

MEDIA TENDER REPORT

WALKTHROUGH

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



Go to Sales Report > Media Tender Report

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 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

Product	Revenue
1.Bacon Spaghe	~55,000
2.Coke	~105,000

Product	Count
1.Bacon Spaghe	4
2.Coke	1

Check a summary of payment methods received.

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

Click Search when done.

Conditions for Tender Report

Period: -

Show Tender:

Sort By:

Terminal No:

Branch:

Cashier:

You can view a summary of transactions with the corresponding tender and reference information. Summation of media tender is found at the bottom.

To see Transaction Detail and Payment List, select an item and click the Detail button on the bottom of the page.

Tender Report List									
Date	TM#	Receipt No	Cashier	Tender	Reference	Other Info	Amount		
02/09/2012	0001	25	Cashier	Cash			60.00		
02/09/2012	0001	26	Cashier	Cash			-60.00		
02/16/2012	0002	23	Cashier	Cash			20,000.00		
02/16/2012	0002	24	Cashier	Credit	VISA (XXXX-1234) CARD NAME	01 (02/14)	826.00		
02/16/2012	0002	25	Cashier	Charge	Mr. Customer One		153.00		
02/16/2012	0002	26	Cashier	Cash			15.00		
02/16/2012	0002	26	Cashier	Check	Banco De Oro (1)	02/09/2012	100.00		
02/16/2012	0002	27	Cashier	Cash			89.00		
02/16/2012	0002	27	Cashier	Coupon	012012	General	200.00		
			9 item	TOTAL :			21,383.00		
				=> CASH:			20,104.00		
				=> CREDIT:			826.00		
				=> CHARGE:			153.00		
				=> CHECK:			100.00		
				=> COUPON:			200.00		

You may view the report in PDF and Excel format. To email, click the Email button (see How to Send Reports)

The screenshot shows a web application interface with a toolbar at the top. The toolbar contains several buttons: 'Detail', 'PDF', 'Excel', 'Email', 'Refresh', and 'Close'. The 'Email' button is highlighted with a red circle. Below the toolbar, there is a 'Send Mail' dialog box. The dialog box has a title bar 'Send Mail' and a 'PREVIOUS' button. It contains the following fields and options:

- To: [Empty text box]
- Cc: [Empty text box]
- Bcc: [Empty text box]
- Separate multiple emails with comma (,)*
- Subject: Tender Report List
- Attachment: PDF Excel
- Message: Hi,
Please refer to the attached file.
Thanks,
Name

At the bottom of the dialog box, there are two buttons: 'Send' and 'Cancel'.