

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

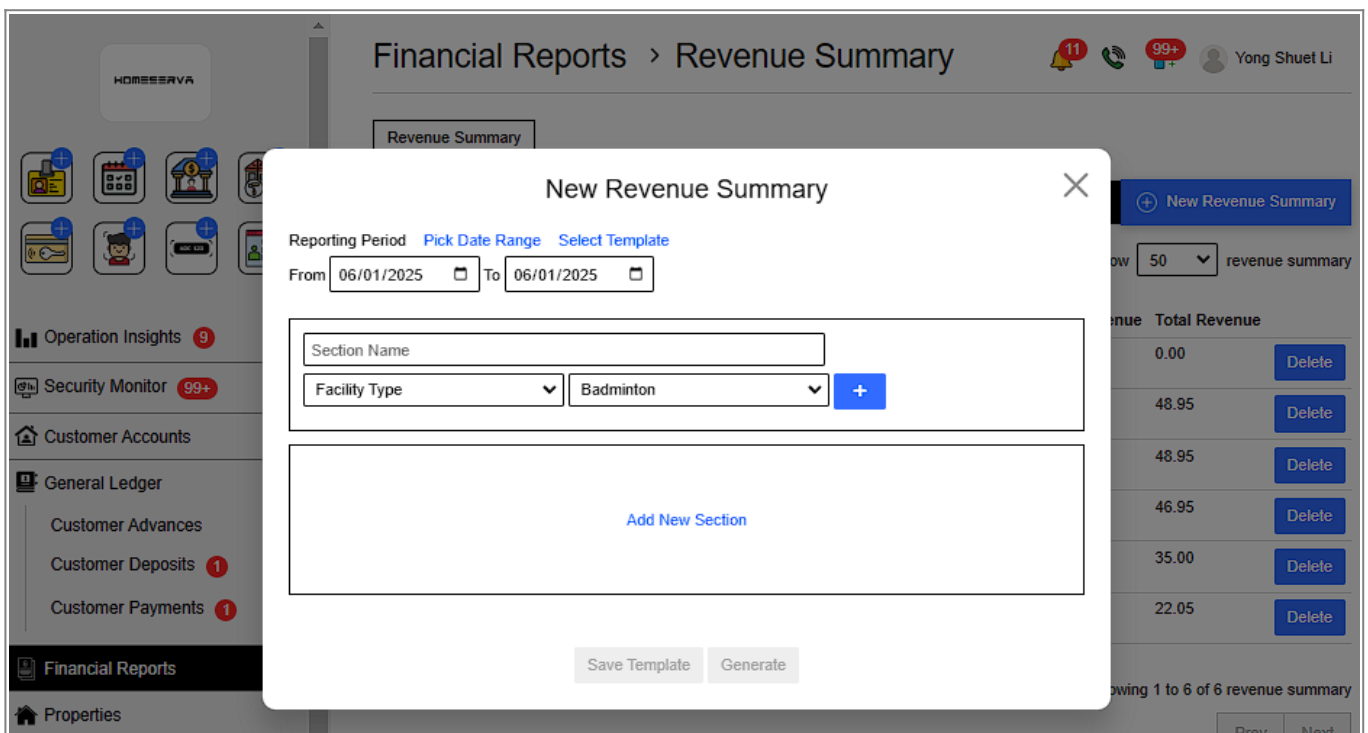
This section offers an in-depth overview of the tools and features available for creating financial reports. From product-wise revenue tracking to maintaining accurate records, each feature is tailored to support efficient financial management and strategic planning.

2.1 Add New Revenue Summary

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

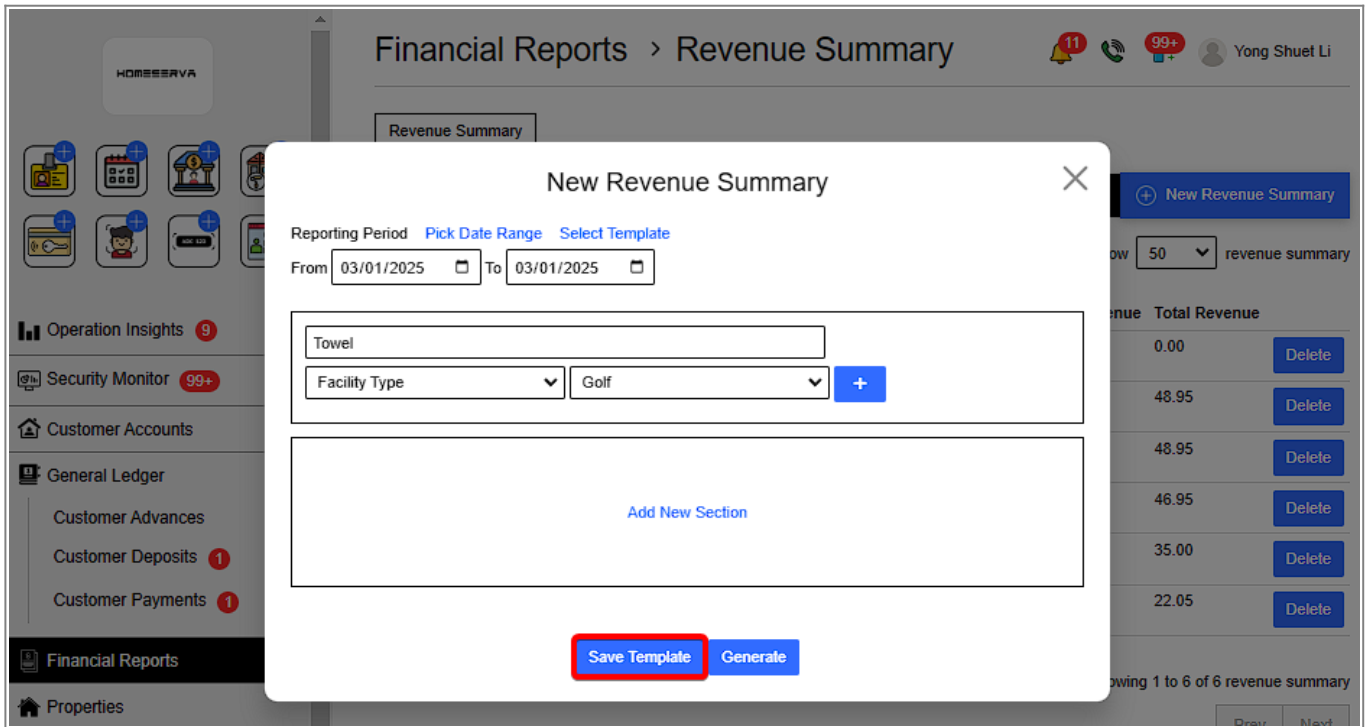
Details include:

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)



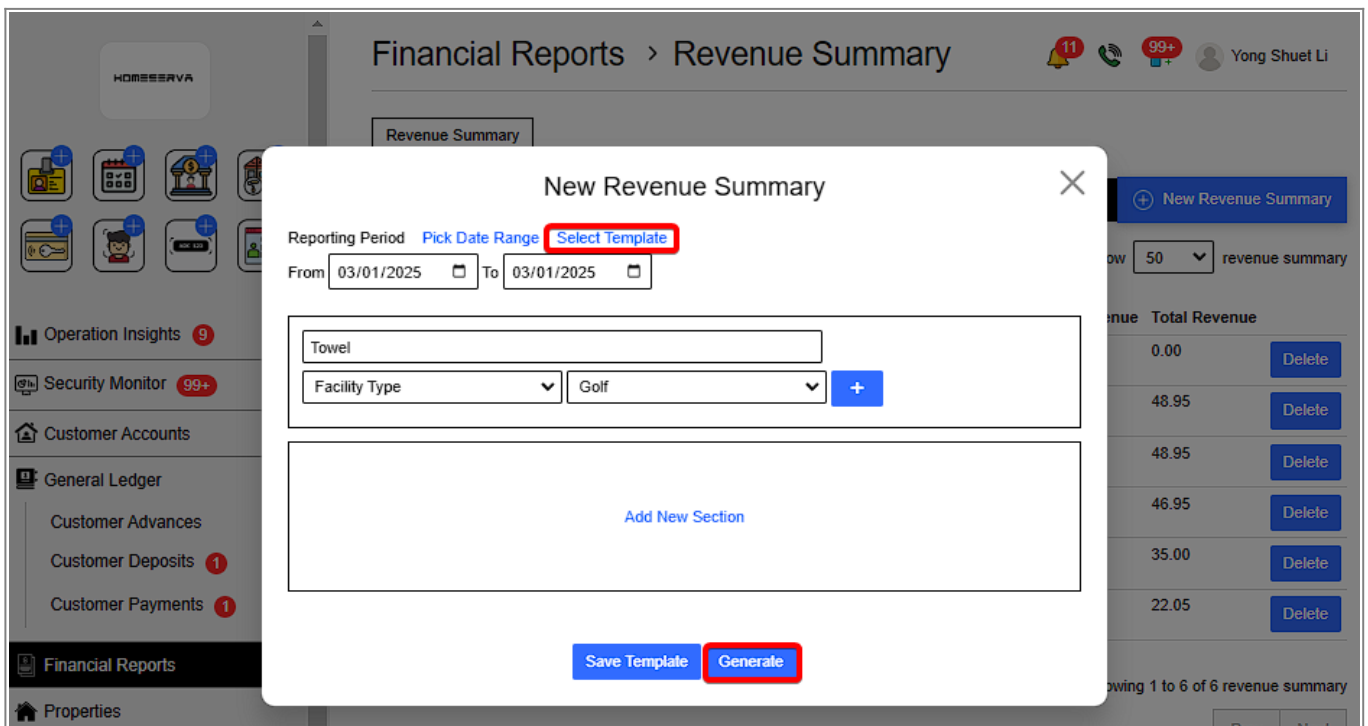
2.2 Add and Save New Template

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



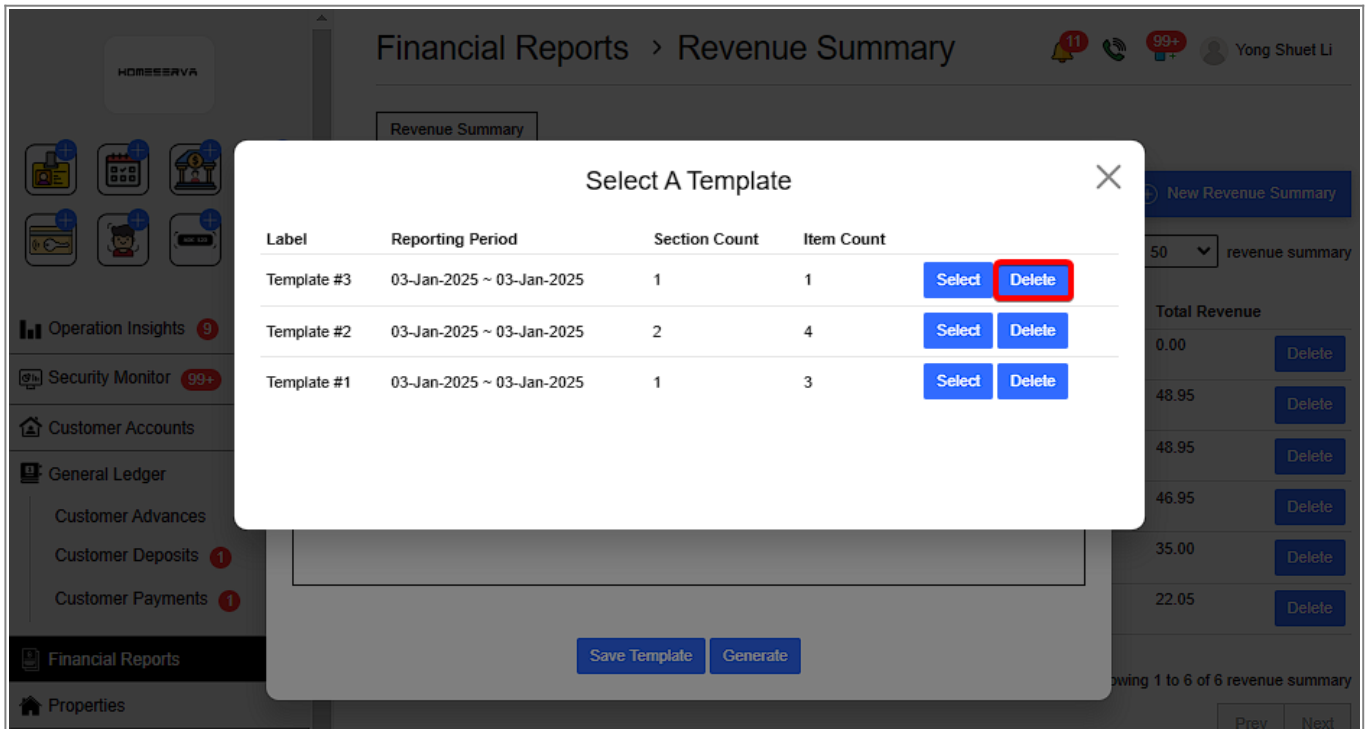
2.3 Add New Revenue Summary using template

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



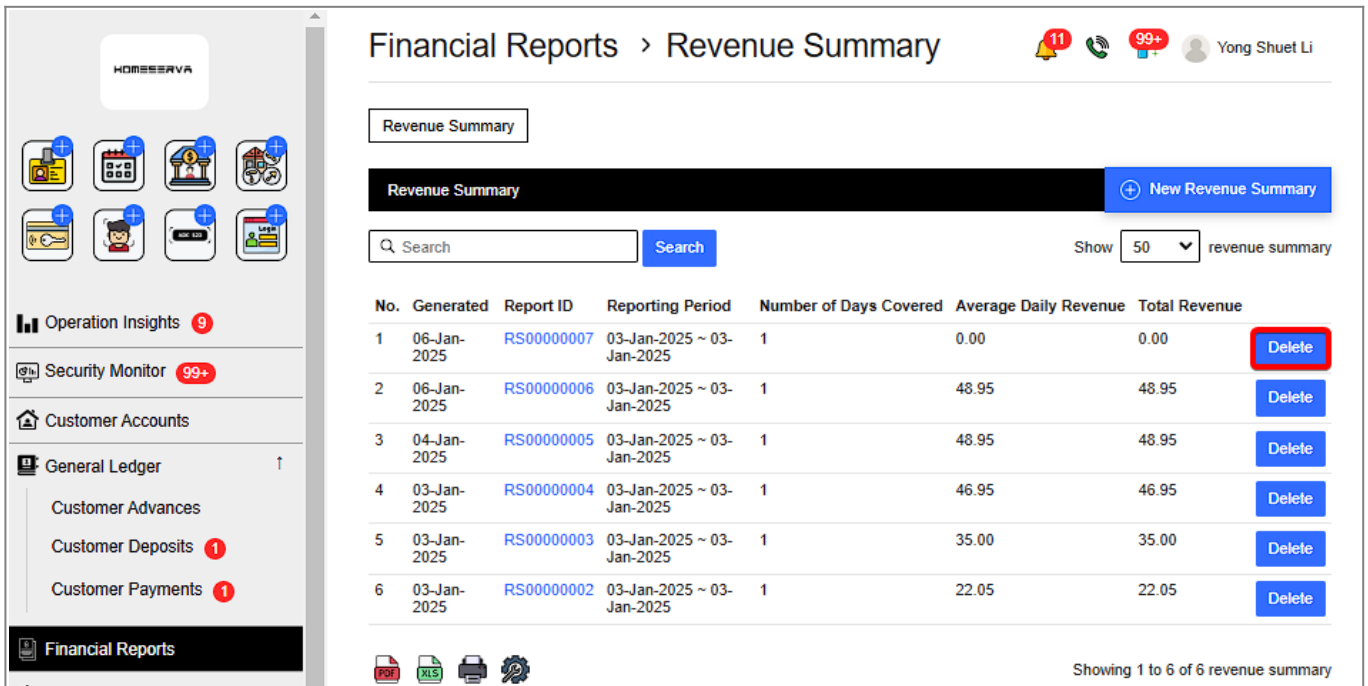
2.4 Delete Template

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

[+ New 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	Delete
2	04-Jan-2025	RS00000005	03-Jan-2025 ~ 03-Jan-2025	1	48.95	48.95	Delete
3	03-Jan-2025	RS00000004	03-Jan-2025 ~ 03-Jan-2025	1	46.95	46.95	Delete
4	03-Jan-2025	RS00000003	03-Jan-2025 ~ 03-Jan-2025	1	35.00	35.00	Delete
5	03-Jan-2025	RS00000002	03-Jan-2025 ~ 03-Jan-2025	1	22.05	22.05	Delete

Showing 1 to 5 of 5 revenue summary

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REVENUE SUMMARY REPORT RS00000006

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

	Discount	Net Sales	Tax	Rounding	Total
Pool Fee					
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	46.96
Towel					
Towel Fee	0.00	1.85	0.148000	-0.001300	2.00
	0.00	1.85	0.148000	-0.001300	2.00
GRAND TOTAL	1.00	45.35	3.628000	-0.030600	48.96

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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 'New Revenue Summary' dialog box on the left and a 'REVENUE SUMMARY REPORT' on the right. The dialog box has fields for 'Reporting Period' (From: 03/01/2025, To: 03/01/2025) and a table for adding sections. The table has columns for 'Product Item', 'Facility Type', and 'Facility'. A dropdown menu is open under 'Product Item', showing options like 'Pool Fee Member', 'Pool Fee Non-Member Adult', and 'Pool Fee Non-Member Child'. The 'REVENUE SUMMARY REPORT' table on the right shows a breakdown of revenue by category, including Pool Fee, Pool Fee Non-Member Adult, and Pool Fee Non-Member Child, with a 'GRAND TOTAL' row.

	Discount	Net Sales	Tax	Rounding	Total
Pool Fee					
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
GRAND TOTAL	1.00	43.50	3.480000	-0.028664	46.96

2.8 Edit Category and Items or Services

1) Facility Type and Facility can be edited at Facilities setting

Go to **Settings > Facilities > Add ,Edit or Delete Facilities**

The screenshot shows the 'Settings > Facilities' page. On the left is a sidebar menu with 'Facilities' selected. The main area has tabs for 'Facilities' and 'Facility Types'. Below the tabs is a search bar and a 'New Facility' button. A table lists various facilities with columns for No., Created, Facility Name, Facility Types, Deposit, Default Rate, and Auto-approved. A context menu is open over the row for 'Pool Table 1', showing 'Edit' and 'Delete' options.

No.	Created	Facility Name	Facility Types	Deposit	Default Rate	Auto-approved
25	16-Nov-2024	Pickleball Court C	Pickleball	0.00	0.00 / Hour	No
24	16-Nov-2024	Pickleball Court B	Pickleball	0.00	20.00 / Hour	No
23	16-Nov-2024	PickleBall Court A	Pickleball	0.00	20.00 / Hour	No
22	28-Jul-2024	Pool Table 1	Billiard Games	0.00	15.00 / Hour	No
21	28-Jul-2024	Snooker Table 1	Billiard Games	0.00	20.00 / Hour	No
20	24-Jul-2024	Futsal 2	Futsal	0.00	20.00 / Hour	No
19	24-Jul-2024	Futsal 1	Futsal	0.00	20.00 / Hour	No
18	20-Jun-2024	FootGolf 1	-	0.00	10.00 / Hour	No
17	17-Jun-2024	18 Hole 1st Tee Player 2	-	0.00	40.00 / Hour	No
16	17-Jun-2024	18 Hole 1st Tee Player 1	-	0.00	40.00 / Hour	No
15	17-Jun-2024	18 Hole Golf Course Golfer 2	Golf	0.00	40.00 / Hour	No

Go to **Settings > Facilities > Facility Types > Add ,Edit or Delete Facilities Type**

No.	Created	Name
8	16-Nov-2024	Pickleball
7	28-Jul-2024	Billiard Games
6	24-Jul-2024	Futsal
5	19-Jul-2024	Room
4	19-Jul-2024	Golf
3	19-Jul-2024	Squash
2	13-Jul-2024	Tennis
1	04-Jul-2024	Badminton

2) Invoice type can be edited at Rates, Fees and Charges setting

Go to **Settings > Rates, Fees and Charges > Edit Rates, Fees and Charges**

Service Charge Rate: RM 0.45 per share unit

Service Charge Deposit: 1-month Service Charge as deposit, RM 0.00 fixed rate

Late Payment Interest Rate: 10 % per annum

Invoice Due Days: 30 days

Due Date Reminder: Send 0 days after due date

Overdue Reminder: Send 0 days before due date

Invoice Note: Payment Instructions: You can make the payment to us directly via the payment gateway by clicking the "Pay" button or scanning the QR code provided along with this invoice. Alternatively, you can make the payment by depositing it directly into our bank account as detailed below. Bank Name: MALAYAN BANKING BERHAD (MAYBANK) Bank Account Holder Name: VYROX AIOT BHD Bank Account Number: 562348558088 Payment Reference: Please use Invoice Number IV23000154 as the payment reference when making the payment. *Please email, fax, or mail the payment slip to us at emhub@gmail.com. If paying by cheque, please make the cheque payable to "VYROX AIOT BHD" and ensure it is crossed as "A/C PAYEE ONLY."

3) Product Group and Product Item can be edited at Products setting

Go to **Settings > Products > Groups > Add ,Edit or Delete Product Group**

Settings > Products > Groups

Groups | Items | Classifications

Groups + New Stock Group

Q Search Search Deleted Show 50 groups

No.	Stock Group Code	Group Name	Description	Associated Sales GL	Remark	Status
1	Badminton	Badminton		SC1 - SERVICE CHARGE		Active
2	DR	Driving Range		SC1 - SERVICE CHARGE		Active
3	FG-001	FootGolf		SC1 - SERVICE CHARGE		Active
4	golf	Golf 9-Hole		SL1 - RETAIL SALES		Active
5	GF-001	Gym Fee		SC1 - SERVICE CHARGE		Active
6	JTF-001	Jogging Track Fee		SC1 - SERVICE CHARGE		Active
7	1	Non MSC	1	SL1 - RETAIL SALES	1	Active
8	PF	Pool Fee		SL1 - RETAIL SALES		Active
9	Tennis	Tennis		SC1 - SERVICE CHARGE		Active
10	T	Towel		SL1 - RETAIL SALES		Active

Showing 1 to 10 of 10 groups

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Go to **Settings > Products > Items > Add ,Edit or Delete Product Item**

Settings > Products > Items

Groups | Items | Classifications

Items + New Product Item

Q Search Search Deleted Show 50 items

No.	Item Code	Item Name	Product Group	Cost Price	Selling Price	Remark	Status
1	golf-bf	A.Buggy Fee (2 Seats)	Golf 9-Hole	30.00	30.00		Active
2	golf-if	B.Insurance Fee	Golf 9-Hole	3.00	3.24		Active
3	GC9HMWD-BG	Buggy (2 Seats) WD	Golf 9-Hole	0.00	30.00		Active
4	golf-wmggf	C.Member Guest Weekdays Green Fee	Golf 9-Hole	25.00	25.00		Active
5	wm-ggf	D.Member Guest Weekends Green Fee	Golf 9-Hole	40.00	40.00		Active
6	wm-12pm-g1	E.Member Weekends 15% 1 Guest Package	Golf 9-Hole	59.50	59.50		Active
7	wm-12pm-g2	F.Member Weekends 15% + 2 Guest Package	Golf 9-Hole	119.00	119.00		Active
8	FG-18HM	FootGolf 18-Hole Member	FootGolf	0.00	0.00		Active
9	FG-18HNMWD	FootGolf 18-Hole Non Member	FootGolf	0.00	30.00		Active

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