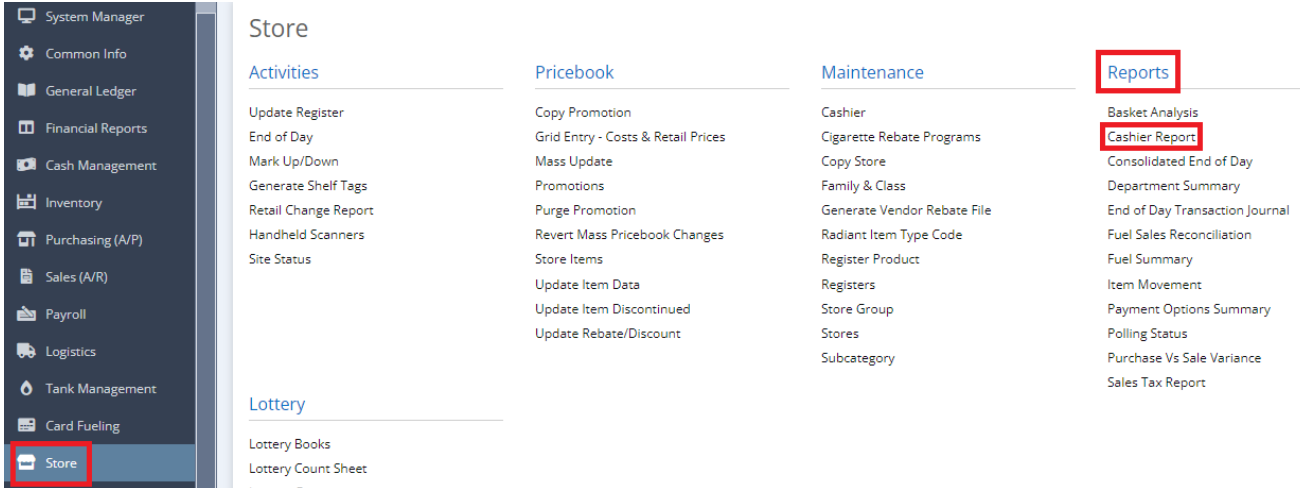# Cashier Report

- This screen is used for seeing the reported related to cashier. It can be on a summary report or detail report.

Steps on Creating Cashier Report:

1. Go to **Store Report Cashier Report**

2. This screen will be prompted:

3. Supply Info information for Either **Store Group** (Dropdown) or **Store** (Dropdown).

4. Choose the **Cashier** (Dropdown) you want to see.

5. Select specific **Date** (From and To) you want.

6. Select the **Type** of the report you want to have.

   - Type: Detail - You will see the details of the cashier report here.
   - Type: Summary - You will see the summary of the cashier report here.

7. Select **Generate** button to proceed.

Cashier Report

Generate   Close

Details

Store Group	[ ] ⌄
Store	[200 ×] ⌄
Cashier	[102 ×] ⌄
Date:	From [2/1/2023] 📅 To [4/30/2023] 📅
Type	[Detail] ⌄

Result:

- **Type: Detail**

Test T2 P

7 NW Valleybrook dr

Knox City, TX, 79529

Cashier Summary Report

2/1/2023 thru 4/30/2023

Cashier	Checkout Date	Total Sales	Total Payment Options	Total Deposit	Over /Short	# of Voids	Void Amount	# of Refunds	Refund Amount	# of Sales	# of Overrides	Customer Count
Store: 200 - Buddy's Store												
102 - Jane												
	04/07/2023	8,956.32	8,956.32	0.00	0.00	3	21.56	1	2.02	3.00	2.00	235.00
Total: 102		8,956.32	8,956.32	0.00	0.00	3	21.56	1	2.02	3.00	2.00	235.00
Total: 200		8,956.32	8,956.32	0.00	0.00	3	21.56	1	2.02	3.00	2.00	235.00

- **Type: Summary**

Test T2 P

7 NW Valleybrook dr

Knox City, TX, 79529

Cashier Summary Report

2/1/2023 thru 4/30/2023

Cashier	Total Sales	Total Payment Options	Total Deposit	Over /Short	# of Voids	Void Amount	# of Refunds	Refund Amount	# of Sales	# of Overrides	Customer Count
Store: 200 - Buddy's Store											
102 - Jane	8,956.32	8,956.32	0.00	0.00	3	21.56	1	2.02	3.00	2.00	235.00
Total: 200	8,956.32	8,956.32	0.00	0.00	3	21.56	1	2.02	3.00	2.00	235.00

- **Grid List**

Cashier Report Grid _ □ ✕

Generate   Close

Details

Store Group [   ] ▭
Store [   ] ▭
Cashier [   ] ▭
Date: From [09/28/2018] 🔲 To [09/28/2023] 🔲
Type: ⦿ Summary ○ Detail

Cashier Summary Report

Export ▾   ▦ View ▾   Filter (F3)   5 record(s)

Cashier	Total Sales	Methods of Payment	Total Deposit	Over / Short	# of Voids	Void Amount	# of Refunds	Refund Amount	# of Sales	# of Overrides	Transaction Count
⊟ : Store: 1001 - 1001 STELLHORN											
1234 - Joe Candy	$12,855.00	$5,755.00	$7,655.00	$555.00	2	$200.00	2	$200.00	8	6	0
4321 - Betty Sodapop	$500.00	$150.00	$345.00	-$5.00	0	$0.00	0	$0.00	0	0	0
8999 - Jeff Fuel Man	$1,000.00	$900.00	$110.00	$10.00	0	$0.00	0	$0.00	0	2	0
Total:	$14,355.00	$6,805.00	$8,110.00	$560.00	2	$200.00	2	$200.00	8	8	0
⊟ : Store: 101 - iRely Mart 101											
4321 - Betty Sodapop	$1,000.00	$500.00	$500.00	$0.00	0	$0.00	0	$0.00	0	0	0
8999 - Jeff Fuel Man	$100.00	$100.00	$0.00	$0.00	0	$0.00	0	$0.00	0	0	0
Total:	$1,100.00	$600.00	$500.00	$0.00	0	$0.00	0	$0.00	0	0	0
Total:	$15,455.00	$7,405.00	$8,610.00	$560.00	2	$200.00	2	$200.00	8	8	0

? ⊕ 💡 💬 | Ready   ⟳ Refresh