

Reports

Supermenu POS provide many types of report. To access reports, go to main, Reports & History:



Daily Report	Credit Close Batch Report
Credit Close Batch Failure	Credit Card Report
Sold Item Report	Summary Report
Discount / Void / Delete Report	Order Detail Report
Tips Report	Tax Exempt Report
Order History	Customer Order History Report
Uncaptured Credit Orders	Search Credit Card Orders
Monthly Report	Historical Daily Report
Monthly Report (Wine/Beer/Liqor)	Daily/Hourly Report
Monthly/Hourly Sale/Labor Report	Close

Reports & History

Daily Report gives you the current snapshot of today's sales

Sold Item Report gives you the number of items sold between a time range based on Item Name, Category, or Food Type

Summary Report gives you the summary sales data between a time range based on order type, payment type, etc.

Order Detail Report gives you the order by order data between a time range based.

Discount Report gives you the information about who, when and what a discount, void or delete between a time range.

Monthly Report shows you the sales by months.

To retrieve past orders, click on Order History and specify the start date and end date.

All reports can be displayed on the screen, or exported as image, html or Excel files.



The most frequently used report is daily report, which gives the restaurant owner the end of day snap shot of daily transaction in a summary form:

To access daily report, click on Daily Report Button:

The following is a sample of daily report

Daily Report 02-04-2012

<u>Name</u>	<u>Count</u>	<u>Amount</u>
Pick-Up	1	16.65
Carry-Out	3	49.66
Delivery	0	0.00
Dine-In	1	35.51
Average		20.36
Paid Orders	3	75.17
Open Orders	2	26.65
Cash Orders	2	60.89
Credit Card Orders	1	4.28
Credit Card Tips		0.00
Total Charges		4.28
Account Orders	0	0.00
Account Tips		0.00
Total Account		0.00
Gift Cards	1	10.00
Gift Certs	0	0.00
Payouts		0.00
Delivery Charge		0.00
Total	3	75.17
Discounts		0.00
Voids	0	0.00
Tax		7.44
Drv Reim		0.00
Adj Total		65.17
Net Cash		60.89

Delete, Change, Cancel Report

Date Time Name	Record
02/04 16:04 Unspecified	Table K3 \$-4.94 #4

Summary report gives you a lot of more flexibility and much more information, you can select any time ranges, up to hours for the breakdown of different categories of orders.

To access summary, click on summary report button, and select the range of time for the report:

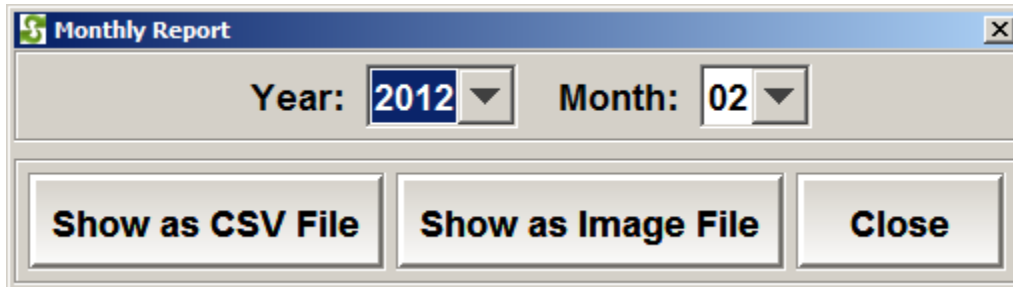
The screenshot shows a window titled "Show Report by summary" with a close button in the top right corner. At the top, there are three tabs: "Today Lunch" (which is selected), "Today Dinner", and "Today All Day". Below the tabs, there are two main sections for time selection. The first section is labeled "From Time:" and contains four dropdown menus: "Year" (2012), "Month" (02), "Day" (04), and "Hour" (05). The second section is labeled "To Time:" and also contains four dropdown menus: "Year" (2012), "Month" (02), "Day" (05), and "Hour" (05). At the bottom of the window, there are two buttons: "Show Report" and "Close".

Discount/Delete/Cancel Report gives the users the data for Discount/Delete/Cancel records to prevent employee theft.

To access Discount/Delete/Cancel Reports, click on Discount/Delete/Cancel Reports report button, and select the range of time for the report.

Sold Item Report gives the use count and total of food item sold between a time range. To access Sold Item Report, click on Sold Item report button, and select the range of time for the report.

Monthly Report gives the user complete summary data for a particular month for accounting purpose. The report is generated as a CSV file. Spreadsheet software like Excel is normally required to view the report. Or it can be viewed as an image. To access Monthly Report, click on Monthly Report button, and select the year and month for the report.



The image shows a software dialog box titled "Monthly Report". It features two dropdown menus: "Year:" with "2012" selected and "Month:" with "02" selected. Below these are three buttons: "Show as CSV File", "Show as Image File", and "Close".

Date	Dine-In	Delivery	Carry-Out	Pick-Up	Delivery Charge	Total Sale	Tax	Inclusive Tax	Tips	Commission	Cash	Gift Card	Gift Cert	Payout	Net Cash
2012/02/01	0.00	70.09	0.00	0.00	2.50	72.59	7.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012/02/02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012/02/03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012/02/04	32.28	0.00	46.96	15.14	0.00	94.38	7.44	0.00	0.00	0.00	60.89	10.00	0.00	0.00	60.89
2012/02/05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012/02/06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012/02/07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012/02/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012/02/09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012/02/10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012/02/11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012/02/12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012/02/13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012/02/14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012/02/15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Print
Show as Image
Show as HTML
Show as Excel
Close