



## **iLabPOS – Daily and Periodic Sales Reporting**

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**Version 1.0**

May, 2018

## 1. Introduction

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This manual is a quick start guide to help you extract and understand day to day reporting with regards to sales and VAT. It will also guide you into extracting sales and VAT reports for a given period. The following subjects will be tackled in this user manual:

1. End of Shift / End of Day Sales Report (Z Reading)
2. Sales summary report for a period
3. Extracting VAT reports for your accountant
4. Sales Statistics and Analysis

The guide will explain the most common reports in iLabPOS. There are other reports besides those explained here, which you can experiment at a later stage once you understand these reports. However for most retailers, the reports explained here are enough.

This User Manual is based on iLabPOS version 3.42 and above.

## 2. Daily Sales and End of Day

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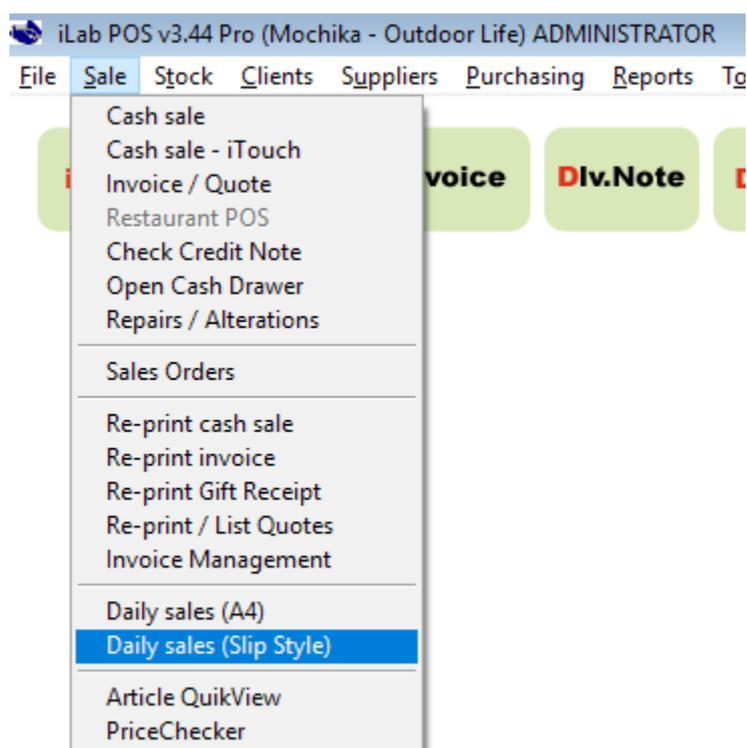
### 2.1 Issuing the Daily Sales Report

In iLabPOS a day starts at 12:00am and finished at 11:59pm. There is no concept of closing a day as the day closes itself once the clock strikes midnight. If you extract a daily sales report at 3pm, the system will give you an account of all sales from the morning until 3pm. If you extract it again at 7pm, then the system will give you the total of sales from the morning until 7pm.

Hence the daily sales report becomes the end of day report once you close the shop and you are sure that you are not issuing any further sales. If you do issue other sales after issuing the daily sales report, issue it again to have an updated picture.

To extract the Daily Sales report, if you have a Receipt Printer, go to **Sales >> Daily Sales (Slip Style)**.

If you just want to view the report, or print it on an A4 printer, go to **Sales >> Daily Sales (A4)**.



The option **Daily Sales (Slip Style)** is also available from the Quick Launch Button D/Sales.



## 2.2 Daily Sales Report Explained

The Daily Sales Report (A4) looks like the screen shot below:

*(If you print it on a receipt printer, it will look slightly different but will contain the same figures)*

**DAILY SALES**

Date:    All Terminals

Cash Sales <input type="text" value="95.90"/> EUR	Cash <input type="text" value="70.90"/> EUR
Invoices <input type="text" value="14.20"/> EUR	Cards <input type="text" value="0.00"/> EUR
<b>Total Sales</b> <input type="text" value="110.10"/> EUR	BOV 0.00 EUR
Discounts <input type="text" value="3.60"/> EUR	HSBC 0.00 EUR
Credit on A/C <input type="text" value="32.20"/> EUR	Cheques <input type="text" value="0.00"/> EUR
Refunds on A/C <input type="text" value="31.07"/> EUR	Other Vouchers <input type="text" value="0.00"/> EUR
Credit Written Off <input type="text" value="19.99"/> EUR	Others <input type="text" value="0.00"/> EUR
Credit Notes Issued <input type="text" value="25.50"/> EUR	Payments on A/C <input type="text" value="5.00"/> EUR
Special Purpose Credit Notes: 45.00 EUR	Gift Vouchers Issued <input type="text" value="30.00"/> EUR
Credit Notes Exch. <input type="text" value="63.57"/> EUR	<b>Total in Drawer</b> <input type="text" value="105.90"/> EUR

Sales - Credit on A/C + Refund on A/C + Credit Notes Issued - Credit Notes Exch. = Total in Drawer - Payment on A/C - Gift Vouchers Issued

You can issue a daily sales report for the previous day by changing the date at the top and clicking on refresh (The blue arrows at the top).

The right side shows you a summary of the money collected, whilst the left side shows you a summary of your sales, including other relevant figures as explained below.

**Total Sales** - Total sales is a total of all items sold (less returned) during the day.

*If in a cash sale you sold 1 item for EUR 60, but the client used a Gift Voucher (or credit note) of EUR 15, the total sales will still be EUR 60, even though the final balance on that cash sale was EUR 45.*

*Also, if an item of, let's say EUR 60 was returned, then EUR 60 are deducted already in this figure.*

**Discounts** - This figure is the total of discounts given during the chosen day. The total sales figure already excludes this figure, and it is there only for information purposes.

**Credit on A/C** - This is the total outstanding balance of invoices issued during the day, or in other words, all invoice balances moved on client's accounts. If you had an invoice of EUR 100, and the client did not pay a deposit, the figure in this field will be EUR 100. If the client paid a deposit of EUR 20, then this figure would show EUR 80.

**Refund on A/C** - This is the total of incoming invoice returns for the day. If an invoicing client returns an item, you have 3 shops. You can place the balance on Account, give the client a cash return, or issue a credit note. This figure only accounts for when you place the balance on account.

**Credit Notes Issued** - This is the total for all credit notes issued due to returns for that day. When accepting a return from a cash sale, you can either give cash back, or issue an exchangeable credit note. When accepting a return from an invoicing client, you would normally place the balance on account.

*Note that there is a difference between issuing a credit note and placing the balance on the client's account when you have a return. In iLabPOS a Credit Note is exactly that, a physical note which can be used instead of money. A refund on account on the other-hand is directly reflected on the statement.*

**Special Purpose Credit Notes** - This figure is for informative purposes only. No money is collected when issuing Special Purpose Credit Notes. Special Purpose Credit Notes are used in cases such as sponsorships, when you are giving your client a Gift Voucher without collecting any money.

**Credit Notes Exchanged** - This is the total of all Credit Notes and Gift Vouchers exchanged during the day.

**Total in Drawer** - This figure is the total of all money collected during the day from Cash Sales, Deposits on Invoices, Payments on Account and Gift Vouchers Sold.

### 2.3 How can I match the total in drawer with sales?

This is an often asked question. It is fairly simple if you are a retail shop with cash sales only. However it can get rather confusing to grasp when you also have invoices, refunds on account, credit notes, etc...

To match sales with total in drawer use this formula:

*Total Sales - Credit on A/C + Refund on A/C - Credit Notes Exchanged + Credit Notes Issue*

=

*Total in Drawer - Payments on A/C - Gift Vouchers Issued*

**It can happen that totals do not match for a few cents. This is normal and can happen due to rounding, However the discrepancy should rarely be beyond 10 cents. When trying to match these figures, also ensure that "All Terminals" is ticked. Figures might not match for one terminal since a credit note can be issued from one terminal and exchanged in another.**

## 2.4 Viewing detail in the Daily Sales Report

The daily sales (A4) report provides you with a set of buttons to view the detail of what happened during the day. This can sometimes be useful in case of doubt when closing off the day.



**Sales summary** - This report gives you a summarised list of all cash sales and invoices carried out during the day.

*Note that the total in this report will not match the "Total Sales" figure in case clients exchanged credit notes or gift vouchers during the day. In fact, Total Sales = Total in Daily Sales Summary + Total Credit Notes exchanged.*

**Sales Detail** - This report is similar to the sales summary, but provides a detailed list of items sold and possibly credit notes exchanged.

*Note that the total in this report will not match the "Total Sales" figure in case clients exchanged credit notes or gift vouchers during the day. In fact, Total Sales = Total in Daily Sales Summary + Total Credit Notes exchanged.*

**Payments Details** - This report will provide you a list with all money/cheques etc.. received during the day for Cash Sales, Deposits on Invoices, Gift Vouchers and Payments on Account.

**Credit Notes Issued** - This report lists all credit notes issued due to returns, gift vouchers sold and any special purpose credit notes which were issued.

**Credit Notes Exch.** - This report lists all Credit Notes and Gift Vouchers exchanged during the day.

## 3. Periodic Sales Reports

iLabPOS has a number of sales reports which you can use to analyse how your business is performing. You can also extract data to excel to provide your accountant with the necessary information to complete your VAT return. The following reports all provide you with the same data, however in different formats and criteria.

### 3.1 VAT Summary

Access the VAT Summary report from **Reports >> VAT Summary (Sales)**. This report will give you one figure of VAT Collected per VAT Rate during a specified date range.

Simply provide the period, and click on Preview to view or print the results. You can also extract the data to Excel.

#### VAT Summary Report (Sales)

Period: 01/01/2018 - 31/03/2018

VAT Rate %	Code	Description	VAT EUR	Sales Excl. VAT EUR	Sales Incl. VAT EUR
18%	F	FULL 18%	9181.18	51002.62	60183.80
0%	E	EXEMPT	0.00	5758.72	5758.72
5%	R	REDUCED 5%	4.38	87.72	92.10
<b>Total EUR:</b>			<b>9185.56</b>	<b>56849.06</b>	<b>66034.62</b>

*\* Due to rounding to two decimal places there might be some slight variance on totals.*

This report is enough for your accountant to work out the VAT payable on sales, however it is suggested to also provide detailed reports such as the **Sales Listed by Day** report.

### 3.2 Sales Listed by Day

Open the report from **Reports >> Sales Reports >>> Sales - Listed by Day**. This report gives you a day by day summary of sales, split by cash sales and invoices. This is the perfect report to give to your accountant as regards to VAT collected. The excel extract will provide the accountant with a daily total of sales including and excluding VAT.

Specify the date period and click on preview to view or print the report. You can extract the data to excel as well, which you can easily forward to accounts.

Date	incl. VAT			excl. VAT			Basket Statistics		
	Cash Sales	Invoices	Wholesale	Total	Total	Cost of Sales	No.	Avg. Total	Avg. Items
02/01/2018	2.95	0.00	0.00	2.95	2.95	3.15	1	2.95	3.00
03/01/2018	683.44	0.00	0.00	683.44	579.18	312.86	10	68.34	1.20
04/01/2018	1,350.34	0.00	0.00	1,350.34	1,150.04	651.95	16	84.40	3.31
05/01/2018	905.10	0.00	0.00	905.10	775.28	346.54	13	69.62	1.77
06/01/2018	801.11	0.00	0.00	801.11	692.11	340.41	10	80.11	3.90
08/01/2018	1,078.49	3,406.21	0.00	4,484.70	3,818.48	2,720.21	15	298.98	7.27

As you may see in the screenshot above, this report will give you a breakdown of sales for each day as follows:

- Total Cash Sales incl. VAT
- Total Invoices incl. VAT
- Total Wholesale Invoices incl. VAT
- Total Sales incl. VAT

- Total Sales excl. VAT
- Cost of Sales excl. VAT (This total will only be correct if you had the correct cost price for the product sold at the time of sale)
- No of Cash Sales/ Invoices during that day
- Average total incl. VAT of sales (Total Sales incl. VAT divided by number of cash sales / invoices)
- Average number of items per sale

When you extract this report to excel you will also have a column for the total VAT collected during that day.

This report also has a number of criteria, so for example you could issue sales by day but only for a specific category.

### 3.3 Itemised Sales Report

Open the report from **Reports >> Sales Reports >>> Itemized Sales**. This report will list each product sold in the given period, the quantity sold, and some other figures such as profit, cost and sales amount.

**Itemized Sales Report**

Cost Calculation: Specified Stock Price

From: 01/05/2018 | Last Year | This Year

To: 31/05/2018 | Last Month | This Month

Cashier: \*\*\* ALL STAFF \*\*\*

Supplier Family: \*\*\* ALL FAMILIES \*\*\*

Supplier: \*\*\* ALL SUPPLIERS \*\*\*

Category Group: \*\*\* ALL CATEGORY GROUPS \*\*\*

Category: \*\*\* ALL CATEGORIES \*\*\*

Brand: \*\*\* ALL BRANDS \*\*\*

VAT Rate %: \*\*\* ALL DEPARTMENTS \*\*\*

Barcode: [ ]

Client: [ ] | [ ]

Include Additional Costs (Freight, Labour etc...)

Cash Sales     Invoices     Wholesale Invoices

Foreign Client: On or Off | Male: On or Off

Female: On or Off | Client Switch #4: On or Off

Client Switch #5: On or Off

Preview    To Excel (Sales)    To Excel (Returns)

Simply specify the date period and click on preview. The report separately split sales and returns, so to extract the actual figure of sales you need deduct the total returns from the total of sales.

Bar Code	Article	Reference	Qty. Sold	Curr. Qty.	Excl. VAT		Profit €	VAT €	% Profit
					Cost Price €	Sold €			
9556091146505	JEANS SZ30 BLUE		1.00	0.00	15.94	38.14	22.20	6.86	58.21%
4030700109983	SILK DRESS SZ32 BLACK		2.00	-2.00	31.88	77.97	46.09	14.03	59.12%
236726376	TSHIRT		3.00	12.00	12.75	30.51	17.76	5.49	58.21%
			<b>6.00</b>		<b>60.56</b>	<b>146.60</b>	<b>86.04</b>	<b>26.38</b>	

Note: Returns are not accounted for in this Report.

For each item sold in the period specified, the report will show you:

- The Qty Sold
- The Total Cost excl. VAT for the Qty Sold (If cost price is properly specified)
- The Total Sales excl. VAT for the Qty Sold
- The Profit
- VAT
- The percentage profit

Since it can happen that one product was purchased at different cost prices, you can specify how to calculate the cost. Following are the three options explained:

**Specified Cost Price** - The system will use the current cost price specified in the Stock Card.

**Average Cost Price** - The system will calculate the average cost according to past purchases. So if you bought 100 cans of peas @ EUR 0.50 and then some months later you bought another 100 @ EUR 0.52, the average cost is calculated as follows:

$$((100 * 0.50) + (100 * 0.52))/200$$

Which would result in an average cost of EUR 0.51

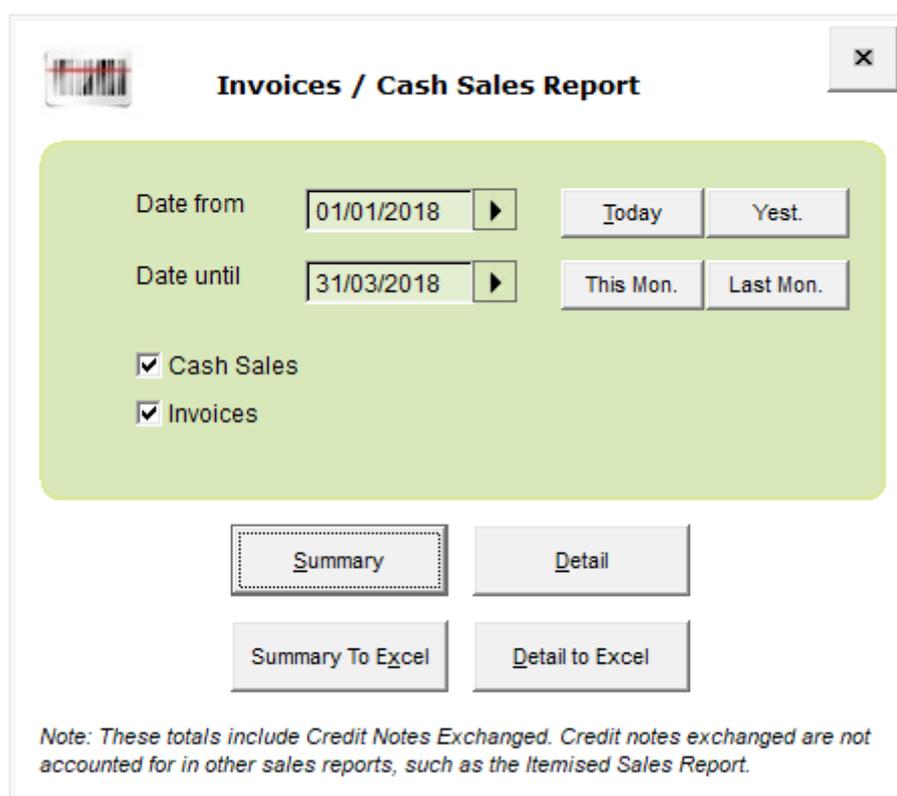
**Cost at Time of Sale** - The moment a product is sold, the system saves a snapshot of the cost price with the sale. If you are sure that you always keep cost prices up to date, then this feature would probably be most exact figure you can have.

The itemised sales report also has several criteria, so you could extract sales data for one particular category, or for products supplied by one specific supplier.

### 3.4 Invoices / Cash Sales Report

Open the report from **Reports >> Sales Reports >>> Invoice / Cash Sales Report**. This report will list a summary of each invoice and cash sale carried out during the period specified. You can also extract the detail of items in each invoice and cash sale.

Important to note that figures in this report might not tally with other sales report since credit notes and gift vouchers exchanged are factored in. For example, if you had a cash sale with EUR 100 worth of items, but the client used a Gift Voucher of EUR 20, the total of that sale in this report will be EUR 80.



You have 4 quick buttons in this report to automatically specify today's date, yesterday, this month and last month.

Sale. No.	Date	Client	Sale Type	Amt. inc. VAT EUR	Amt. excl. VAT EUR	VAT EUR	Deposit EUR	Disc. %
5072	27/04/2018	CASH CLIENT	Cash Sale	32.45	27.50	4.95	32.45	0.000
5071	27/04/2018	CASH CLIENT	Cash Sale	74.68	63.29	11.39	74.68	0.000
5070	27/04/2018	CASH CLIENT	Cash Sale	45.54	40.74	4.81	45.54	10.000
5069	26/04/2018	CASH CLIENT	Cash Sale	43.00	36.44	6.56	43.00	10.417
5068	26/04/2018	CASH CLIENT	Cash Sale	175.95	149.11	26.84	175.95	0.000
5067	26/04/2018	CASH CLIENT	Cash Sale	145.00	122.88	22.12	145.00	0.000
5066	26/04/2018	CASH CLIENT	Cash Sale	4.50	3.81	0.69	4.50	0.662
5065	26/04/2018	CASH CLIENT	Cash Sale	106.16	89.97	16.19	106.16	10.000

As you may see above, the summary report will list each sale carried out during the period specified in descending order.

### 3.5 Monthly Analysis

Open the report from **Reports >> Sales Reports >>> Monthly Analysis (Across Years)**. This report will compare sales excl. VAT by month so that you can analyze the performance of your business compared to previous years.

You can extract the report for all sales carried, or limited to certain criteria. For example, you could analyze sales for one particular client only.

Year	January	February	March	April	May	June	July	August	September	October	November	December
2010	1506.60	6936.35	0.00	3510.05	2840.20	9808.94	2722.68	11351.29	1483.25	3224.55	4416.44	7689.55
2011	30895.43	744.93	587.86	3326.29	2990.53	735.68	9482.47	6293.64	0.00	11932.49	8340.67	11556.52
2012	2851.48	13437.75	3799.01	10157.09	8099.10	4942.43	11432.40	7879.43	11601.00	2751.40	8959.92	7498.67
2013	0.00	5386.78	8825.67	11086.00	5599.90	714.48	11802.45	2777.61	1298.25	20776.21	883.27	10780.78