

# Financial Reports

## 1. Introduction

This guide provides step-by-step instructions on generating financial reports based on each product and services. Learn how to create detailed revenue reports for each product and service, analyze financial performance, and utilize insights to make informed business decisions.

## 2. Financial Reports

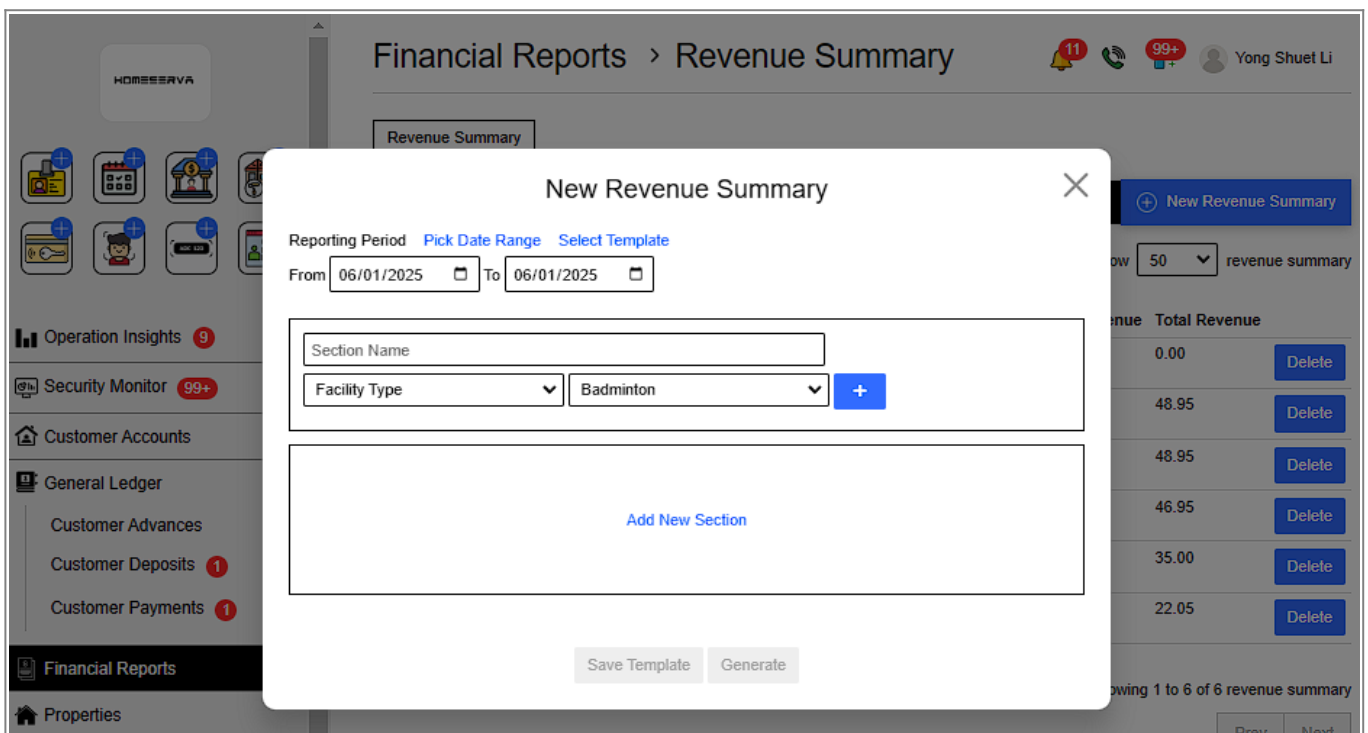
This section offers an in-depth overview of the tools and features available for creating financial reports. From product-wise revenue tracking to maintaining accurate records, each feature is tailored to support efficient financial management and strategic planning.

### 2.1 Add New Revenue Summary

Go to **Financial Reports > New Revenue Summary > Fill in details > Generate**

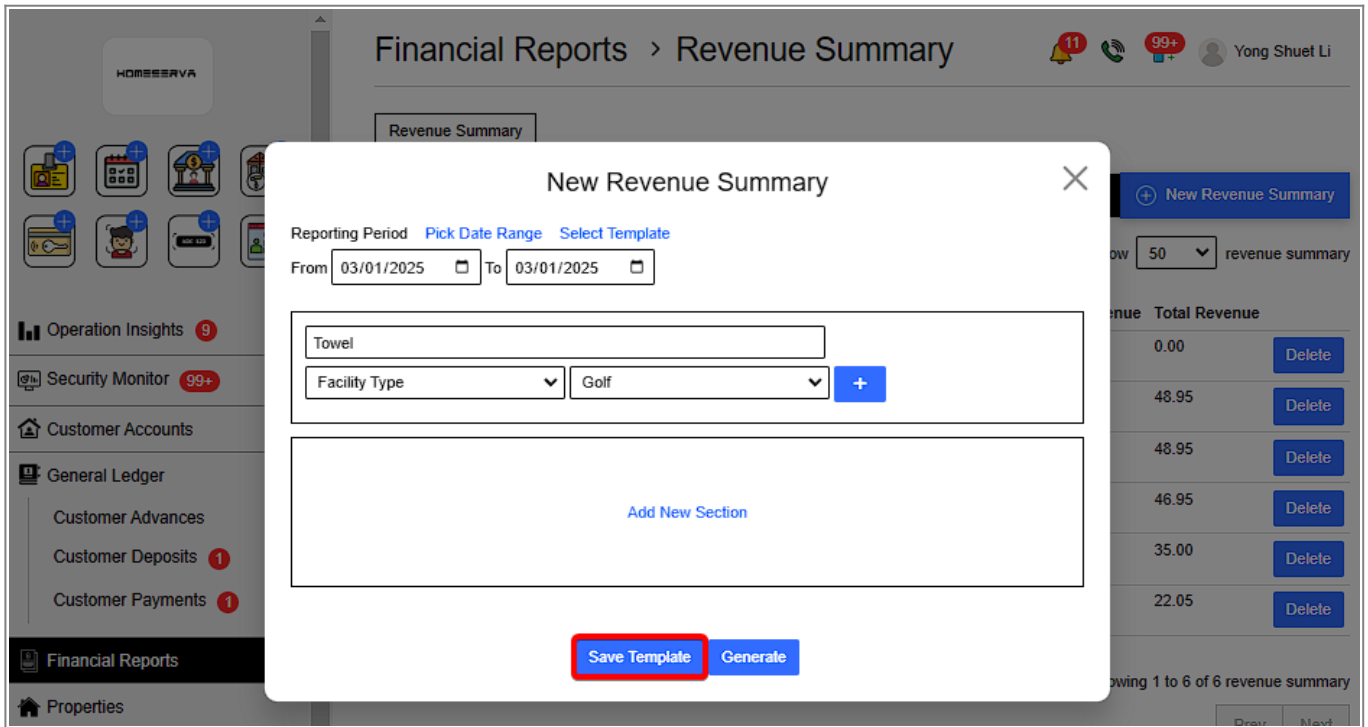
Details include:

1. Pick Date Range
2. Select Template (optional)
3. Name of Product and Services
4. Choose Product and Services Category
5. Select Item
6. Add New Section (optional)



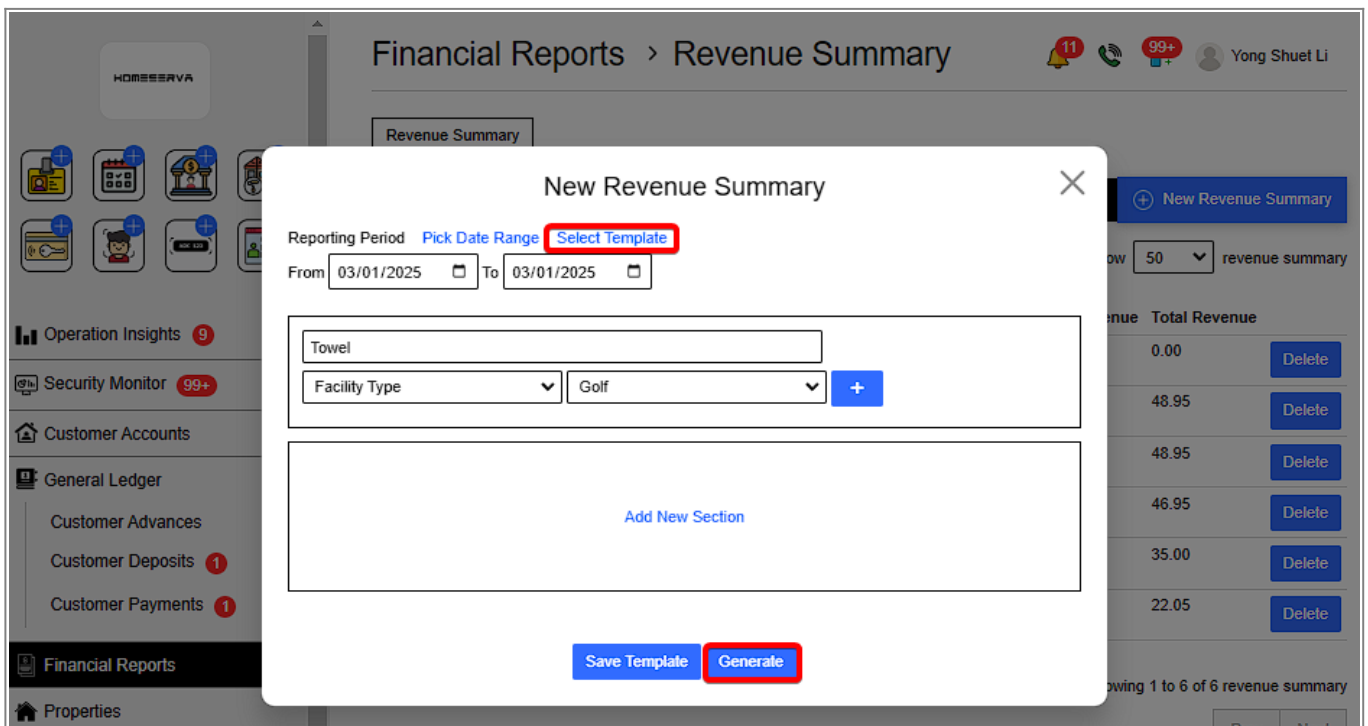
## 2.2 Add and Save New Template

Go to **Financial Reports > New Revenue Summary > Fill in details > Save Template .**



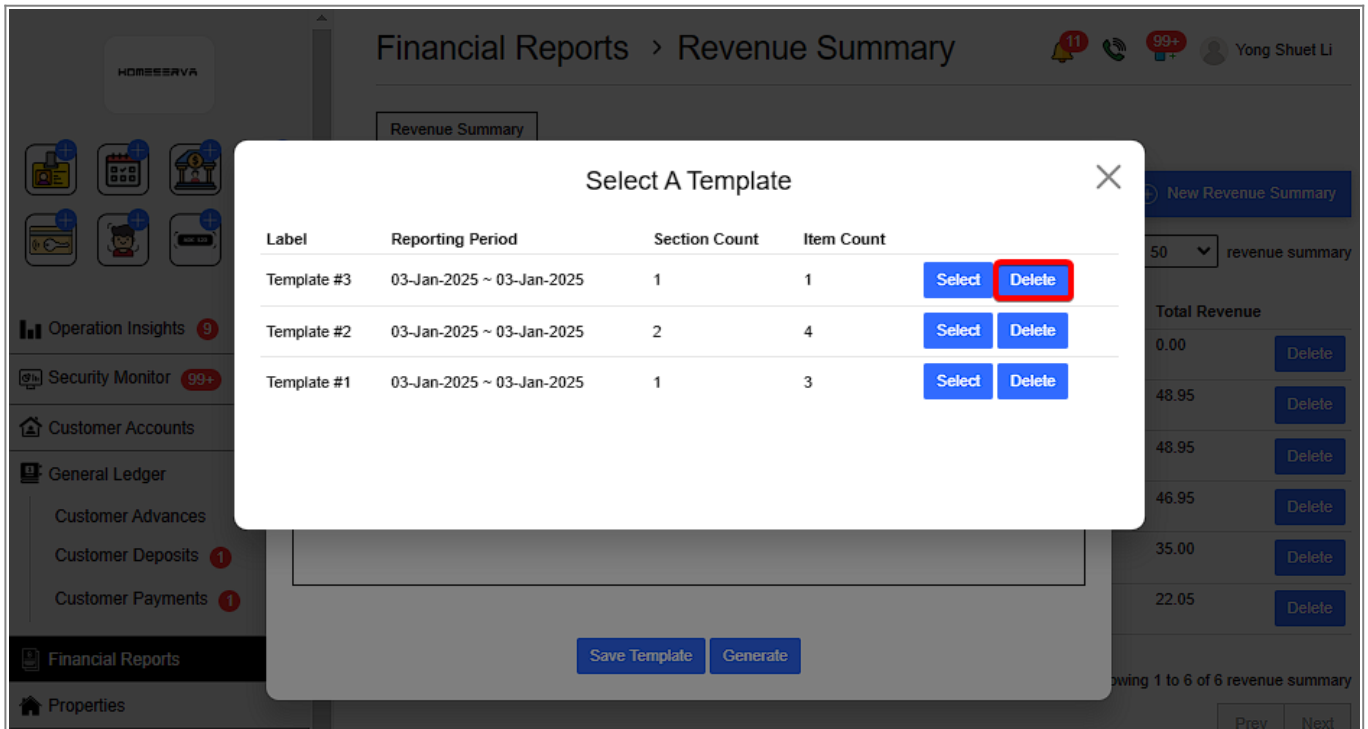
## 2.3 Add New Revenue Summary using template

After saving template , to use template again , Go to **Financial Reports > New Revenue Summary > Select Template > Generate**



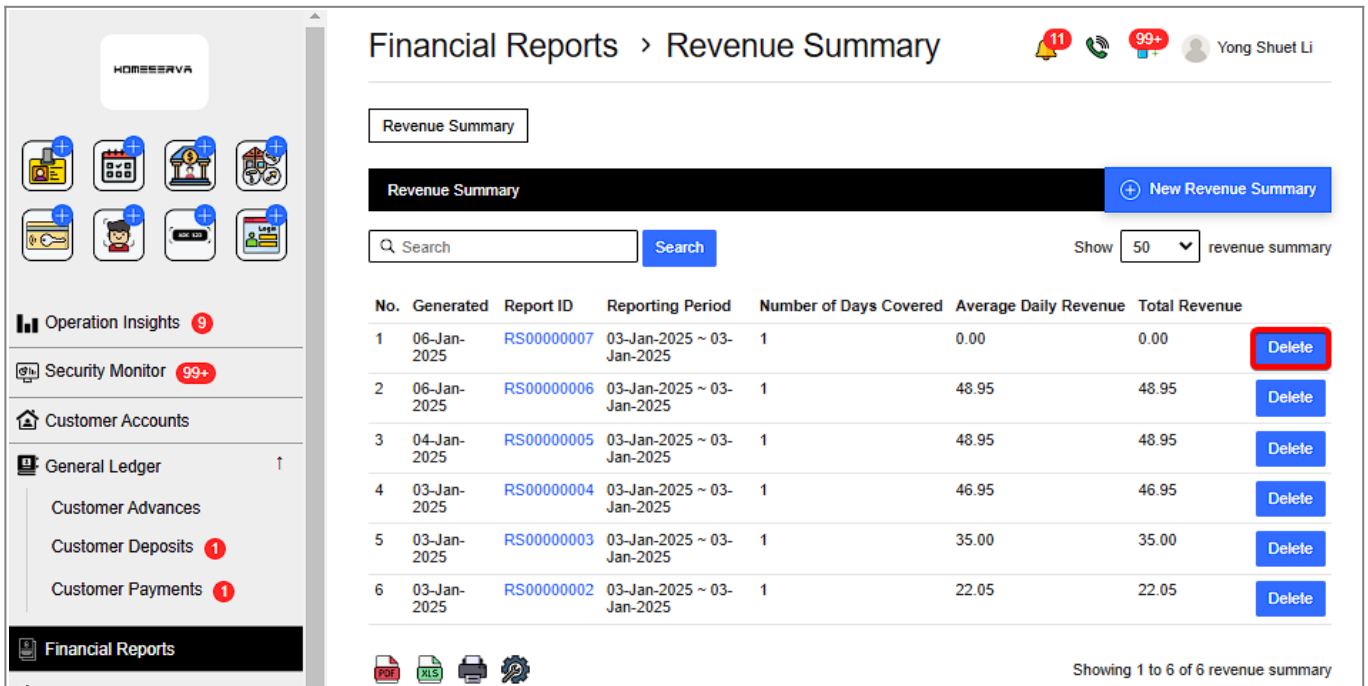
## 2.4 Delete Template

Go to **Financial Reports > New Revenue Summary > Select Template > Delete**



## 2.5 Delete Revenue Summary

Go to **Financial Reports > Select Revenue Summary > Delete**



## 2.6 Revenue Summary Report

Go to **Financial Reports > Click on the Report ID of the Revenue Summary**

Financial Reports > Revenue Summary

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Revenue Summary

Search

Show 50 revenue summary

No.	Generated	Report ID	Reporting Period	Number of Days Covered	Average Daily Revenue	Total Revenue	
1	06-Jan-2025	RS00000006	03-Jan-2025 ~ 03-Jan-2025	1	48.95	48.95	<a href="#">Delete</a>
2	04-Jan-2025	RS00000005	03-Jan-2025 ~ 03-Jan-2025	1	48.95	48.95	<a href="#">Delete</a>
3	03-Jan-2025	RS00000004	03-Jan-2025 ~ 03-Jan-2025	1	46.95	46.95	<a href="#">Delete</a>
4	03-Jan-2025	RS00000003	03-Jan-2025 ~ 03-Jan-2025	1	35.00	35.00	<a href="#">Delete</a>
5	03-Jan-2025	RS00000002	03-Jan-2025 ~ 03-Jan-2025	1	22.05	22.05	<a href="#">Delete</a>

Showing 1 to 5 of 5 revenue summary

## REVENUE SUMMARY REPORT RS00000006

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REVENUE SUMMARY REPORT  
03-Jan-2025 To 03-Jan-2025

	Discount	Net Sales	Tax	Rounding	Total
<b>Pool Fee</b>					
Pool Fee Member	0.00	0.00	0.000000	0.000000	0.00
Pool Fee Non-Member Adult	1.00	35.00	2.800000	-0.024900	37.78
Pool Fee Non-Member Child	0.00	8.50	0.680000	-0.004400	9.18
	1.00	43.50	3.480000	-0.029300	<b>46.96</b>
<b>Towel</b>					
Towel Fee	0.00	1.85	0.148000	-0.001300	2.00
	0.00	1.85	0.148000	-0.001300	<b>2.00</b>
<b>GRAND TOTAL</b>	1.00	45.35	3.628000	-0.030600	<b>48.96</b>

Showing 1 to 5 of 5 revenue summary

## 2.7 Add Template after accidentally delete template

If template is accidentally deleted , open back a previously generated Revenue Summary Report at the **Report ID** and copy the format.

1. Section Name
2. Select the Item or Service category
3. Select the Item or Service

Remember to click **Save Template** first and then **Generate**. Otherwise the whole process need to be repeated.

The screenshot shows a software interface for generating financial reports. On the left, a 'New Revenue Summary' dialog box is open, allowing users to configure a report. It includes fields for 'Reporting Period' (From: 03/01/2025, To: 03/01/2025), a 'Product Item' dropdown menu (currently showing 'Pool Fee'), and a 'Product Item' dropdown menu (currently showing 'Pool Fee Member'). There are also buttons for 'Save Template' and 'Generate'. On the right, the 'REVENUE SUMMARY REPORT RS00000008' is displayed for the period '03-Jan-2025 To 03-Jan-2025'. The report table shows the following data:

	Discount	Net Sales	Tax	Rounding	Total
<b>Pool Fee</b>					
Pool Fee Member	0.00	0.00	0.000000	0.000000	0.00
Pool Fee Non-Member Adult	1.00	35.00	2.800000	-0.024305	37.78
Pool Fee Non-Member Child	0.00	8.50	0.680000	-0.004359	9.18
	1.00	43.50	3.480000	-0.028664	46.96
<b>GRAND TOTAL</b>	<b>1.00</b>	<b>43.50</b>	<b>3.480000</b>	<b>-0.028664</b>	<b>46.96</b>

## 2.8 Edit Catagory and Items or Services

Facility Type and Facility can be edited at Facilities setting

Invoice type can be edited at Rates, Fees and Charges seting

Product Group and Product Item can be edited at Products setting

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Last update: **2025/01/11 05:42**

