



par®



Daily Sales Summary Report

The daily sales summary report can be printed on the register printer by pressing a button on the register. It can also print automatically when End of Day is run. It shows a summary of sales for the location for that day.

Example daily sales summary report

*** Daily Summary ***	
Brink Pizza Oven & Sandwiches	
Store #23	DOB: 6/13/2019
6/13/2019	10:56 PM
TOTAL SALES	\$290.56
- GIFT CARD ISSUE/RELOAD	\$ 40.00
- GIFT CARD PROMOTIONS	\$ 0.00
- REFUNDS	\$ 15.90
= GROSS SALES	\$234.66
ORDER COUNT	19
GUEST COUNT	19
*** Sales ***	
SUMMARY	TOTAL

GROSS SALES	\$234.66
- VOIDS	\$ 3.39
- TAXES	\$ 1.65
- SERVICE CHARGES	\$ 1.00

= NET SALES	\$228.62
- DISCOUNTS	\$ 3.00
- PROMOTIONS	\$ 7.95
+ TAXES	\$ 1.65
+ GIFT CARD ISSUE/RELOAD	\$ 40.00
+ SERVICE CHARGES	\$ 1.00
= ADJ GROSS SALES	\$260.32

- Check	\$ 0.00
- American Express	\$ 12.64
- Discover	\$ 24.95
- MasterCard	\$ 9.00
- Visa	\$ 10.10
- VeriFone Debit	\$ 0.00
- Gift Card	\$ 23.95
- Gift Certificate	\$ 0.00

- NON-CASH TIPS	\$ 7.00
- CASH BACK	\$ 0.00
+ CASH DEPOSITS	\$ 51.29
- DEPOSITS REDEEMED	\$ 0.00
+ PAID IN	\$100.00
- PAID OUT	\$ 50.00

= THEORETICAL CASH	\$273.97
+ TOTAL TIPS	\$ 7.00
+ GRATUITIES	\$ 0.00
= CALCULATED CASH	\$280.97
- DECLARED CASH	\$280.97
= BALANCED	\$ 0.00

*** Labor ***		

TOTAL HOURS		4.77
TOTAL \$		\$ 79.55
TOTAL %		34.80%
SALES PER LABOR HOUR		\$ 49.19

*** Discounts ***		

- Employee 25%		\$ 3.00

DISCOUNT TOTAL		\$ 3.00

*** Donations ***		

None		

DONATION TOTAL		\$ 0.00

*** Promotions ***		

- BOGO		\$ 7.95

PROMOTION TOTAL		\$ 7.95

*** Surcharges ***		

- Near		\$ 1.00

SURCHARGE TOTAL		\$ 1.00

*** Net Sales by Rev Center ***		
REV CTR	QTY	TOTAL

Beverages	9	\$ 22.50
Food	35	\$206.12

NET SALES REV CTR TOTAL		\$228.63

*** Net Sales by Destination ***		
DESTINATION	QTY	TOTAL

Delivery	1	\$ 23.95
For Here	43	\$204.67
Take Out	0	\$ 0.00

NET SALES DESTINATION TOTAL		\$228.62

*** Gift Cards ***		
TYPE	QTY	TOTAL

Issue	1	\$ 20.00
Reload	1	\$ 20.00

GIFT CARD TOTAL		\$ 40.00



Report Settings

Many of the fields are calculated based on other data in the report, and how those fields are calculated depends on settings that are made in the Settings Editor under **Options > Accounting > Reporting**.

Accounting > Reporting options

Option	Description
Deduct Tips & Gratuities from Cash	Deducts all tips and gratuities from <i>THEORETICAL CASH</i> and displays the total in <i>CALCULATED CASH</i>
Include Discounts in Net Sales	Includes the total of all discounts in <i>NET SALES</i>
Include Promotions in Net Sales	Includes the total of all promotions in <i>NET SALES</i>
Include Tax in Gross Sales	Includes all taxes collected in <i>GROSS SALES</i>
Include Voids in Gross Sales	Includes the total of all voided items and orders in <i>GROSS SALES</i>

Report Layout

Header

The header of the drawer checkout report contains information about the location, the date of the report, the till owner, and other relevant information:

- The top line is always “*** Daily Summary ***”. This is so that it won’t be confused for a customer receipt or a Drawer Checkout report.
- The second line is the name of the location (as configured in **Options > Location > General** in Settings Editor).
- The third line displays the store number and the business date for which the report was run.
- The fourth line displays the date and time at which the report was run.

TOTAL SALES, etc.

The next section displays the total sales, a calculation for gross sales, and the order and guest counts.

Line	Description
TOTAL SALES	The total amount of money collected from sales for the date.
GIFT CARD ISSUE/RELOAD	The total amount collected for new gift cards issued and existing gift cards reloaded.
GIFT CARD PROMOTIONS	The total amount discounted from order prices because of gift card promotions (as configured in Promotions in Settings Editor).
REFUNDS	All amounts returned to customers for orders on prior dates.

Line	Description
VOIDS	All amounts returned to customers for orders on the same date. NOTE: <i>VOIDS</i> only appears in this position if Include Voids in Gross Sales is NOT selected in Options > Accounting > Reporting .
TAXES	The total amount of all taxes collected on the date. NOTE: <i>TAXES</i> only appears in this position if Include Tax in Gross Sales is NOT selected in Options > Accounting > Reporting .
GROSS SALES	TOTAL SALES - GIFT CARD ISSUE/RELOAD - GIFT CARD PROMOTIONS - REFUNDS - <i>VOIDS</i> (only if Include Voids in Gross Sales is selected) - <i>TAXES</i> (only if Include Tax in Gross Sales is NOT selected)
ORDER COUNT	The total number of orders at the location on the date. NOTE: Gift card issues and reloads are not counted as orders.
GUEST COUNT	The total number of orders multiplied by a factor defined in Options > Accounting > Guest Counts in Settings Editor.

Sales

The next section shows the calculations made for Total Sales, Gross Sales, Net Sales, and Adjusted Gross.

Line	Description
GROSS SALES	See <i>Gross Sales</i> in previous section.
VOIDS	All amounts returned to customers for orders on the same date. NOTE: <i>VOIDS</i> only appears in this position if Include Voids in Gross Sales is selected in Options > Accounting > Reporting .
TAXES	The total amount of all taxes collected on the date. NOTE: <i>TAXES</i> only appears in this position if Include Tax in Gross Sales is selected in Options > Accounting > Reporting .
DISCOUNTS	The total amount deducted from orders because discounts. NOTE: <i>DISCOUNTS</i> only appears in this position if Include Discounts in Net Sales is NOT selected in Options > Accounting > Reporting .
PROMOTIONS	The total amount deducted from orders because discounts. NOTE: <i>PROMOTIONS</i> only appears in this position if Include Promotions in Net Sales is NOT selected in Options > Accounting > Reporting .
SERVICE CHARGES	The total amount collected for service charges (as configured in Surcharges in Settings Editor).
NET SALES	<i>GROSS SALES</i> – <i>VOIDS</i> (only if Include Voids in Gross Sales is selected) – <i>TAXES</i> (only if Include Tax in Gross Sales is selected) – <i>DISCOUNTS</i> (only if Include Discounts in Net Sales is NOT selected) – <i>PROMOTIONS</i> (only if Include Promotions in Net Sales is NOT selected) – <i>SERVICES CHARGES</i>
DISCOUNTS	The total amount deducted from orders because discounts. NOTE: <i>DISCOUNTS</i> only appears in this position if Include Discounts in Net Sales is selected in Options > Accounting > Reporting .



Line	Description
PROMOTIONS	The total amount deducted from orders because discounts. NOTE: <i>PROMOTIONS</i> only appears in this position if Include Promotions in Net Sales is selected in Options > Accounting > Reporting .
TAXES	A repeat of the previous TAXES entry.
GIFT CARD ISSUE/RELOAD	A repeat of the previous GIFT CARD ISSUE/RELOAD entry.
SERVICE CHARGES	A repeat of the previous <i>Service Charges</i> entry.
ADJ GROSS SALES	<i>NET SALES</i> – <i>DISCOUNTS</i> (only if Include Discounts in Net Sales is selected) – <i>PROMOTIONS</i> (only if Include Promotions in Net Sales is selected) + <i>TAXES</i> + <i>GIFT CARD ISSUE/RELOAD</i> + <i>SERVICE CHARGES</i>
Check	The total amount of sales paid with checks.
[Credit Cards]	There is a line for each type of credit card payment accepted. Each line shows the total amount of sales paid with that type of credit card.
[Processor] Debit	The total amount of sales paid with debit cards. <i>[Processor]</i> is the name of the debit card processing service.
[Other Payment Services]	There is a line for each type of additional payment service accepted. Each line shows the total amount of sales paid with that service.
Gift Card	The total amount of sales paid with gift cards.
Gift Certificate	The total amount of sales paid with gift certificates.
House Account	The total amount of sales charged to house accounts.
NON-CASH TIPS	The total amount of tips collected on orders paid for with a payment type other than cash.
CASH BACK	The total amount of cash given to customers as “cash back” from debit transactions.
CASH DEPOSITS	Includes all cash deposits received for future orders that are to be picked up or delivered on a later date. Does NOT include deposits paid with other tender types.
DEPOSITS REDEEMED	Includes all deposits for orders that were closed out during the reporting period, regardless of tender type.
PAID IN	All cash added to drawers while they were assigned on the date.
PAID OUT	All cash removed from drawers while they were assigned on the date.
TOTAL TIPS	<i>NON-CASH TIPS</i> + any cash tips that were collected. NOTE: <i>TOTAL TIPS</i> only appears in this position if Deduct Tips & Gratuities from Cash is selected in Options > Accounting > Drawer Checkout in Settings Editor.

Daily Sales Summary Report

Line	Description
THEORETICAL CASH	<p><i>ADJ GROSS SALES</i></p> <ul style="list-style-type: none"> – <i>Check</i> – <i>[Credit Cards]</i> – <i>[Processor] Debit</i> – <i>[Other Payment Services]</i> – <i>Gift Card</i> – <i>Gift Certificate</i> – <i>House Account</i> – <i>NON-CASH TIPS</i> – <i>CASH BACK</i> + <i>CASH DEPOSITS</i> – <i>DEPOSITS REDEEMED</i> + <i>PAID IN</i> – <i>PAID OUT</i> + <i>TOTAL TIPS</i> (only if Deduct Tips & Gratuities from Cash is NOT selected) + <i>GRATUITIES</i> (only if Deduct Tips & Gratuities from Cash is NOT selected)
TOTAL TIPS	<p><i>NON-CASH TIPS</i> + any cash tips that were collected.</p> <p>NOTE: <i>TOTAL TIPS</i> only appears in this position if Deduct Tips & Gratuities from Cash is NOT selected in Options > Accounting > Drawer Checkout in Settings Editor.</p>
GRATUITIES	<p>The total amount of all gratuities paid to staff (as configured in Surcharges in Settings Editor).</p> <p>NOTE: <i>GRATUITIES</i> only appears in this position if Deduct Tips & Gratuities from Cash is NOT selected in Options > Accounting > Reports in Settings Editor.</p>
CALCULATED CASH	<p><i>THEORETICAL CASH</i></p> <ul style="list-style-type: none"> + <i>TOTAL TIPS</i> (only if Deduct Tips & Gratuities from Cash is selected) + <i>GRATUITIES</i> (only if Deduct Tips & Gratuities from Cash is selected)
DECLARED CASH	<p>The amount of cash in all drawers at checkout, as entered by the employee who ran the drawer checkout.</p>
OVER/BALANCED/SHORT	<p><i>DECLARED CASH – CALCULATED CASH</i></p> <p>If the value is positive, this line is labeled <i>OVER</i>. If the value is negative, this line is labeled <i>SHORT</i>. If the value is zero, this line is labeled <i>BALANCED</i>.</p>

Labor

The next section shows labor statistics.

Line	Description
TOTAL HOURS	The total number of hours worked by all employees on the date.
TOTAL \$	The total cost of all labor at the location for the date.
TOTAL %	$TOTAL \$ \div NET SALES \times 100$
SALES PER LABOR HOUR	$GROSS SALES \div TOTAL HOURS$



Discounts, Donations, Promotions, and Surcharges

The next several sections of the report show totals for various categories. Each category is broken down by type, and the totals for each type are shown one per line, with a grand total at the bottom.

Net Sales by Rev Center and Net Sales by Destination

The next two sections of the report show totals and quantities for sales by revenue center and sales by destination. Each is broken down by type. Each line shows the name of the revenue center or destination, the number of items sold in that revenue center or destination, and the total amount collected for the revenue center or destination. A grand total is listed at the bottom.

Gift Cards

The last section displays transactions specific to gift cards: new cards issued, cards reloaded, and cards cashed out.

Line	Description
Issue	QTY shows the total number of new gift cards issued. TOTAL shows the total amount collected for new gift card balances.
Reload	QTY shows the total number of gift cards reloaded. TOTAL shows the total amount collected for gift card reloads.
Cash Out	QTY shows the total number of gift cards cashed out. TOTAL shows the total amount paid for gift cards that were cashed out.
GIFT CARD TOTAL	<i>Issue</i> <i>+ Reload</i> <i>– Cash Out</i>