**ALL REPORTS IN THE BACK OFFICE**

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**1. Daily Sales Report**   
This report shows date, POS, the number of guests, the order amount, discount, price, delivery fee, total amount, tip tax, payment type, all the different taxes and surcharge. You can also see just the cash sales total as well as the credit. Unfortunately, for stores who batch more than once a day, there is no time on this report.

**2. Detailed Sales List**  
This report gives you, by the time frame you choose, a detailed report of what items are in a check by table, date, time and even receipt number. You can see what POS the check was closed out on, the price of the item, the tax and surcharge amount, the total of items more than one, the total of the ticket, number of guests, discount item, discount order, tax, tip, surcharge, delivery, total amount, payment type and employee.

**Sales by Receipt**  
This report allows you to see every transaction from the days that you choose. You can see receipt number, time, amount, and other parts of the order such as a discount, POS, payment type, delivery, total tax, surcharge amount and employee.

**Customer Detailed Sales Report**  
This report shows the store name, membership number, customer name, ordered time, receipt number, menu, quantity, unit price and gross total.

**Customer Sales Total**  
Total sales by each documented customer. You can see the total of their membership number, their name, sex, total amount, count visited and email.

**Modifier Sub Menu Sales Summary**   
This is if you want to keep track of the sales on your sub-menu items. This shows the item name, type, modifier, quantity and total.

**Table Group Sales Report**  
With this report you can see the report group, total sales of the date you choose by each table. You can see whether it is eat-in or take-out, tip, gift certificate, the amount of the ticket, how many people were sitting there and even the tip amount by card or cash.

**Modifier Sales**  
This report is good for when you have modifiers that cost money and you want to see how much money you are making from modifier prices alone. You can see modifier name, type, price and date and time.

**Sales Tare List**  
This is where all the items you use tare for will appear.

**Survey of ZIP Codes**  
This report keeps track of the ZIP codes when entered. This can help you see where your business comes from. You can see the date, the ZIP code and the total of guests.

**Sales by Delivery Report**  
If you deliver then this report gives you the total of sales from deliveries in the days that you choose. You can see the POS the order was on, the employee’s name that the order is under, the check number, ZIP code, total amount, delivery charge, date, arrival time and delivery duration.

**3. Sales Record by Person Ordering**  
This report can tell you, by employee, what items they ordered, how many they ordered, the price of the item and if more than one of an item is ordered it will tell you the total cost.

**Cash In/Out**  
This report shows the counter, date and time the order was placed, classification, account name, amount placed by and notes. It is NOT for any Cashier-Outs. It will show the beginning balance and any PAY-INS or PAY-OUTS made to the cash drawer and any activity made on all POS terminals.

**4. Sales Report by Card Type**  
You can choose to view all transactions, or just by one of the following: settle, void, refund, offline cc sales, offline void or offline refund. Shows total amount by card type.

**Sales Total by Table**  
Shows by table name (eat in or take out), rotation, persons, payment method, net sale, tax, tip method, sales amount and memo. Rotation means how many times that table was sat.

**5. Detailed Sales List 2**  
This report shows receipt number, POS, table, persons, amount, discount order, gratuity, tax, surcharge, delivery charge, total amount, employee, date and time. When you click on the order it will show you the tray number, pay type, troud d, payment amount, gratuity, card number, date, time, menu items, quantity, unit price and amount.

**6. Sales Report by Card Type Detail**  
Choose the date(s) you want to view and the report will show you the sales type, card type, approval number, amount and the partial credit card number.



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**7. Simplified Sales Total by Hour**  
By the date(s) of your choice this report allows you to see the item count within a category and total price of each item as well as discount, subtotal, gratuity, delivery charge, tax and surcharge amount. Unfortunately, you cannot see exactly what items were ordered in this specific report, just by category.

**8. Simplified Sales Total**  
This report just shows the count of how many items you sold in each category and the total of each count. You can also see the separate amount by subtotal, discount, delivery charge, tax, gratuity and surcharge. Again, you cannot see exactly what items were ordered in this specific report, just by category.

**Hourly Sales**  
With this report you can see the total guest amount, total sales and tax amount and percentage ofsales in each hour but at the bottom you can see the totals for the day(s). You can choose by tendered time or ordered time.

**Hourly Sales (15min)**  
This report is sectioned into every 15 minutes, but is much more detailed showing thigs such as net customer count, net sales money, net sales percentage, net average check, take-out sales money, take-out sales percentage, take-out average check, dine-in customer count, delivery sales money, delivery sales percentage and delivery average check.

**9. Time of Day Sales Report**  
This report is separated into five different sections: All, Breakfast, Lunch, Dinner, and Others. In each of these sections you can see the sales amount, percent of sales, tax, order count, person count and average order amount.

**10. Sales Volume by Account Type**  
This report will show you, in the day(s) you choose, you can see each menu item listed that has been purchased. Beside each item you can see how many were purchased, their price, the total amount of each item, unit price, and its percentage of sales. You can choose to see this by order quantity or by order total.

**11. Top Sales Items List**  
After selecting the date(s), this report will show you the restaurants bestselling food items. Next to each item will be shown the quantity ordered, its unit price, the total amount and percentage of sales. You can choose whether you want to order the list by quantity or total.   
\*to put the list in numerical order, click the “No.” box.

**Tender Type Report**  
This report will tell you the tendered orders by tender type, order (dine-in or delivery) type, POS, payment types, cashdrawer, employee, net sale, tax, tip, total and date. You can search by employee if preferred.

**12. Sales Volume by Item Type**  
By each menu category, this report will show you how many times a menu item has been ordered along with the total price of the quantity, the price of the item and the percentage of the sales.

**Category Report by Store Operations Hour**  
You can see your sales from every half how by the different operation hours (happy hour, lunch, etc.). You will see the time, sales amount, order count and average sales amount.   
You cannot see the separate menu items in this report, just the number count.

**13. Daily Sales Record Chart**  
This report shows how many menu items are sold daily by the month you choose. You will also see the quantity of the menu item sold each day, the total quantity of the item sold that month, the grand total of all the items sold each day, and a grand total of all the items sold that month.

**Monthly Sales Record Chart**  
This report breaks down each item’s sales by every month. The months are numbered 1-12, you can just go down the list of menu items and see their sales. This report also totals every month’s sales together for you to see.

**Monthly Sales Record Chart by Category**  
This report breaks down the total sales of each menu category. This report also totals every month’s sales together for you to see.

**Days of the Week Sales**  
This simple report will show you the total guest and sales amount for each day as well as the average sales percentage.

**14. Days of the Week Detailed Sales**  
This is a very detailed report for each day of the week. It shows details for types like current sales, deposits, labor etc.

**15. Sales Summary**  
This report will show you the total amount of sales and of people as well as an average amount per person from the date(s) you choose. If you choose a span of more than one day, then you can click on the report on the left side and the right side will show each separate day’s totally amount, number of people and average amount per person.

**16. Sales Total**  
This report is a very detailed breakdown of your sales from the date(s) that you choose. This report includes a mathematical breakdown of sales on the left side and a simple breakdown on the right. You can see the category name, item, quantity, unit price, and the total amount.

**ABC Profit Report**  
This report will show you the category, menu item, price, quantity, total coast, percentage, aggregate percentage, cost, total item cost and cost percentage.

**ABC Top Item**  
This report allows you to see the number an item ranks, menu item, price, quantity, total cost, percent and aggregated present by order quantity or total.

**Simplified Sales Total by Hour (No Tip)**  
This report shows the date, hour, category name, count, price and discount item.

**Inventory Usage Report**  
With this report you can see the recipe item, PO unit, PO cost, onhand quantity, commited, available, usage quantity and usage cost.

**Daily Product Mix**  
This report shows, by the month you choose, the category, menu item, how many items are sold each day of the month and total quantity ordered for that item.

**Hourly Sales by Weekly**  
This report shows every hour of the day, total guest, sales amount, and each day of the week. You can choose between tendered time or ordered time.

**17. Labor vs Sales**  
This report shows you the time slot, order count, sales, average order count & sales, total order count & sales, hours, and labor.

**Cost/Inventory Report**  
This report is for if you use the built-in inventory functions. You can see the item, it’s category, quantity, unit and cost.

**Monthly Cost Report**With this report you can see the item category, the previous month, current month and current adjustment amount.



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**18. Sales Discount Report**  
This report shows the ticket number, POS the order was taken on, date & time, eat in or take out, menu items, order amount, discount order amount, employee, the manager who approved discount, and the reason for the discount.

**Sales Discount Summary**  
This report shows the date, classification, name of discount, how many times used and total cost of the discounts.



**Void Summary**  
This report will show you the date, the number of different payment types that were voided, total count of voids and the total amount for the voids.

**19. Void Detail**  
This report will allow you to see the date, time, receipt number if applicable, the POS that the order was taken on, menu item, quantity, price, payment amount if applicable, reason for void, employee, and manager who approved the void.

**Refund Summary**  
This report shows the date, different payment methods of refund, total count, and total amount.

**20. Refund Detail**  
This report shows the date & time, POS, menu item, quantity, unit price, total amount, type of method refunded, reason, employee, and the manager who approved the refund.



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**21. Tax Detail**  
This report will tell you the date, tax rate, receipt number, POS, and total tax collected for a particular transaction.

**22. Tax Summary**  
In this report you can see the date, tax rate, receipt number, POS, and total tax collected for a particular transaction.

**No Tax Sale Report**  
This report will show you the date, POS, eat in or take out, menu item, unit price, quantity, total amount, employee, and the manager that approved no tax.



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**23. Item Price Change History**  
This report shows you the POS the order was taken on, item name, value before the change, value after the change, employee, receipt number, date and reason for the price change.

**Modifier Item Price Change History**  
You can see the POS the order was taken on, item name, modifier item, value before change, value after change, employee, receipt number, date and reason for the price change.

**24. Cash Drawer Open History**  
With this report you can see the date, time, which POS the cash drawer was opened at, classification, employee and reason for the cash drawer being opened.



**Employee Tips**  
This report shows you the grand total of all types of tips from all employees. You can see the employee, date & time, receipt number, type of payment method, and total amount

**Employee Sales Data by Hour**  
With this report you can see the employee, discount, payment method and total sales by each hour.

**25. Employee Total Working Hours**  
Using this report you can see the employee’s total work time for the time frame chosen.

**Sales Record by Employee**  
This report shows you the total number of sales, discount, payment method, tip, and total sales record for employees for the time frame chosen.

**Sales Record by Employee Date**- This report will show you the number of sales, discounts, payment method, tip and total of sales for employees on chosen date.

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**26. Cancelled Order Details**  
This report will allow you to see each item that was cancelled. It tells you check number, placed order time, cancelled order time, table, employee placed by, employee approved by, POS, menu item and price.

**Cancelled Order Summary**  
You can see the date, how many cancelled items for that date, and total cost of those cancelled orders in this report.

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**27. Monthly Comparison**  
This report is a very detailed report that compares the last month’s sales with current month’s sales. You can see each month, each day of the month, persons, sales amount, average amount per person, rotation, percentage compared to last month persons, percentage compared to last month sales amount, and percentage compared to last month average amount per person.

**28. Yearly Comparison**  
This report is also very detailed, comparing last year’s sales with current year’s sales. It shows each year, each month of the year, operating days, persons, count, sales amount, average amount per person, rotation, percentage compared to last year persons, percentage compared to last year sales amount, percentage compared to last year average amount per person.

**29. Total Sales Summary (by Item)**  
This report will show you the category name, quantity and amount in one section. Beside it you can see the item name, quantity and amount. Above these reports it will show you a pie graph for the categories and bar graphs for each category name by items

**Total Category Sales by Store**  
With this report you can see the store name, quantity and amount. Next to it you can see the category name, quantity and amount. Above these boxes it shows pie graph for store name and the bar graphs for each store for each category name.

**Total Item Sales by Store**  
You can see the store name, quantity and amount. Next to it you can see the item name, quantity and amount. Above shows pie graph for the store name and bar graphs for each store for item name.

**Total Store Sales by Category**  
You can see the category name, quantity and amount. Next to it you can see the store name, quantity and amount. Above shows pie graph for category name and bar graphs ****for store name

**30. Total Store Sales by Item**  
This report shows item name, quantity and amount. Beside it you can see the hour, quantity and amount. Above you can see a pie graph for item name and bar graphs for each item name by hour

**Total Sales Hour by Item**

**Total Sales Hour by Hour**  
With this report you can see by hour, quantity and amount. Beside it you can see the item name, quantity and amount. Above shows pie graph for hour and bar graphs for each hour for each item name.

**Total Sales Week by Item**  
This report shows you the item name, quantity and amount. Next to it you can see the date, quantity and amount. Above shows pie graph for item name and bar graphs for each item for each date.

**Total Sales Item by Week**  
You can see the date, quantity and amount. Beside it shows the item name, quantity and amount. Above shows pie graph for date and bar graphs for each date for each item name.

**Total POS Sales by Store**  
This report shows the store name, quantity and item amount. Beside it you can see the POS, quantity and item amount. Above you can see a pie graph for store name and a bar graphs for each store for each POS.

**Store INV. & Cost by Categories**  
If you use the inventory tracker functions, this report will show you the category name, what you have on hand and total cost. On the right, you can see the store name, what you have on hand and the total cost. Above you can see a pie graph for category name and a bar graph for store name.

**Total Store Sales by Supplier**  
This report will show the supplier, quantity and amount. Next to it is the store name, quantity and amount. Above shows pie graph for supplier and bar graphs for each supplier for each store name.