

SALES REPORT BY CLERK

WALKTHROUGH

Access the WebPOS home page (URL <http://www.alliancepos.net>) and click on Headquarter System.



Go to Sales Report > Sales Report by Clerk

Home Daily Operation **Sales Report** Inventory Master Records Maintenance Logout

Sales Dashboard

Branch: **(All)**

Report: **Sales Trend**

Panel: **Full** Refresh every (mins):

Feb 09, 2012 Benchmark: **Revenue** **(Base Product)**

Sales Report by Clerk

- Sales Transaction List
- Cashier Report
- Media Tender Report
- Sales Report by Clerk**
- Sales Warranty Tracking
- Sales Report by Product

- Sales Summary by Branch
- Sales Summary by Product
- Sales Summary by Period
- Product Movement Analysis
- Sales Comparison

- Sales Book
- Download eSales

The dashboard displays a bar chart on the left with a y-axis from 0 to 120,000. The main area shows a bar chart for '1. Bacon Spaghe' with a y-axis from 0 to 100. The x-axis is labeled '2.0'. The chart shows two bars: a green bar at approximately 75 and a taller green bar at approximately 90. The detailed view below shows two bars: a yellow bar at 4 and a shorter yellow bar at 1.

Check all the transactions handled or serviced by a sales clerk.

Set filters to narrow down or broaden your search. You may set a single or multiple filters.

Click Search when done.



Sales Report By Clerk

Period: -

Product ID: F12

Terminal No: F12

Customer ID: F12

Branch:

Cashier:

Serviced By:

Service Line:

Product Line:

To view the performance of a certain sales clerk, set the filter in Serviced By. Otherwise, it will show all transactions categorized by the different clerks.

This is the report generated when there is no filter set for Serviced By. It will show all transactions categorized by sales clerk. Products sold are also included in the report.

Sales Report By Clerk

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	Serviced By	Date	TM#	Receipt No	Customer	Product	Qty	Unit	Total
1	admin	02/16/2012	0002	29		Veggie Burger	3	PCS	300.00
2		02/16/2012	0002	29		Mozarella Sticks	1	PCS	100.00
3		02/16/2012	0002	29		Cafe Latte	1	PCS	109.00
						TOTAL:			509.00
4	Clerk 1st Floor	02/16/2012	0002	28		Mozarella Sticks	1	PCS	100.00
5		02/16/2012	0002	28		Sprite	1	PCS	20.00
6		02/16/2012	0002	28		Regular Fries	3	PCS	75.00
7		02/16/2012	0002	28		Bacon Spaghetti	1	PCS	40.00
						TOTAL:			235.00

This is the report generated when you select to view performance of a single sales clerk (filter in Serviced By). It will show all transactions handled by the clerk for performance evaluation, incentive basis and etc. Products sold are also included in the report.

Sales Report By Clerk

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	Serviced By	Date	TM#	Receipt No	Customer	Product	Qty	Unit	Total
1	Clerk 1st Floor	02/16/2012	0002	28		Bacon Spaghetti	1	PCS	40.00
2		02/16/2012	0002	28		Mozarella Sticks	1	PCS	100.00
3		02/16/2012	0002	28		Sprite	1	PCS	20.00
4		02/16/2012	0002	28		Regular Fries	3	PCS	75.00
TOTAL:									235.00

To see Transaction Detail and Payment List per item, select the item and click the Detail button.

This report can be viewed in PDF and Excel formats. To email the report, click on the Email button (see How to Send Reports)

Navigation bar with buttons: Detail PDF Excel Email Refresh Close