

TRANSACTIONS BREAKDOWN

Tools > Reports > End of Day > Transactions Breakdown

The Transactions Breakdown displays a detailed list of transactions for the given date range. For each transaction you can view information such as the transaction number, the client, the items purchased, the employee(s), any discounts and the amount. The report includes a summary of your revenue sales, non-revenue sales, redemptions, and other statistics. You can also view your total takings, total discounts, and net sales for the given date range.


The Transactions Breakdown allows you to easily view details of particular transactions, and provides an overview of key financial data.

GENERAL TRANSACTION DETAILS

For each transaction you can view the transaction number, the transaction time, the client, and the items that were purchased.

OVERALL TOTAL

This section displays the total discounts, total tax, and total takings for the given date range.

Transactions Breakdown						
From		Monday, 12 December, 2016			 Peppermint Park	
To		Monday, 12 December, 2016				
Time Period		1 Day			Peppermint Park	
Trans No.	Client	Employee	Discount	Tax	Total	
	Qty Item					
Monday, 12 December 2016			\$154.02	\$63.99	\$708.83	
1	4:04PM Alex Peters		\$0.00	\$2.73	\$30.00	
	1 Mens Cuts Mens Clipper Cut	Anna Thompson	\$0.00	\$1.82	\$20.00	
	1 Mens Cuts Beard Trim	Anna Thompson	\$0.00	\$0.91	\$10.00	
2	4:04PM Zoe Stevenson		\$20.00	\$7.27	\$80.00	
	1 Hair Colouring Full Head Highlights	James Turner	\$20.00	\$7.27	\$80.00	
3	4:06PM Charlotte Cranston		\$25.26	\$9.19	\$101.04	
	1 Facials Cleansing Facial	Anna Thompson	\$8.00	\$2.91	\$32.00	
	1 Lunar Dust Twilight	Chris Glasshouse	\$11.51	\$4.19	\$46.04	
	1 Lipliner Pout	Chris Glasshouse	\$5.75	\$2.00	\$20.00	
4	4:06PM Wendy Peterson		\$36.76	\$8.57	\$94.24	
	1 Body Treatments 30 min Massage	Kate Simmons	\$13.00	\$4.73	\$52.00	
	1 Total Eye Care 15ml	Kate Simmons	\$23.76	\$3.84	\$42.24	
5	4:08PM Elouise Penn		\$0.00	\$7.73	\$85.00	
	1 Makeup Airbrush	Anna Thompson	\$0.00	\$7.73	\$85.00	
6	4:09PM Jennifer Tang		\$0.00	\$4.60	\$50.50	
	1 Gift Card	Anna Thompson	\$0.00	\$4.55	\$50.00	
	1 Payment Type Surcharge	Business	\$0.00	\$0.05	\$0.50	
7	4:10PM #EXPENSE		\$0.00	-\$2.27	-\$24.95	
	1 General Groceries	Business	\$0.00	-\$2.27	-\$24.95	
8	4:11PM Robyn Chapman		\$12.00	\$6.54	\$76.95	
	1 Tip	Kate Simmons	\$0.00	\$0.00	\$5.00	
	1 Waxing Eyebrow Wax	James Turner	\$3.00	\$1.09	\$12.00	
	1 Waxing Full Leg Wax	Kate Simmons	\$9.00	\$3.27	\$36.00	
	1 Power Cleanse Shampoo 250ml	Lucy O'Connor	\$0.00	\$2.18	\$23.95	
9	4:11PM Robyn Chapman		\$0.00	-\$2.18	-\$23.95	
	Refund -1 Power Cleanse Shampoo 250ml	Lucy O'Connor	\$0.00	-\$2.18	-\$23.95	
10	4:13PM Georgia Harvey		\$60.00	\$21.81	\$240.00	
	1 Hair Styling Blowdry	Anna Thompson	\$10.00	\$3.64	\$40.00	
	1 Injectables Dysport Injection	Anna Thompson	\$60.00	\$21.81	\$240.00	
	Redemption -1 Membership	Business	-\$10.00	-\$3.64	-\$40.00	
Total			\$154.02	\$63.99	\$708.83	

DATE TOTAL

This section displays the total discounts, total tax, and total takings for this particular date.

EMPLOYEE

The employee that appeared next to the item at the Point of Sale.

DISCOUNT

The discount amount that was applied.

TAX

The tax amount.

TOTAL

The price minus any discounts.

STATISTICS

This section displays your totals for: discounts, expenses, refunds, credit notes, payments to account, purchases on account, and tips.

SALES (REVENUE)

This section displays your total revenue sales, as well as individual sales totals for: services, products, sundries, joining fees and cancellation fees.

SALES (NON-REVENUE)

This section displays your total non-revenue sales, as well as individual sales totals for: gift certificates, gift cards, series, upfront payments and memberships.

Trans No.	Client Qty Item	Employee	Discount	Tax	Total
Statistics					
			Discounts		\$154.02
			Expenses		-\$24.95
			Refunds		-\$23.95
			Credit Notes		\$0.00
			Payments to Account		\$0.00
			Purchases on Account		\$188.48
			Tips		\$5.00
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Sales (Revenue)					\$718.78
			Services		\$607.00
			Product		\$111.28
			Sundries		\$0.50
			Member Joining Fee		\$0.00
			Cancellation Fee		\$0.00
Sales (Non-revenue)					\$50.00
			Gift Certificates		\$0.00
			Gift Cards		\$50.00
			Series		\$0.00
			Upfront Payments		\$0.00
			Memberships		\$0.00
Redemptions					-\$125.00
			Gift Certificates		\$0.00
			Gift Cards		-\$85.00
			Series		\$0.00
			Upfront Payments		\$0.00
			Points		\$0.00
			Memberships		-\$40.00
Net Sales					\$643.78

REDEMPTIONS

This section displays your total redemptions, as well as individual redemption totals for: gift certificates, gift cards, series, upfront payments, points and memberships.

NET SALES

Your total sales minus any redemptions.