

UPOS - Report Sales Detail Summary

Thursday, December 4, 2025 11:03 AM

Sales summary that includes

- Sales by department
- Discounts
- Net sales
- GST
- Deposit Fees
- Total in Drawer
- Cash
- Debit
- Visa
- Master Card
- Debit / credit
- Cash out summary
- And some other reports

Two ways to get reports.

Option1

You can use this option to print on receipt printer.

- Start your POS
- Bottom left click on "manager"
- Top left click on "Financial"
- Click on "All Station Sales by Department"
- Pick the Start Date (Month / Year / Day) - on the left-hand side
- Pick the End Date (Month / Year / Day) - on the right-hand side
- Click on Green Checkmark
- You can view on screen or print on the "receipt" printer.

Option

You can use this option to print on 8 x 11 paper. Requires laser or inkjet printer.

- Start your POS
- Bottom left click on "manager"
- Bottom Right click on "Back Office"
- Top right click on "Reports"

- Look for "Sales & POS Reports" and click on it
- Look for "Sales Summary By Department" and click on it and press "next"
- Leave everything at default settings and bottom right pick "Date Ranges" or "Report Start Date" and / or "Report End Date" (if you make a mistake press on "Reset All Filters")
- Press "Next"
- Press "Next"
- Press on "Send to PDF File"
- Press on three dots (...)
- Give it a file name (what ever you want and remember where you're saving the file)
- Press save
- Press "Create Report" and wait for the report to finish and display on your screen.
- Now you can print the report or email it to someone.
- If you don't know how to email please contact your email provider as we don't provide support for email.

ON-LINE WEB ORDERING

*Get order direct into your POS
Integrates with UBER Delivery
\$0 commission on orders
Live price changes from POS to web
Inventory sync POS & web
No monthly commitment
No contract
Contact: sales@ascotpc.com*