# **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).

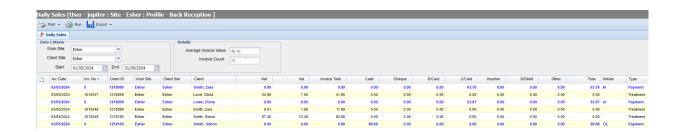
Client Site = The site the client is registered (Client Details).

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

2. Select the 'Run' button.

### **Viewing Daily Sales**

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



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

#### **Colour Coding:**



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'.