|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | |  |  | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| + PAID IN $100.00  - PAID OUT $ 50.00  = THEORETICAL CASH $273.97 | | | Take Out 0 $ 0.00  ----------------------------------------- NET SALES DESTINATION TOTAL $228.62 | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | | | |
| + | TOTAL TIPS | $ 7.00 |  | \*\*\* Gift Cards \*\*\* | |  |
| +  = | GRATUITIES CALCULATED CASH | $ 0.00  $280.97 | TYPE  --------- | QTY TOTAL  -------------------------------- | | |
| - | DECLARED CASH | $280.97 | Issue | | 1 | $ 20.00 |
| = | BALANCED | $ 0.00 | Reload | | 1 | $ 20.00 |
|  |  |  | GIFT CARD TOTAL | |  | $ 40.00 |



Cash Sales Summary Report

The daily sales summary report can be printed on the register printer by pressing a button on the register. It can also print automatically when End of Day is run. It shows a summary of sales for the location for that day.

*Example daily dales summary report*

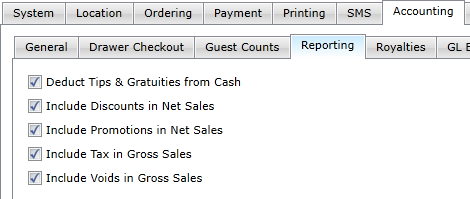
|  |  |  |  |
| --- | --- | --- | --- |
| \*\*\* Daily Summary \*\*\* Brink Pizza Oven & Sandwiches  Store #23 DOB: 6/13/2019  6/13/2019 10:56 PM | | | \*\*\* Labor \*\*\*  TOTAL HOURS 4.77  TOTAL $ $ 79.55  TOTAL % 34.80%  SALES PER LABOR HOUR $ 49.19 |
| TOTAL SALES |  | $290.56 | \*\*\* Discounts \*\*\* |
| - GIFT CARD | ISSUE/RELOAD | $ 40.00 | ----------------------------------------- |
| - GIFT CARD | PROMOTIONS | $ 0.00 | - Employee 25% $ 3.00 |
| - REFUNDS |  | $ 15.90 | ----------------------------------------- |
| = GROSS SALES $234.66  ORDER COUNT 19  GUEST COUNT 19  \*\*\* Sales \*\*\*  SUMMARY TOTAL  ----------------------------------------- | | | DISCOUNT TOTAL $ 3.00  \*\*\* Donations \*\*\* None  ----------------------------------------- DONATION TOTAL $ 0.00 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GROSS SALES | | $234.66 | |  |
| - VOIDS | | $ 3.39 | | \*\*\* Promotions \*\*\* |
| - TAXES | | $ 1.65 | | ----------------------------------------- |
| - SERVICE CHARGES | | $ 1.00 | | - BOGO $ 7.95 |
| = NET SALES | | $228.62 | | PROMOTION TOTAL $ 7.95 |
| - DISCOUNTS | | $ 3.00 | |  |
| - PROMOTIONS | | $ 7.95 | | \*\*\* Surcharges \*\*\* |
| + TAXES | | $ 1.65 | | ----------------------------------------- |
| + GIFT CARD ISSUE/RELOAD | | $ 40.00 | | - Near $ 1.00 |
| + SERVICE CHARGES | | $ 1.00 | | ----------------------------------------- |
| = ADJ GROSS SALES | | $260.32 | | SURCHARGE TOTAL $ 1.00 |
| - Check | | $ 0.00 | | \*\*\* Net Sales by Rev Center \*\*\* |
| - American Express | | $ 12.64 | | REV CTR QTY TOTAL |
| - Discover | | $ 24.95 | | ----------------------------------------- |
| - MasterCard | | $ 9.00 | | Beverages 9 $ 22.50 |
| - Visa | | $ 10.10 | | Food 35 $206.12 |
| - VeriFone Debit | | $ 0.00 | | ----------------------------------------- |
| - Gift Card | | $ 23.95 | | NET SALES REV CTR TOTAL $228.63 |
| - Gift Certificate | | $ 0.00 | | \*\*\* Net Sales by Destination \*\*\* |
| -  - | NON-CASH TIPS CASH BACK | $  $ | 7.00  0.00 | DESTINATION QTY TOTAL  ----------------------------------------- |
| + CASH DEPOSITS $ 51.29  - DEPOSITS REDEEMED $ 0.00 | | | | Delivery 1 $ 23.95  For Here 43 $204.67 |

# Report Settings

Many of the fields are calculated based on other data in the report, and how those fields are calculated depends on settings that are made in the Settings Editor under **Options > Accounting > Reporting**.

***Accounting > Reporting*** *options*



|  |  |
| --- | --- |
| **Option** | **Description** |
| **Deduct Tips & Gratuities from Cash** | Deducts all tips and gratuities from *THEORETICAL CASH* and displays  the total in *CALCULATED CASH* |
| **Include Discounts in Net Sales** | Includes the total of all discounts in *NET SALES* |
| **Include Promotions in Net Sales** | Includes the total of all promotions in *NET SALES* |
| **Include Tax in Gross Sales** | Includes all taxes collected in *GROSS SALES* |
| **Include Voids in Gross Sales** | Includes the total of all voided items and orders in *GROSS SALES* |

# Report Layout

## Header

The header of the drawer checkout report contains information about the location, the date of the report, the till owner, and other relevant information:

* The top line is always “\*\*\* Daily Summary \*\*\*”. This is so that it won’t be confused for a

customer receipt or a Drawer Checkout report.

* The second line is the name of the location (as configured in **Options > Location > General** in Settings Editor).
* The third line displays the store number and the business date for which the report was run.
* The fourth line displays the date and time at which the report was run.

## TOTAL SALES, etc.

The next section displays the total sales, a calculation for gross sales, and the order and guest counts.

|  |  |
| --- | --- |
| **Line** | **Description** |
| **TOTAL SALES** | The total amount of money collected from sales for the date. |
| **GIFT CARD ISSUE/RELOAD** | The total amount collected for new gift cards issued and existing gift cards  reloaded. |
| **GIFT CARD PROMOTIONS** | The total amount discounted from order prices because of gift card  promotions (as configured in **Promotions** in Settings Editor). |
| **REFUNDS** | All amounts returned to customers for orders on prior dates. |

|  |  |
| --- | --- |
| **Line** | **Description** |
| **VOIDS** | All amounts returned to customers for orders on the same date.  **NOTE**: *VOIDS* only appears in this position if **Include Voids in Gross Sales** is NOT selected in **Options > Accounting > Reporting**. |
| **TAXES** | The total amount of all taxes collected on the date.  **NOTE**: *TAXES* only appears in this position if **Include Tax in Gross Sales** is NOT  selected in **Options > Accounting > Reporting**. |
| **GROSS SALES** | TOTAL SALES   * GIFT CARD ISSUE/RELOAD * GIFT CARD PROMOTIONS * REFUNDS * VOIDS (only if **Include Voids in Gross Sales** is selected) * TAXES (only if **Include Tax in Gross Sales** is NOT selected) |
| **ORDER COUNT** | The total number of orders at the location on the date.  **NOTE**: Gift card issues and reloads are not counted as orders. |
| **GUEST COUNT** | The total number of orders multiplied by a factor defined in **Options>**  **Accounting > Guest Counts** in Settings Editor. |

## Sales

The next section shows the calculations made for Total Sales, Gross Sales, Net Sales, and Adjusted Gross.

|  |  |
| --- | --- |
| **Line** | **Description** |
| **GROSS SALES** | See *Gross Sales* in previous section. |
| **VOIDS** | All amounts returned to customers for orders on the same date.  **NOTE**: *VOIDS* only appears in this position if **Include Voids in Gross Sales** is  selected in **Options > Accounting > Reporting**. |
| **TAXES** | The total amount of all taxes collected on the date.  **NOTE**: *TAXES* only appears in this position if **Include Tax in Gross Sales** is selected in **Options > Accounting > Reporting**. |
| **DISCOUNTS** | The total amount deducted from orders because discounts.  **NOTE**: *DISCOUNTS* only appears in this position if **Include Discounts in Net Sales** is NOT selected in **Options > Accounting > Reporting**. |
| **PROMOTIONS** | The total amount deducted from orders because discounts.  **NOTE**: *PROMOTIONS* only appears in this position if **Include Promotions in Net Sales** is NOT selected in **Options > Accounting > Reporting**. |
| **SERVICE CHARGES** | The total amount collected for service charges (as configured in **Surcharges** in  Settings Editor). |
| **NET SALES** | *GROSS SALES*   * *VOIDS* (only if **Include Voids in Gross Sales** is selected) * *TAXES* (only if **Include Tax in Gross Sales** is selected) * *DISCOUNTS* (only if **Include Discounts in Net Sales** is NOT selected) * *PROMOTIONS* (only if **Include Promotions in Net Sales** is NOT selected) * *SERVICES CHARGES* |
| **DISCOUNTS** | The total amount deducted from orders because discounts.  **NOTE**: *DISCOUNTS* only appears in this position if **Include Discounts in Net Sales** is selected in **Options > Accounting > Reporting**. |

|  |  |
| --- | --- |
| **Line** | **Description** |
| **PROMOTIONS** | The total amount deducted from orders because discounts.  **NOTE**: *PROMOTIONS* only appears in this position if **Include Promotions in Net Sales** is selected in **Options > Accounting > Reporting**. |
| **TAXES** | A repeat of the previous TAXES entry. |
| **GIFT CARD ISSUE/RELOAD** | A repeat of the previous GIFT CARD ISSUE/RELOAD entry. |
| **SERVICE CHARGES** | A repeat of the previous *Service Charges* entry. |
| **ADJ GROSS SALES** | *NET SALES*   * *DISCOUNTS* (only if **Include Discounts in Net Sales** is selected) * *PROMOTIONS* (only if **Include Promotions in Net Sales** is selected)   + *TAXES*  + *GIFT CARD ISSUE/RELOAD*  + *SERVICE CHARGES* |
| **Check** | The total amount of sales paid with checks. |
| **[Credit Cards]** | There is a line for each type of credit card payment accepted. Each line shows  the total amount of sales paid with that type of credit card. |
| **[Processor] Debit** | The total amount of sales paid with debit cards. *[Processor]* is the name of the  debit card processing service. |
| **[Other Payment Services]** | There is a line for each type of additional payment service accepted. Each line  shows the total amount of sales paid with that service. |
| **Gift Card** | The total amount of sales paid with gift cards. |
| **Gift Certificate** | The total amount of sales paid with gift certificates. |
| **House Account** | The total amount of sales charged to house accounts. |
| **NON-CASH TIPS** | The total amount of tips collected on orders paid for with a payment type  other than cash. |
| **CASH BACK** | The total amount of cash given to customers as “cash back” from debit  transactions. |
| **CASH DEPOSITS** | Includes all cash deposits received for future orders that are to be picked up or delivered on a later date. Does NOT include deposits paid with other  tender types. |
| **DEPOSITS REDEEMED** | Includes all deposits for orders that were closed out during the reporting  period, regardless of tender type. |
| **PAID IN** | All cash added to drawers while they were assigned on the date. |
| **PAID OUT** | All cash removed from drawers while they were assigned on the date. |
| **TOTAL TIPS** | *NON-CASH TIPS* + any cash tips that were collected.  **NOTE**: *TOTAL TIPS* only appears in this position if **Deduct Tips & Gratuities from Cash** is selected in **Options > Accounting > Drawer Checkout** in Settings Editor. |

|  |  |
| --- | --- |
| **Line** | **Description** |
| **THEORETICAL CASH** | *ADJ GROSS SALES*   * *Check* * *[Credit Cards]* * *[Processor] Debit* * *[Other Payment Services]* * *Gift Card* * *Gift Certificate* * *House Account* * *NON-CASH TIPS* * *CASH BACK*   + *CASH DEPOSITS*   * *DEPOSITS REDEEMED*   + *PAID IN*   * *PAID OUT*   + *TOTAL TIPS* (only if **Deduct Tips & Gratuities from Cash** is NOT selected)  + *GRATUITIES* (only if **Deduct Tips & Gratuities from Cash** is NOT selected) |
| **TOTAL TIPS** | *NON-CASH TIPS* + any cash tips that were collected.  **NOTE**: *TOTAL TIPS* only appears in this position if **Deduct Tips & Gratuities from Cash** is NOT selected in **Options > Accounting > Drawer Checkout** in Settings Editor. |
| **GRATUITIES** | The total amount of all gratuities paid to staff (as configured in **Surcharges** in Settings Editor).  **NOTE**: *GRATUITIES* only appears in this position if **Deduct Tips & Gratuities from Cash** is NOT selected in **Options > Accounting > Reports** in Settings Editor. |
| **CALCULATED CASH** | *THEORETICAL CASH*  + *TOTAL TIPS* (only if **Deduct Tips & Gratuities from Cash** is selected)  + *GRATUITIES* (only if **Deduct Tips & Gratuities from Cash** is selected) |
| **DECLARED CASH** | The amount of cash in all drawers at checkout, as entered by the employee  who ran the drawer checkout. |
| **OVER/BALANCED/SHORT** | *DECLARED CASH* – *CALCULATED CASH*  If the value is positive, this line is labeled *OVER*.  If the value is negative, this line is labeled *SHORT*. If the value is zero, this line is labeled *BALANCED*. |

## Labor

The next section shows labor statistics.

|  |  |
| --- | --- |
| **Line** | **Description** |
| **TOTAL HOURS** | The total number of hours worked by all employees on the date. |
| **TOTAL $** | The total cost of all labor at the location for the date. |
| **TOTAL %** | *TOTAL $* ÷ *NET SALES* × 100 |
| **SALES PER LABOR HOUR** | *GROSS SALES* ÷ *TOTAL HOURS* |

## Discounts, Donations, Promotions, and Surcharges

The next several sections of the report show totals for various categories. Each category is broken down by type, and the totals for each type are shown one per line, with a grand total at the bottom.

## Net Sales by Rev Center and Net Sales by Destination

The next two sections of the report show totals and quantities for sales by revenue center and sales by destination. Each is broken down by type. Each line shows the name of the revenue center or destination, the number of items sold in that revenue center of destination, and the total amount collected for the revenue center or destination. A grand total is listed at the bottom.

## Gift Cards

The last section displays transactions specific to gift cards: new cards issued, cards reloaded, and cards cashed out.

|  |  |
| --- | --- |
| **Line** | **Description** |
| **Issue** | QTY shows the total number of new gift cards issued. TOTAL shows the  total amount collected for new gift card balances. |
| **Reload** | QTY shows the total number of gift cards reloaded. TOTAL shows the  total amount collected for gift card reloads. |
| **Cash Out** | QTY shows the total number of gift cards cashed out. TOTAL shows the  total amount paid for gift cards that were cashed out. |
| **GIFT CARD TOTAL** | *Issue*  + *Reload*  – *Cash Out* |