

? Reports

Last Modified on 03/07/2025 2:09 pm BST

The **Reports** screen provides access to key sales reports:

- **Terminal Report** – Daily totals for this device
- **Staff Sales Report** – Totals broken down by staff
- **Business Report** – Combined totals for all devices (multi-terminal businesses)

Use the date controls at the top to view reports for different days.

14:06

NewCo Trading

SU - Sign Off

Wednesday

02 July 2025

TODAY

TERMINAL REPORT

STAFF SALES

BUSINESS REPORT

Gross Sales

£994.63

Refunds

2

Total Refund Amount

-£30.00

Net Sales

£964.63

Card Total

£897.96

Cash Total

£66.67

Transactions

9

Card Transactions

5

Cash Transactions

3

Split Transactions

1

Average Transaction Value

£107.18

Total Tips

£17.92

Card Tips

£8.34

Cash Tips

£9.58

PRINT REPORT

14:06

NewCo Trading

SU - Sign Off

Wednesday

02 July 2025

TODAY

TERMINAL REPORT

STAFF SALES

BUSINESS REPORT

| Staff Name | Net Sales | Refunds | Tips |
|-----------------|-------------|-------------|--------|
| Alice Jones | (2) £50.00 | (0) £0.00 | £5.00 |
| Bob Smith | (3) £137.50 | (0) £0.00 | £12.92 |
| Clerk User | (3) £27.13 | (2) -£30.00 | £0.00 |
| Supervisor User | (1) £750.00 | (0) £0.00 | £0.00 |

PRINT REPORT

14:07

NewCo Trading

SU - Sign Off

Wednesday

02 July 2025

TODAY

TERMINAL REPORT

STAFF SALES

BUSINESS REPORT

Gross Sales

£1,744.63

Refunds

3

Total Refund Amount

-£35.00

Net Sales

£1,709.63

Card Total

£1,147.96

Cash Total

£561.67

Transactions

15

Card Transactions

6

Cash Transactions

7

Split Transactions

2

Average Transaction Value

£113.98

Total Tips

£77.92

Card Tips

£23.34

Cash Tips

£54.58

PRINT REPORT

? Learn more:

- ? [More on available reports](#)