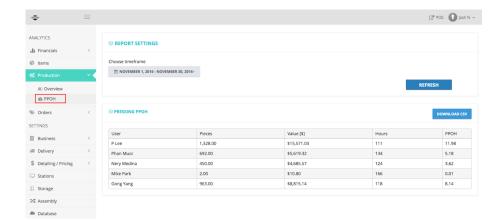


Production

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.









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