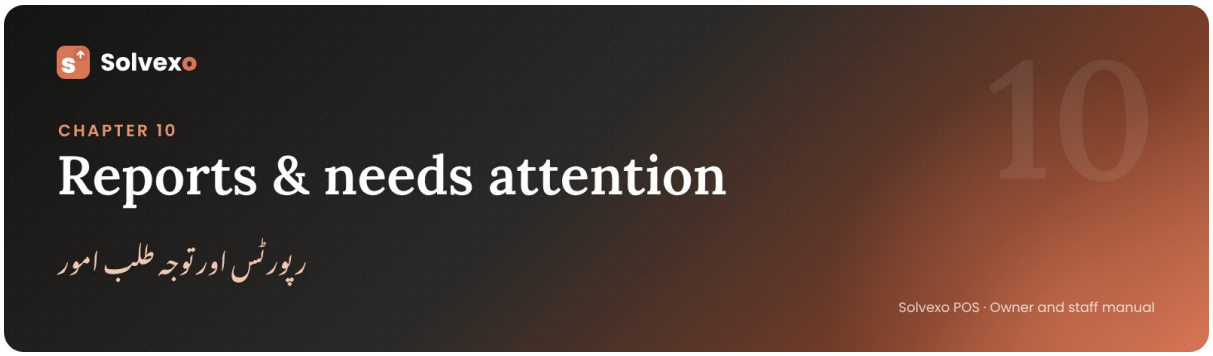


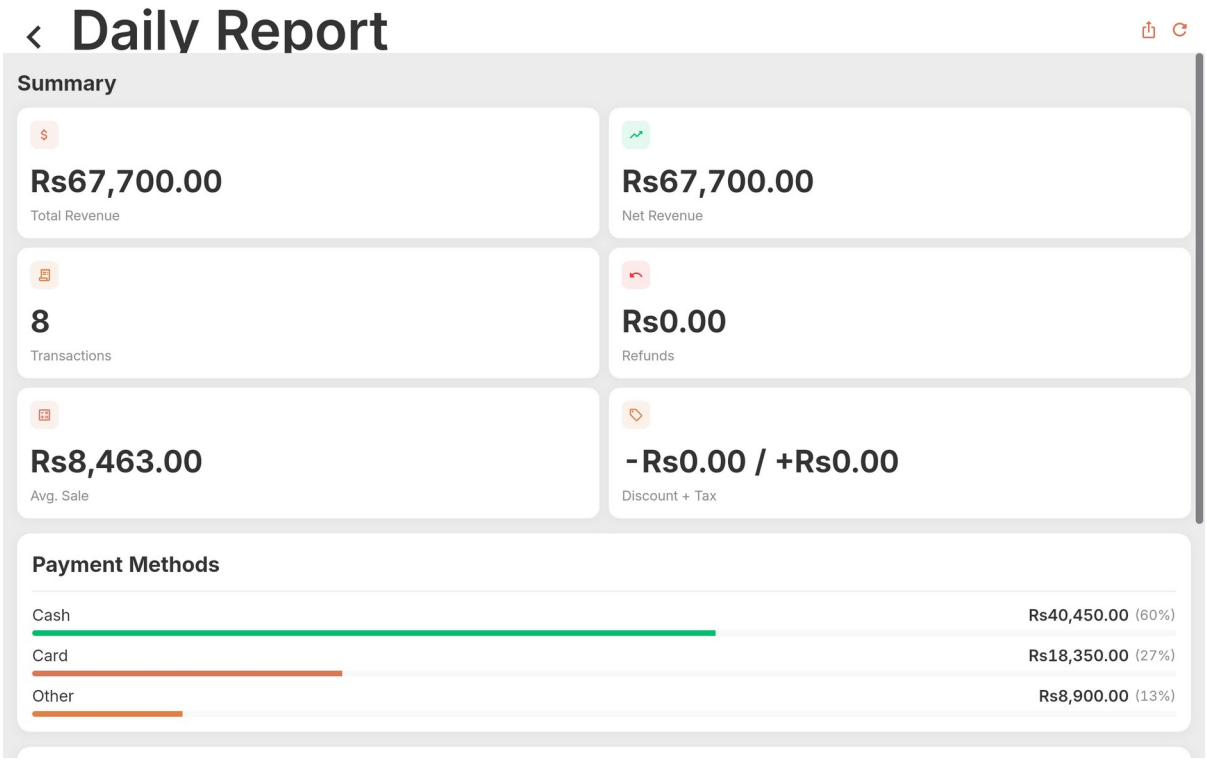
Chapter 10: Reports and things that need attention

Reports are for managers and the owner. A manager signs in with their PIN to see them.

Screen 10.1: Daily report

Use case: see today's sales for the whole shop and export them.

Who: managers and the owner. Open it from **More → Daily report**.



Daily Report with Total Revenue, Net Revenue, Transactions, payment methods and top products

The report shows **Total Revenue**, **Net Revenue**, **Transactions**, **Refunds**, **Avg. Sale**, the split by **Payment Methods** (cash, card, other) and the **Top Products**.

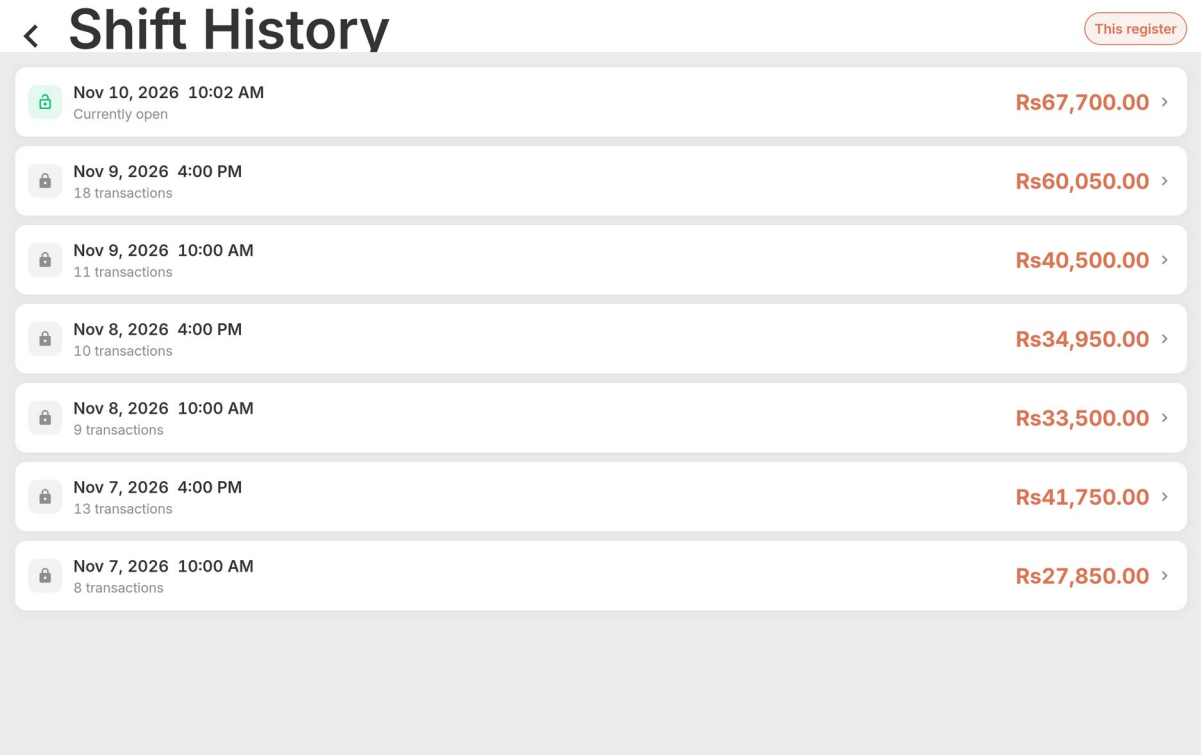
To send it to your accountant, tap the share icon at the top. The app makes a CSV file (pos-daily-report-date.csv) that opens in Excel.

For other dates: open **More → Date-range report** (or **Reports** in POS Management), tap the dates at the top and choose a range. It shows **Revenue**, **Net**, **Transactions**, **Daily Revenue** and **Top Products**.

Screen 10.2: Shift history

Use case: check past shifts and their cash differences.

Who: everyone through **Settings → Shift History**; managers also through **More → Shift history**.



Shift History with past shifts, their transactions and sales totals

1. Open **Shift History**. Switch between **This register** and **All registers** at the top.
2. Tap a shift to open its **Session Report**: sales, **Payment Methods**, and the **Cash Drawer** with **Expected Cash**, **Closing Cash (counted)** and the **Difference**.

Screen 10.3: Activity log

Use case: see what happened at the till and when: shifts opened and closed, cash in and out, voids, discarded sales, PIN sign-ins, approvals and settings changes.

Who: managers and the owner. Open it from **More → Audit log** (or **Activity Log** in POS Management).



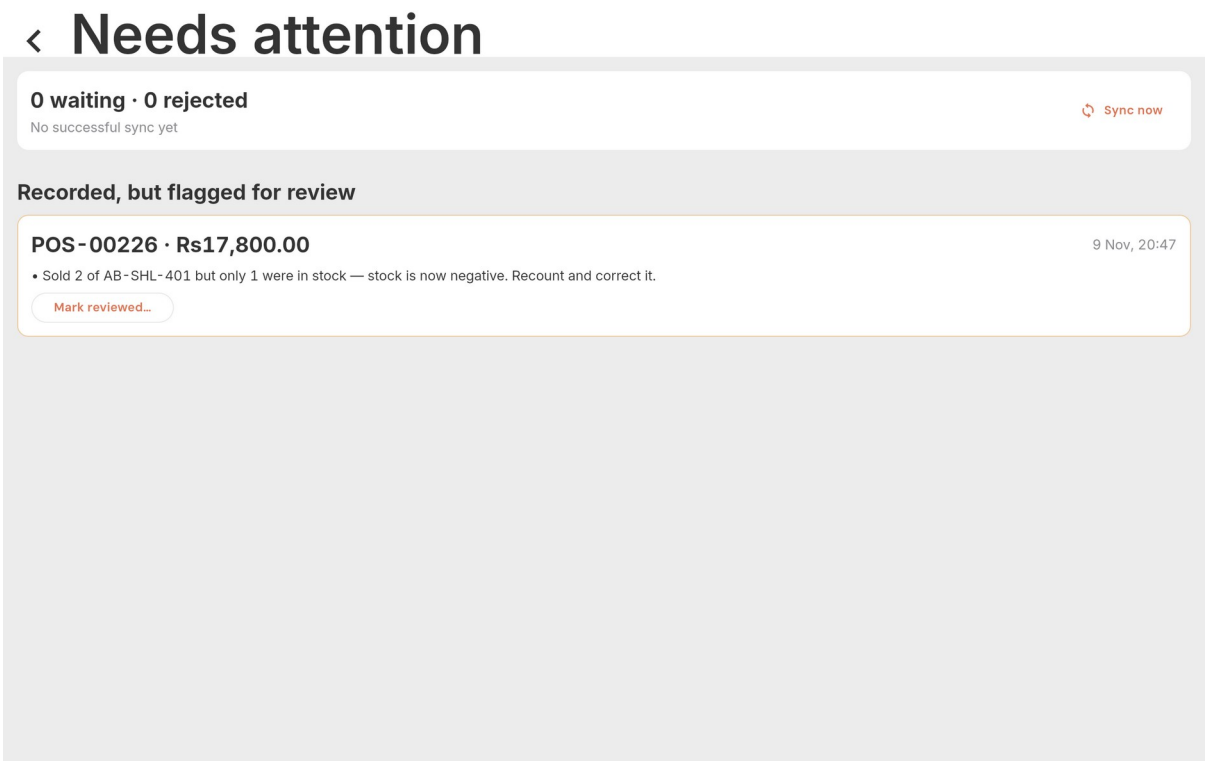
Activity Log listing actions such as Session Closed and Cash Out with their times

Scroll down to load older entries. The log can't be edited or deleted.

Screen 10.4: Sync and needs attention

Use case: deal with sales that haven't reached the server, sales the server flagged for a check, and Raast payments that need matching.

Who: anyone can look; only a manager can act.



Needs attention with Not yet on the server and Recorded, but flagged for review

Open it from **More → Sync & needs attention** (the badge shows how many sales are waiting), or tap **Sync now** to try uploading straight away. It has three sections:

- **Not yet on the server:** sales made offline. They upload by themselves; tap **Retry** to try again. If one was rejected, a manager decides: retry, or **Discard…** with a reason.
- **Recorded, but flagged for review:** sales made offline that need a check, for example "Sold 3 of … but only 1 were in stock", or a price that changed while offline. Fix the stock (Screens 8.5 and 8.6), then tap **Mark reviewed…** and say what you checked.
- **Digital payments (Raast):** payments that arrived after the QR expired, or didn't match a sale. A manager can **Attach to sale…**, **Refund…** or **Resolve with note…**.

What you'll see when everything is fine: "Everything is synced. Nothing needs attention."

باب 10: رپورٹس اور توجہ طلب امور

رپورٹس مینیجر اور مالک کے لیے ہیں؛ مینیجر اپنے PIN سے سائن اِن کر کے دیکھتا ہے۔

اسکرین 10.1: **More → Daily report** — **Daily report** میں آج کی کل آمدنی (**Total Revenue**)، **Transactions**، ادائیگی کے طریقے اور **Top Products**۔ اوپر شیئر آئیکن سے CSV فائل (Excel) بھیجیں۔ دوسری تاریخوں کے لیے **More → Date-range report**۔

اسکرین 10.2: **Shift history** — پرانی شفٹیں؛ کسی شفٹ پر ٹیپ کریں تو **Expected Cash**، گنا ہوا کیش اور **Difference** نظر آتا ہے۔

اسکرین 10.3: **Activity log** — شفٹ کھلنا/بند ہونا، کیش اِن/آؤٹ، void، PIN سائن اِن اور منظوریاں وقت کے ساتھ۔ اسے بدلا یا مٹایا نہیں جا سکتا۔

اسکرین 10.4: **Sync & needs attention** — (1) **Not yet on the server**: آف لائن سیلز جو ابھی اپ لوڈ نہیں ہوئیں؛ **Retry** دبائیں۔ (2) **Recorded, but flagged for review**: آف لائن سیلز جنہیں جانچنا ہے، مثلاً اسٹاک سے زیادہ فروخت؛ اسٹاک درست کر کے **Mark reviewed…** کریں۔ (3) **Digital payments (Raast)**: مینیجر **Attach to sale…**، **Refund…** یا **Resolve with note…** کرے۔ سب ٹھیک ہو تو "Everything is synced. Nothing needs attention." نظر آتا ہے۔