

Daily Sales

06/08/2025 1:29 pm BST

Summary

Daily Sales produces a list of invoices issued and payments received on the system between the dates specified. This screen allows you to see the value of work carried out compared to the value of payments received.

Details

To access Daily Sales, Select 'Finance' from the top toolbar menu and select 'Daily Sales'.

Running Daily Sales

1. Specify the required criteria from the following filters:

Work Site = The site the transaction was recorded (logged in site).

Client Site = The site the client is registered (Client Details).

Start & End = The dates you wish to show transactions between.

2. Select the 'Run' button.

Viewing Daily Sales

Once you have 'Run' daily sales, this screen will display all invoices and payments for the specified criteria.

Daily Sales [User - jupiter : Site - Esher : Profile - Back Reception]

Print

Run

Export

Daily Sales

Data Criteria

Work Site:

Esher

Client Site:

Esher

Start:

01/05/2024

End:

31/05/2024

Details

Average Invoice Value:

46.41

Invoice Count:

25

Inv. Date	Inv. No	Client ID	Work Site	Client Site	Client	Net	Vat	Invoice Total	Cash	Cheque	D/Card	C/Card	Voucher	D/Debit	Other	Total	Initials	Type
02/05/2024	0	1219086	Esher	Esher	Smith, Zara	0.00	0.00	0.00	0.00	0.00	0.00	63.78	0.00	0.00	0.00	63.78	NI	Payment
03/05/2024	1015347	1210009	Esher	Esher	Lowe, Olivia	34.98	7.00	41.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Treatment
03/05/2024	0	1219009	Esher	Esher	Lowe, Olivia	0.00	0.00	0.00	0.00	0.00	0.00	53.87	0.00	0.00	0.00	53.87	OL	Payment
03/05/2024	1015348	1219086	Esher	Esher	Smith, Zara	9.91	1.98	11.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Treatment
03/05/2024	1015349	1210185	Esher	Esher	Smith, Simon	67.40	13.48	80.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Treatment
03/05/2024	0	1219185	Esher	Esher	Smith, Simon	0.00	0.00	0.00	80.88	0.00	0.00	0.00	0.00	0.00	0.00	80.88	OL	Payment

Invoices and Payments for the same client are grouped together and all items are colour coded to match the accounts screen.

Colour Coding:

Colour Code	Description / Function
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Blue	Payment
Orange	Discount
Red	Credit
Burgundy	Write Off
Green	Refund
Purple	Surcharge

Generate Reports

The following reports can be generated from this screen using the 'Print' button:

1. Daily Sales.
2. Daily Sales Summary.
3. Outstanding Daily Debt.

Alternatively, the transactions can be exported as a CSV file using the 'Export button'.
