

CASHIER REPORT

WALKTHROUGH

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



Go to Sales Report > Cashier Report

Home Daily Operation **Sales Report** Inventory Master Records Maintenance Logout V6.58.50.C01

Sales Dashboard

Branch: **(All)**

Report: **Sales Trend**

Panel: **Full**

Refresh every (mins): Refresh

- 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

Date	Revenue
10	0
11	0
12	0
13	0
14	0
15	0
16	0
17	0
18	0
19	0
20	0
21	0
22	0
23	0
24	0
25	0
26	0
27	0
28	0
29	0
30	0
01	55,000
02	75,000
03	115,000
04	0
05	0
06	0
07	15,000
08	0
09	110,000

Product	Revenue
1.Bacon Spaghe	100
2.Coke	1

Check all the transactions handled by a cashier.

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

Click Search when done.

Cashier Report

Period: -

Cashier:

Branch:

Terminal No:

NRGT #: (0 for unclosed records)

The Cashier Report list shows the different types of payment methods and frequency these were used for the day. It also displays excess reports, void transactions and sales returns/refunds.

To see the transactions in detail, select an item and click on Detail.

Cashier Report List

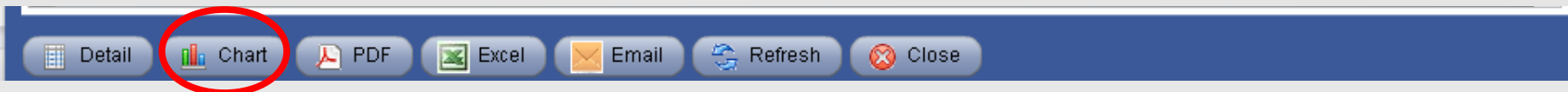
← Previous 1-3 of 3 Next →

	Date	TM#	HRGT:	Cashier	Cash	#	Credit	#	Charge	#	Check	#	Coupon
1	02/03/2012	0002	1	Cashier	74,110.00	4	0.00	0	0.00	0	0.00	0	0.00
2	02/08/2012	0002	6	Cashier	107,964.80	9	0.00	0	0.00	0	0.00	0	0.00
3	02/07/2012	0004	0	Cashier	13,655.01	11	0.00	0	0.00	0	0.00	0	0.00
	TOTAL:				195,729.81	24	0.00	0	0.00	0	0.00	0	0.00

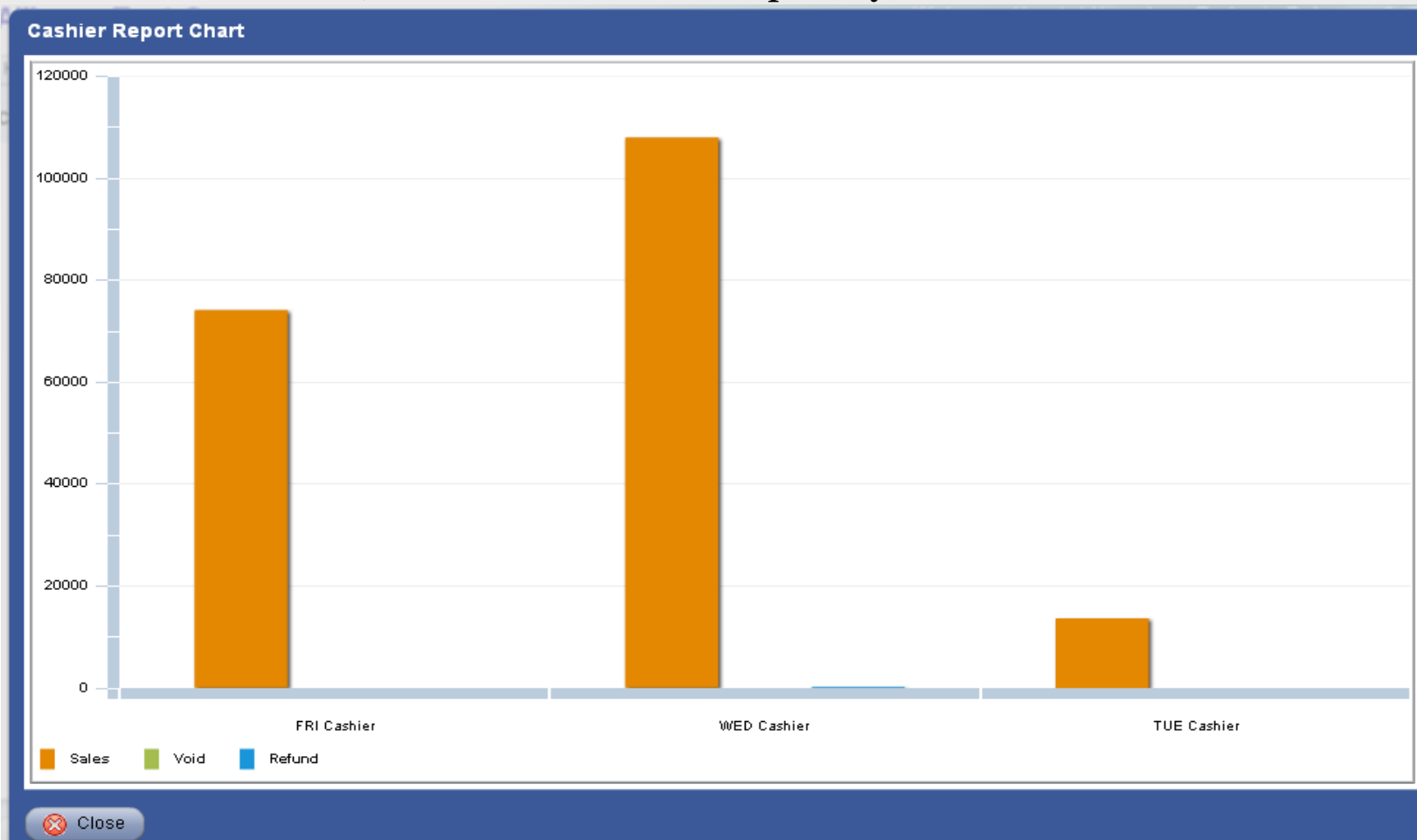
← Previous 1-3 of 3 Next →

#	Charge	#	Check	#	Coupon	#	Debit	#	Excess	Void	#	Refund	#
0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0	0.00	0
0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0	184.80	1
0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0	0.00	0
0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0	184.80	1

You may also see a graphic representation of the cashier report by clicking the Chart button.



The Chart shows the Sales, Void and Refund levels per day.



The report may also be viewed in PDF and Excel format. To email the tabular report, click on the Email button (see How to Send Reports).

The screenshot shows a software interface with a toolbar at the top containing buttons for 'Detail', 'Chart', 'PDF', 'Excel', 'Email', 'Refresh', and 'Close'. The 'Email' button is circled in black. Below the toolbar is a 'Send Mail' dialog box. The dialog box has the following fields and options:

- To: [Empty text box]
- Cc: [Empty text box]
- Bcc: [Empty text box]
- Subject: Cashier Report List
- Attachment: PDF Excel
- Message: Hi,
Please refer to the attached file.
Thanks,
Name

At the bottom of the dialog box are 'Send' and 'Cancel' buttons. A red circle highlights the 'Attachment' section, and a black circle highlights the 'Email' button in the toolbar. A text annotation next to the red circle reads: "Only PDF and Excel formats are available as email attachment."