

# TRADING SUMMARY

Tools > Reports > End of Day > Trading Summary

The Trading Summary displays details of your takings, sales, liabilities, redemptions, and key employee performance indicators. The report includes a breakdown of product, service and sundry sales for each employee and for the business. You can also view a payment type breakdown, as well as a range of key client transactional data.

This report will allow you to easily view key financial data which will assist you in monitoring incoming and outgoing payments for the business.

## TAKINGS

The business takings broken down by payment type, as well as the total takings for all payment types.

## NET RECEIPTS

Net Receipts = Total Takings + Cash Rounding + Purchases on Account.

## STATISTICS

This section displays a breakdown of key transaction types that occurred during the specified date range.

## TICKET AVERAGES

Each client transaction is referred to as a 'ticket'. A ticket average is the average client spend for a single visit, calculated using the following formula: = Total Sales / Total number of tickets.

## Trading Summary

**From** Monday, 4 July, 2016  
**To** Thursday, 4 August, 2016  
**Time Period** 32 Days (4.6 Weeks)



Takings			
Cash	\$1,630.50	15.5%	
Amex	\$2,242.88	21.3%	
Visa	\$1,168.50	11.1%	
MasterCard	\$2,425.21	23.1%	
EFTPOS	\$3,050.30	29.0%	
<b>Total Takings</b>	<b>\$10,517.39</b>		

Cash Rounding	\$0.01
Purchases on Account	\$160.00
<b>Net Receipts</b>	<b>\$10,677.40</b>

Statistics	
Discretionary Discounts	\$9.09
Void Ticket	-\$27.27
Promotion Discounts	\$282.30
Total Expenses	\$45.45
Petty Cash Expenses	\$45.45
Other Expenses	\$0.00

Ticket Averages	No.	Value
Ticket Total	90	\$108.00
Service (service tickets)	84	\$72.56
Service (all tickets)	90	\$67.72
Product (product tickets)	8	\$453.15
Product (all tickets)	90	\$40.28

Clients	No. Clients	No. Visits	Value	
Walkin	31	31 35%	\$1,173.58	12.0%
New	6	7 8%	\$305.44	3.1%
Returning	40	51 57%	\$8,302.92	84.9%
Male	2	2 2%	\$199.25	2.0%
Female	24	32 36%	\$4,505.61	46.1%
Child	0	0 0%	\$0.00	0.0%
Unspecified	51	55 62%	\$5,077.08	51.9%
	<b>77</b>	<b>89</b>		

Sales	Qty	Ex-Tax	Inc-Tax	
Service	118	\$6,094.94	\$6,704.50	62.1%
Product	91	\$3,625.18	\$3,959.90	36.7%
Member Joining Fee	1	\$0.00	\$0.00	0.0%
Payment Type Surcharge	9	\$61.82	\$68.00	0.6%
<b>Total Sales (revenue)</b>		<b>\$9,781.94</b>	<b>\$10,732.40</b>	

Prepayments (Liabilities)				
Membership	1	\$63.64	\$70.00	0.6%
<b>Total Sales (non-revenue)</b>		<b>\$63.64</b>	<b>\$70.00</b>	

Redemptions			
Gift Certificate	-1	-\$20.00	-\$20.00
Gift Card	-1	-\$25.00	-\$25.00
Loyalty	-1	-\$80.00	-\$80.00
<b>Total Redemptions</b>		<b>-\$125.00</b>	<b>-\$125.00</b>

<b>Net Sales</b>	<b>\$9,720.58</b>	<b>\$10,677.40</b>
<b>Total Tax Payable</b>		<b>\$956.82</b>

Liabilities (local only)	Ex-Tax
Gift Cert / Series Sales / Upfront Payments	\$0.00
Points Accrual	\$0.00
Gift Cert / Series / Points / Upfront Payment Redemptions	-\$20.00
<b>Net Change In Liabilities (local only)</b>	<b>-\$20.00</b>

Employee	Products	Services	Sundry + GC	Total	% Total	Avg. Ticket	Tickets (P/S/SGC)	Employee Time	Serv. Sales/Hr
Chris Glasshouse	\$1,475.68	\$2,169.99	\$0.00	\$3,645.67	37.27%	\$165.71	22	63 Hrs 0 Mins	\$34.44
Business	\$1,500.73	\$0.00	\$61.82	\$1,562.55	15.97%	\$173.62	9	0 Hrs 0 Mins	\$0.00
Anna Thompson	\$216.27	\$1,298.63	\$0.00	\$1,514.90	15.49%	\$63.12	24	69 Hrs 0 Mins	\$18.82
James Turner	\$116.73	\$1,029.09	\$0.00	\$1,145.82	11.71%	\$81.84	14	32 Hrs 0 Mins	\$32.16
Kate Simmons	\$270.36	\$686.36	\$0.00	\$956.72	9.78%	\$73.59	13	36 Hrs 0 Mins	\$19.07
Lucy O'Connor	\$0.00	\$633.60	\$0.00	\$633.60	6.48%	\$39.60	16	38 Hrs 0 Mins	\$16.67
Helen Wilson	\$45.41	\$277.27	\$0.00	\$322.68	3.30%	\$53.78	6	0 Hrs 0 Mins	\$0.00

## SALES

This section shows the quantity of sales for services, products, and sundry items, as well as the value of sales inclusive and exclusive of tax.

## PREPAYMENTS/LIABILITIES

This section shows the outstanding value owed by the business due to the sales of: gift certificates, gift cards, memberships, and series.

Sales (non-revenue) = Gift certificate (local) sales + Gift card (global) sales + Series sales + Membership sales.

## REDEMPTIONS

A summary redemption information for gift certificates (local), gift cards (global), membership benefits, series or points.

Redemptions = Gift certificate (local) redemptions + Gift card (global) redemptions + Membership redemptions + Series redemptions + Points (local) redemptions.

## Trading Summary

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Peppermint Park

Takings			Sales			Qty	Ex-Tax	Inc-Tax
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### Liabilities (local only)

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## NET SALES

Net Sales represents the total of sales that bring revenue to the business (product, service and sundry sales) in addition to sales that bring cash into the business that cannot be recognised as revenue (series, gift certificate and gift card, membership sales). Although Net Sales should not be used as an indication of the business revenue, it is useful for reconciling sales with takings.

## LIABILITIES

A representation of the amount of money the business owes to clients due to the purchase of gift certificates (local) or series, as well as the accrual of any local points during the reporting range.

Liabilities = Gift Certificate sales + Series sales + local Points accrued - Gift Certificate redemptions - Series redemptions - local Points redemptions

## CLIENTS

This section displays a breakdown of key client transactional information such as: the number of clients, number of visits, and the value received from various client demographics.

## EMPLOYEES

The Employee Summary section displays key figures relating to employee performance, such as sales revenue, average ticket, hours worked, and average service sales per hour.