

Daily Sales

06/08/2025 1:30 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' via the button from Primary Navigation on the left-hand side 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

Print

Run

Export

Daily Sales

Data Criteria

Work Site:

Client Site:

Start:

End:

Esher SA

[All], Esher SA, Walton L

14/07/2025

14/07/2025

Details

Average Invoice Value:

Invoice Count:

46.83

3

Inv. Date	Inv. No	Client ID	Work Site	Client Site	Client	Net	Vat	Invoice Tot...	Cash	Cheque	D/Card	C/Card	Vouch...	D/Debit	Other	Total	Initials	Type
14/07/2025	1010848	1217345	Esher	Esher	Taylor, Helen	17.60	3.52	21.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Treatment
14/07/2025	1010849	11204	Esher	Esher	Newman, R.g.	58.13	11.63	69.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Treatment
14/07/2025	0	1217490	Esher	Esher	Lowe, Jack	0.00	0.00	0.00	0.00	0.00	0.00	57.06	0.00	0.00	0.00	57.06	ol	Payment
14/07/2025	1010850	10311	Esher	Esher	Taylor,	41.34	8.27	49.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Treatment
14/07/2025	1010851	2611	Esher	Esher	Newbery,	-40.00	-8.00	-48.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Credit

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
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'.
