



POS Sales Summaries

By: Fred Mac Donald
Friday, 22nd April 2016

You can use any or all of the filters to generate your report.

- **Matrix**
Gives you the option to group the report by
 - Date & Time
 - Day Name
 - Month Name
 - Week Number
- **SKU**
Filter by Full or partial SKU number
- **From Date**
Select the first date that sales needs to be included into the report
- **To Date**
Select the last date that sales needs to be included into the report
- **Location**
Select the POS Locations that needs to be included into the report
- **Refunds**
If you want to see the total refunds instead of the actual sales, tick the "Refunds" box.
- **Filter**
Click the blue "Filter" button to generate your report.

As an example

Lets see how many Vases (*SKU: 390411*) has been sold since we started out POS Sales on what days

- **Matrix** = Date and Time
- **SKU** = 390411
- **From Date** = 2001-01-01 or any date before you opened your shop
- **To date** = The last date you traded
- **Location** = All (To report for all POS Locations)
- **Refunds** = We don't want to see the refunds, so we leave the box unticked
- ?Click "Filter"