

Manual

POS-Report User Guide





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1. Overview

This document provides a comprehensive guide for using the POS Report system. It includes step-by-step instructions for generating reports such as daily income, item sales, posting journal, and custom reports. Users can access the POS Report via a web browser and navigate to different types of reports to monitor operational and financial data.

2. Daily Income Report

This report summarizes daily revenue for a selected date.

To perform the task:

Г

- 1. Select the date range (From Date to Date)
- 2. Click "View" to preview the report

Smart Sora Formula:	aso Hotel 3 01/01/2025-18/06/2025/Filter :E	By Default	Daily Inco	me Report		Page(s) :2/2 Print Date :18/06/2025 15:52 Print by :ADMIN S.				
Tran. Code	Tran. Name	Qty	Amount	Discount	Net Amt.	Service AMT	Vat Amt.	Total AMT.		
601	LIMOUSINE	2	1,250.00	0.00	1,250.00	0.00	0.00	1,250.00		
602	GIFT SHOP	3	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00		
603	MISCELLANCEOUS	1	-1,000.00	0.00	-1,000.00	0.00	0.00	-1,000.00		
607	MAINTAINANCE	1	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00		
	Summary		620,567.00	0.00	535,568.99	49,186.26	35,799.66	620,567.00		
	Total Summary		2,440,118.11	0.00	2,094,609.24	195,738.92	148,644.79	2,440,118.11		
Payment : Payment	Front :									
1101203	Bank Tranfer BAY1	34	933,106.10	0.00	933,106.10	0.00	0.00	933,106.10		
1101301	Cash Payment APT1	8	49,500.01	0.00	49,500.01	0.00	0.00	49,500.01		
1101302	Cash Payment APT2	1	44,000.00	0.00	44,000.00	0.00	0.00	44,000.00		
1101305	Cash Payment RRD	14	136,140.00	0.00	136,140.00	0.00	0.00	136,140.0		
1101901	Credit Card APT1	4	105,700.00	0.00	105,700.00	0.00	0.00	105,700.0		
1101905	Credit Card RRD	4	39,299.00	0.00	39,299.00	0.00	0.00	39,299.0		
2101101	Bank Tranfer KBANK	26	569,695.00	0.00	569,695.00	0.00	0.00	569,695.0		
7000	Deposit Advance Payment	18	257,445.00	0.00	257,445.00	0.00	0.00	257,445.0		
7001	Deposit Damage Payment	1	100.00	0.00	100.00	0.00	0.00	100.0		
7002	Deposit Contract Payment	15	211,999.00	0.00	211,999.00	0.00	0.00	211,999.0		
7003	Deposit Utility Payment	2	1,000.00	0.00	1,000.00	0.00	0.00	1,000.0		
7004	Deposit Other Payment	10	6,600.00	0.00	6,600.00	0.00	0.00	6,600.0		
7100	Deposit Advance Refund	7	-138,500.00	0.00	-138,500.00	0.00	0.00	-138,500.0		
7102	Deposit Contract Refund	8	-108,999.00	0.00	-108,999.00	0.00	0.00	-108,999.0		
7103	Deposit Utility Refund	2	-1,000.00	0.00	-1,000.00	0.00	0.00	-1,000.0		
7104	Deposit Other Refund	4	-2,500.00	0.00	-2,500.00	0.00	0.00	-2,500.0		
801	CASH PAYMENT	26	418,929.00	0.00	418,929.00	0.00	0.00	418,929.0		
900	CASH REFUND	25	-235,645.00	0.00	-235,645.00	0.00	0.00	-235,645.0		
	Summary		2,286,869.11	0.00	2,286,869.11	0.00	0.00	2,286,869.1		
	Total Summary		2,286,869.11	0.00	2,286,869.11	0.00	0.00	2,286,869.1		

Note: The report provides a snapshot of daily POS income across all outlets.



3. Item Sales Report Daily by Item

Displays sales figures by individual item for a selected day.

- To perform the task:
 - 1. Select Posted Date
 - 2. Select Outlet
 - 3. Select Shift (e.g., lunch, dinner)
 - 4. Select Group and Subgroup
 - 5. Select Waiter and Cashier
 - 6. Select Order Type and Revenue Type
 - 7. Choose sorting option: Code, Name, Quantity, Total Sales, Total Discount, Gross Sales
 - 8. Choose Ascending or Descending
 - 9. Choose Layout: by Item or by Group
 - 10. Click "View" to preview report

Itom Sales Banast Daily By Itom														
	Item Sale	s Repo	ort Daily By It	em										
QA Soraso 1														
OA Soraso 1 กรุงเทพม	หานค			Pa	age(s) :1/4									
โทร(Tel.) .				Pr	int Date :18/	06/2025 15:57								
เลขประจำด้วผู้เสียภาษี(FaxID) 9999966666	56		Pr	int by :QA TE	STER								
Parameter Posted Date: 01/01/2025-18/06/20	25/Ascending By It	tem												
Code/Outlet:All/Shift:All/Group:All/SubGroup:All/Waiter:All/Cashier:All/Order Type:All/Revenue Type:All														
Item Name	Size	Qty.	Unit Price	Total Sales	Disc. Amt.	Total	Total Net							
Order Type: Dine In														
1 Food														
10 BEARKFAST														
ABF02 ABF Adult	Normal	4	400.00	400.00	100.00	353.10	300.00							
ABF02 ABF Adult	Normal	1	123.00	123.00	0.00	144.77	123.00							
ABF02 ABF Adult	Normal	1	150.00	150.00	0.00	176.55	150.00							
ABF03 ABF Children	Normal	6	0.00	0.00	0.00	0.00	0.00							
ABF03 ABF Children	Normal	286	16,800.00	42,900.00	375.00	50,051.95	42,525.00							
ABF04 ABF Complimentary	Normal	1	0.00	0.00	0.00	0.00	0.00							
ABF04 ABF Complimentary	Normal	795	17,250.00	119,250.00	375.00	139,915.90	118,875.00							
ABF01 ABF RoomS	xtra Larg	2	400.00	400.00	0.00	470.80	400.00							
ABF01 ABF RoomS	Large	62	14,260.00	14,260.00	0.00	16,784.02	14,260.00							
Total Sub Group Code		1,158		177,483	850	207,897	176,633							
100 Appetizers														
100004 a,bc" 'ย่า\เ!มีดม/ *ะม่วงหิม@%	Normal	329	23,310.00	60,865.00	555.00	70,986.47	60,310.00							
พานด์" +														
100002 Chả giò cá thu Mae Klong	Normal	1,363	256,500,000.00	2,044,500,000.00	1,625,000.00	,389,162,875.00	129,875,000.00							
100098 Mì Udon xào mực cay sốt cay	Normal	39	5,605.00	11,505.00	0.00	13,541.58	11,505.00							
100001 Miang Pla Tu Amphawa	Normal	659	167,000,000.00	659,000,000.00	7,750,000.00	766,521,250.00	\$51,250,000.00							
100007 ใบชะพล	Normal	1	44.00	44.00	0.00	51.79	44.00							
100007 ใบชะพลู	Normal	1	56,565.00	56,565.00	0.00	66,577.01	56,565.00							
100005 ไก่ทอดชอสมะนาว	Normal	180	3,025.00	49,500.00	0.00	58,261.65	49,500.00							
100003 ทอดมันปลากรายหอยหลอด	Normal	972	66,800,000.00	388,800,000.00	3,000,000.00	454,086,600.00	185,800,000.00							
100006 50 1010000	Normal	20	2 200 00	5 500 00	0.00	6 473 60	5 500 00							

Note: Useful for analyzing item-level performance and sales trends.



4. Posting Journal Report

Shows detailed journal entries of POS transactions.

To perform the task:

- 1. Select Posted Date
- 2. Select Outlet
- 3. Choose to sort by Check Bill or WB No.
- 4. Click "View" to preview the report

	Smart Soraso Hotel	3		Posting Journal Repo	rt								
	MONTHLY_Q กรุงเท	พมหานคร Thail					Page(s) Printed	: 1/1 : 18/06/2025 17:09	By : ADMIN S.				
	โทร(Tel.) (Address)	Telephone}											
ເສນປະະ3າສັນຢູ່ເສັຍກາອີ(TaxID) {CompanyTaxID}													
Parameter : Posted Date: 01/02/2025-18/06/2025/Outlet: ALL/Sort By: Check no/Bill no													
Check no./Bill no. Wristband	i no. Item Code	Item Name	Size	Qty	Unit Price	Total	Туре	Outlet	User				
02/03/2025													
2-992503020000	10102	Baked New Zealand mussel with cheese	Normal	1	200.00	200.00	Revenue	Room Service M	SK SMF				
1													
2-992503020000	10103	Pooh Beach Deep-fried shrimp	Normal	1	200.00	200.00	Revenue	Room Service M	SK SMF				
1													
2-992503020000		City Hotel 1				-400.00	Payment	Room Service M	SK SMF				
1 2.992503020000	10102	Baked New Zealand mussel with cheese	Normal	-1	200.00	-200.00	Revenue	Room Service M	SK SMF				
2	10102	barea nen zealana masar mar eneese		-	200.00	200.00	nerende						
2-992503020000	10103	Pooh Beach Deep-fried shrimp	Normal	-1	200.00	-200.00	Revenue	Room Service M	SK SMF				
2													
2-992503020000		City Hotel 1		0	0.00	400.00	Payment	Room Service M	SK SMF				
2	10102	Deland New Zealand encoded with shares			200.00	200.00	0	Darray Caralas M	CK CME				
2-992503020000	10102	Baked New Zealand mussel with cheese	Normal	1	200.00	200.00	Revenue	Room Service M	SK SMP				
2-992503020000	10103	Pooh Beach Deep-fried shrimp	Normal	1	200.00	200.00	Revenue	Room Service M	SK SMF				
3													
2-992503020000		City Hotel 1				-400.00	Payment	Room Service M	SK SMF				
3													
2-992503020000	10102	Baked New Zealand mussel with cheese	Normal	-1	200.00	-200.00	Revenue	Room Service M	SK SMF				
4	10103	Pools Reach Deen-fried shrimp	Normal	-1	200.00	-200.00	Povonuo	Room Service M	SK SME				
4	10105	room bedan beep meu simmp	wuttidi	-1	200.00	-200.00	Nevenue	ADUIT DEIVICE PI	an ann				
2-992503020000		City Hotel 1		0	0.00	400.00	Payment	Room Service M	SK SMF				
4							-						
				0		0.00							
		т	otal :	0		0.00							

Note: This report helps in transaction tracking and financial audit.



5. Cancel Check Report

Summarizes all checks that have been cancelled.

To perform the task:

- 1. Select Posted Date
- 2. Select Outlet
- 3. Select Shift, Group, Subgroup, and Cashier
- 4. Choose sorting option: Code, Name, Quantity, Total Sales
- 5. Choose Ascending or Descending
- 6. Select Layout: Summary or Detail
- 7. Click "View" to preview the report

	Cancel Check Report (Summary)													
		QA Soraso 1 QA Soraso 1 กรุงเทพมหานคร Thaili:		Page(s) : Printed :	1 / 3 18/06/2025 17:13	By: QA TESTER								
		1ws(Tel.) .												
		เหมาะงาทางในของ เมิ((9710) (93939000000												
Parameter :	Posted Date: 01	/01/2025-18/06/2025/ Descending by 1/Outlet:ALL/	Shift:ALL/Group:ALL/SubGroup:ALL	(Cashier:ALL										
	No.	Item Name	Qty.	Unit Price	Total Sales									
Date :	02/01/2025													
	1 ABF03	ABF Children	1	0	0									
	2 ITC3 T	est exc 33.33	1	33	33									
	3 104024	4 สปาเก็ดดี้ขึ้เมาทะเล	1	50	50									
	4 ITC12	Test Inc 100	3	100	300									
	5 ITC11	Test Inc 107	1	107	107									
	6 11400	1 EUROPEAN SET	1	990										
Sub Total	: System Date		8		1,480									
Date :	03/01/2025													
	1 BF000	2 Honey	3	0	0									
	2 ITC2 T	est exc 9.99	1	10	10									
	3 ITC12	Test Inc 100	1	100	100									
	4 ITC13	Test Inc 333	1	333	333									
Sub Total	: System Date		6		443									
Date :	08/01/2025													
	1 ITC11	Test Inc 107	1	107	107									
	2 10000	4 a,bc" 'ย่า\เ!ม็ดม/ *ะม่วงหิม@%พานด" " +	1	185	185									
	3 ABF01	ABF RoomS	1	200										
	4 ABF01	ABF RoomS	2	2 230 460										
	5 ITC13	Test Inc 333	1	333	333									
	6 10000	3 ทอดมันปลากรายหอยหลอด	1	400,000	400,000									
	7 10000	2 Chả giò cá thu Mae Klong	7	1,500,000	10,500,000									
Sub Total	: System Date		14		10,901,285									

Note: Monitor cancellation trends and control staff behavior.



6. F&B Revenue Report

Provides daily, monthly, or yearly revenue data specific to food and beverage sales. To perform the task:

- 1. Select report frequency (Daily, Monthly, Yearly)
- 2. Input date/month/year as required
- 3. Select Outlet, Shift, Cashier, Terminal, and Revenue Type
- 4. Click "View" to preview the report

		QA Sor	aso 1				F&B R	evenue Report	t							
Parameter :	Year: 2025/Outlet:A	QA Sor โทร(Te เลขประ LL/Shift:ALL/Ci	aso 1 กรุงเทพมหา l.) . จ่าดัวผู้เสียภาษิ(Tax ishier:ALL/Include	นคร Thail: xID) 99999666 2 Seriver/VAT	6666	Page(: Printe	s): 1/: d: 18/06/2029	By : QA TESTER								
Check	No Cover	Food	Bev.	Misc.	Wine	Sub Total	Disc Amt.	Net Amt.	Service	Vat	G.Total	Tip	Cash	Cr Credit	HG	Other
Sri Café Breakfast																
Lunch	0,000,204	2,500,095,669	0	0	31,500	2,500,127,169	25,261,190	2,474,433,018	247,443,301	190,553,501	2,912,429,820	5,750	2,793,529,376	41,995,761	651,315	76,253,368
-	37	625,382,528	0	0	5,090	625,387,618	625,175	624,703,927	62,470,389	48,113,639	735,287,955	100	700,233,138	3,420,748	0	31,634,070
Sub Total Outlet	0,000,242	300 3,125,478,497	0	0	0	300 3,125,515,087	0 25,886,365	300 3,099,137,244	30 309,913,720	23 238,667,163	353 3,647,718,127	0 5,850	353 3,493,762,867	0 45,416,509	0 651,315	0 107,887,437
Grand Total	0,000,242	3,125,478,497	0	0	36,590	3,125,515,087	25,886,365	3,099,137,244	309,913,720	238,667,163	3,647,718,127	5,850	3,493,762,867	45,416,509	651,315	107,887,437
	Average Per Cover		10,000,243		313	11										
	Average Per Cover Fo	bod	10,000,241		313											
	Average Per Cover W	line	9		4,066											

Note: Useful for evaluating revenue contributions from F&B operations.

7. Void Check Report

Summarizes all voided transactions within a selected period.

To perform the task:

- 1. Choose report frequency: Daily, Monthly, or Yearly
- 2. Select Date/Month/Year
- 3. Select Outlet, Shift, Cashier, and Revenue Type
- 4. Click "View" to generate the report

	Void Check Report (Yearly)															
		QA Soraso	1		Page(s) : Printed :	1 / 1 18/06/2025	17:17 B	y: QA TESTER								
		QA Soraso	1 กรุงเทพมหา	ues Thail:												
		เพร(rei.). เลขประจำต่	ัวผู้เสียภาษี(Ta	axID) 99999666	6666											
Parameter :	Parameter : Year: 2025/Outlet:ALL/Shift:ALL/Cashier:ALL															
Outlet Name :	Sri Café															
Month	Cover	Food	Bev.	Misc.	Wine	Sub Total	Disc Amt.	Net Amt.	Service	Vat	G.Total	Tip	Cash	Cr Credit	HG	Other
Breakfast																
01/2025	6	0.00	0.00	0.00	0.00	0.00	0.00	4,786.21	478.65	368.54	5,358.57	0.00	11.76	0.00	5,233.34	388.30
Total 2025	6	0.00	0.00	0.00	0.00	0.00	0.00	4,786.21	478.65	368.54	5,358.57	0.00	11.76	0.00	5,233.34	388.30
Sub Total Shift	6	0.00	0.00	0.00	0.00	0.00	0.00	4,786.21	478.65	368.54	5,358.57	0.00	11.76	0.00	5,233.34	388.30
Sub Total Outlet	6	0.00	0.00	0.00	0.00	0.00	0.00	4,786.21	478.65	368.54	5,358.57	0.00	11.76	0.00	5,233.34	388.30
	CASH PAYMENT	r	1		11.76	HG	Online Payment		3	5,233.34	City	Ledger Pa	ayment	2	388.30	

Note: Essential for internal audit and fraud prevention tracking.