

Sales Summary Report

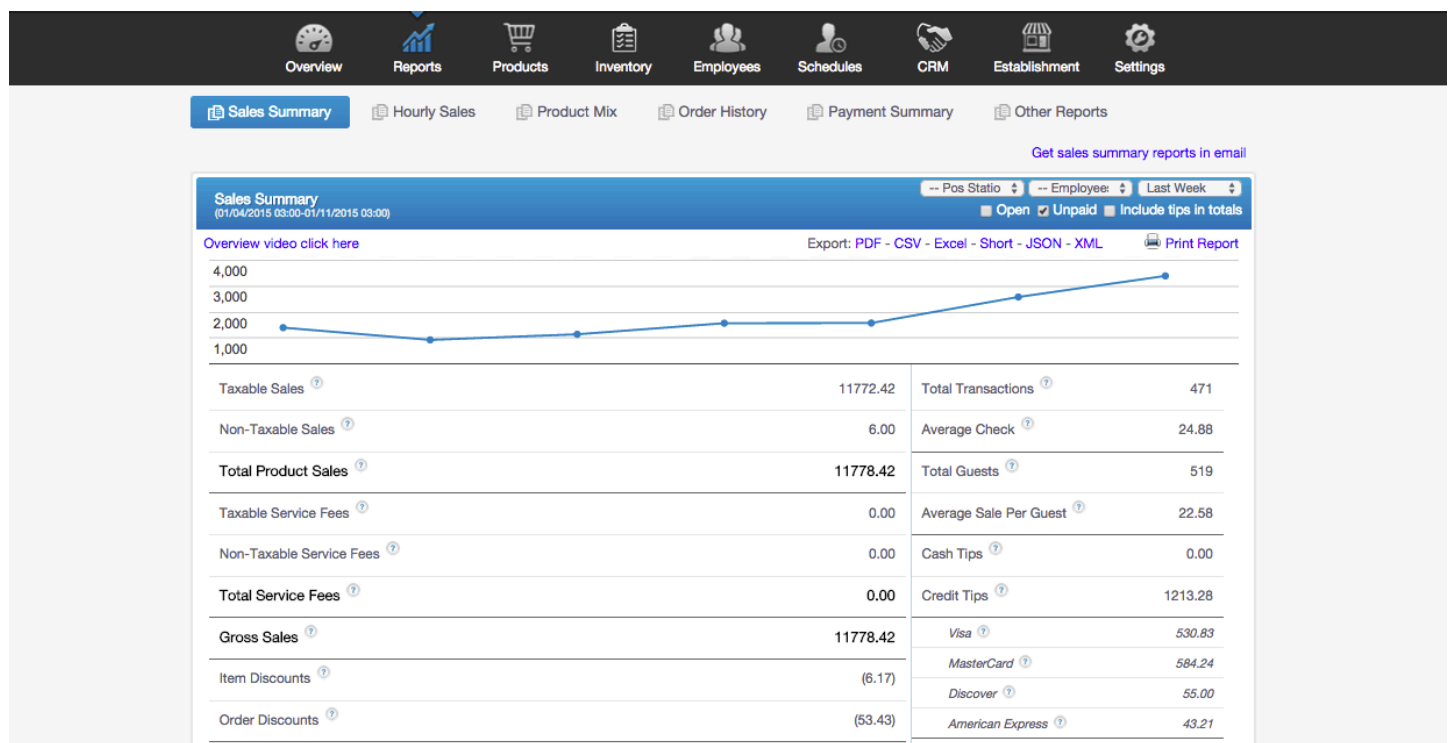
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Overview

Every client's day-to-day operations and sales are easily viewable and customizable with Revel Systems. The Sales Summary Report under the Reports tab provides detailed insight from these daily sales, including, but not limited to sales, fees, discounts, taxes, liabilities (for things such as gift card sales), and payments (cash, credit, gift cards, etc.).

Report Details

The sample sale summary below shows all transactions that were taken in the time range of "Last Week." Each dot on the graph represents a particular day. Hovering the mouse over the dot will populate the date along with the Net to Account For.



Note: When looking at your Sales Summary Report, the two numbers that should always match are the Net to Account For and Total Payments line items. The reason is that the Net to Account For is the summation of all sales, taxes, fees, and liabilities minus any applicable discounts, and Total Payments is the amount that was collected by the business to account for those sales, taxes, etc.

Warning Messages

Occasionally, you will see the following warning message appear at the top of your Sales Summary Report:

Warning

This reporting period includes orders which are currently unpaid: 17655 17683

If this error message appears, there are several reasons why this may occur:

- There are orders outstanding that did not receive payment on the POS. Remember, orders **MUST** be taken payment for on the POS and closed out accordingly.
- If you are looking at the Sales Summary with the date range set to Today while the business is still open. Currently unpaid orders just reflect the orders that are being processed at that moment.
- If you have a catering section of your business and are taking deposits for yours orders, those orders will appear with this error message (since payment has not been made in full).