

Financial Reports

VYROX VIP Financial Reporting Assistant

This guide helps you easily create custom professional and detailed financial reports for your products and services. Quickly uncover important insights about your business performance with just a few simple steps.

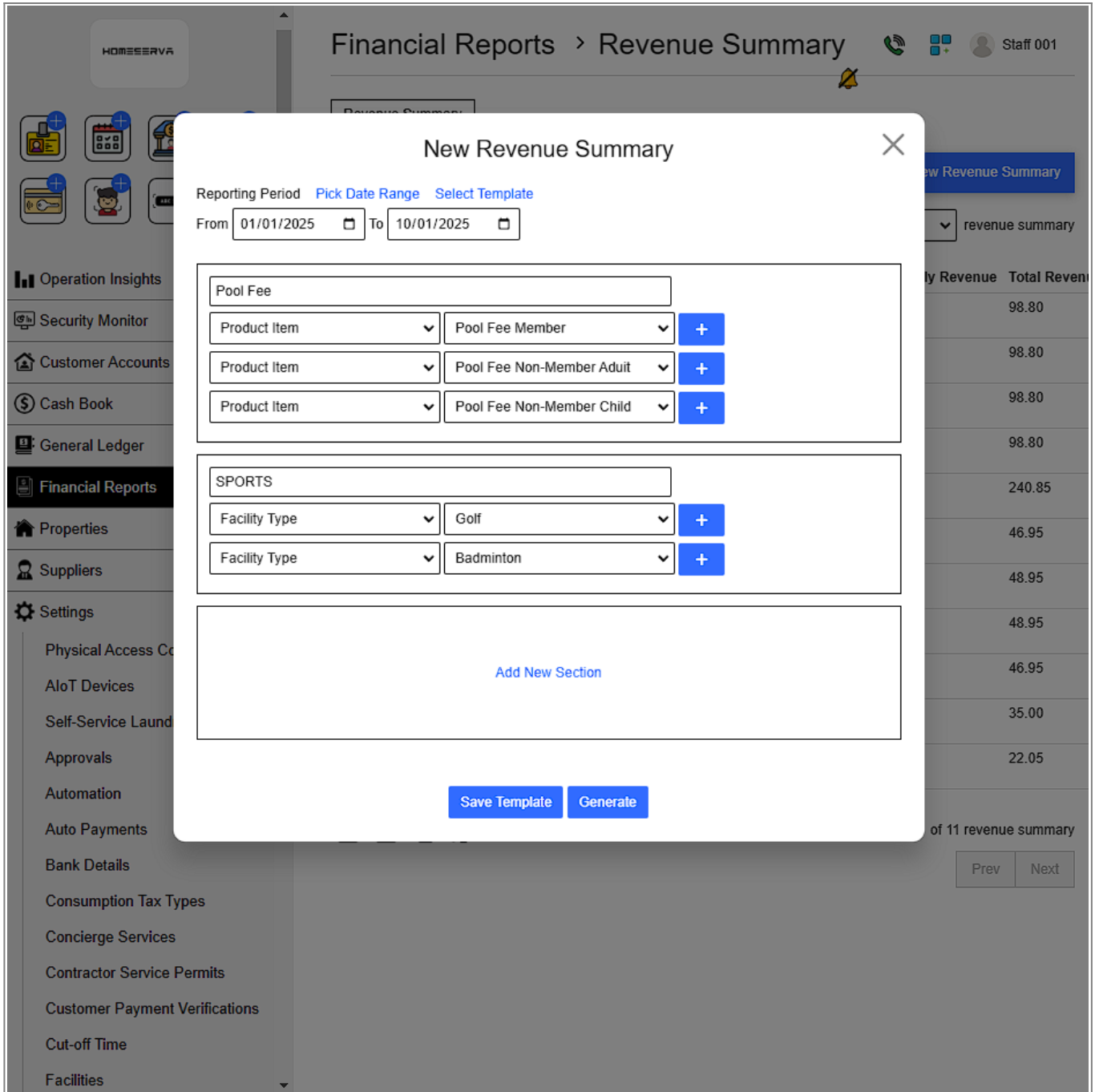
1. Getting Started

Before you begin creating financial reports, ensure the following prerequisites:

- 1.1. **Employee Login Credentials:** Your username and password for secure access.
- 1.2. **Product & Service List:** The product and services you wish to analyze.
- 1.3. **VYROX VIP Platform Access:** Ensure you are logged into the VYROX VIP platform.

2. Creating Revenue Summary Template

- 2.1. Go to **Financial Reports**.
- 2.2. Enter your desired revenue category name in the **Section Name** field.
- 2.3. Use **Facility Type** option if you wish to analyze revenue generated by **Facility Bookings** App
- 2.4. Select **Facility** if you want to focus on revenue data from a particular facility within the **Facility Bookings** App.
- 2.5. Choose **Invoice Type** to analyze revenue from other service-related transactions.
- 2.6. Select **Product Group** to examine revenue across product groups in the **POSERVA Point of Sales** system.
- 2.7. Choose **Product Item** to view revenue details for specific products within the **POSERVA Point of Sales** system.
- 2.8. Click **Add New Section** if wish to create another revenue category and repeat the steps above for additional analysis.



3. Generating Revenue Summary

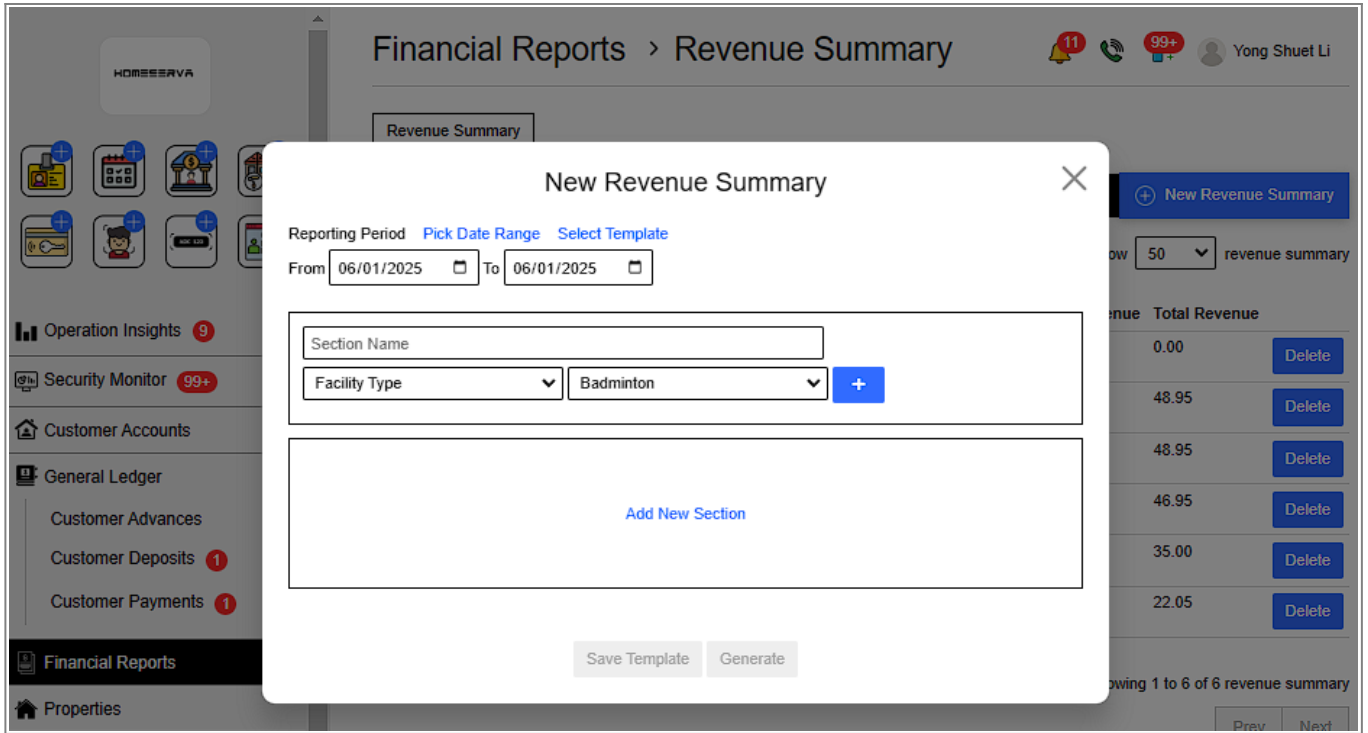
3.1. Go to **Financial Reports**.

3.2. Click Select Template to choose your desired template.

3.3. Then, Click **Pick Date Range** that corresponds to the period for which you wish to generate the revenue summary. This allows you to focus the report on specific timeframes such as daily, monthly, quarterly, or custom ranges, depending on your reporting needs.

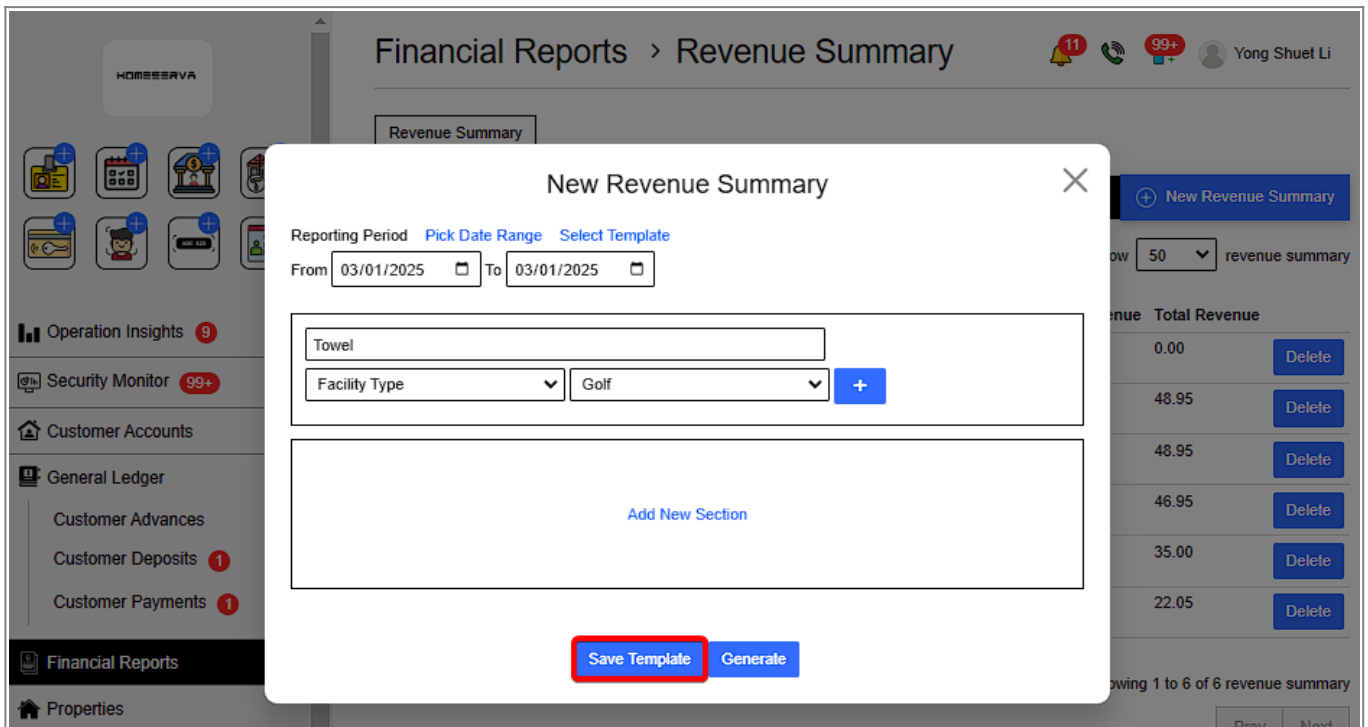
3.4. Click Save Template if you have modified the template.

3.5. Click Generate to complete process.



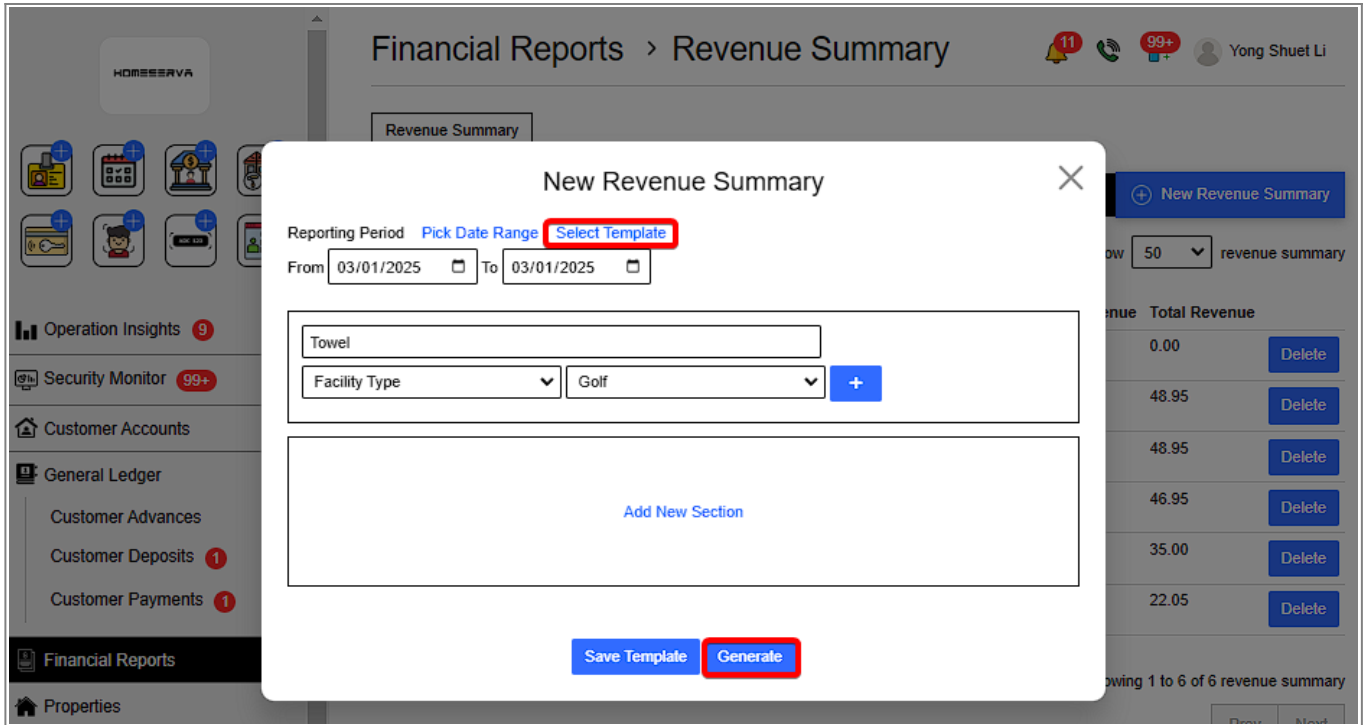
2.2 Add and Save New Template

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



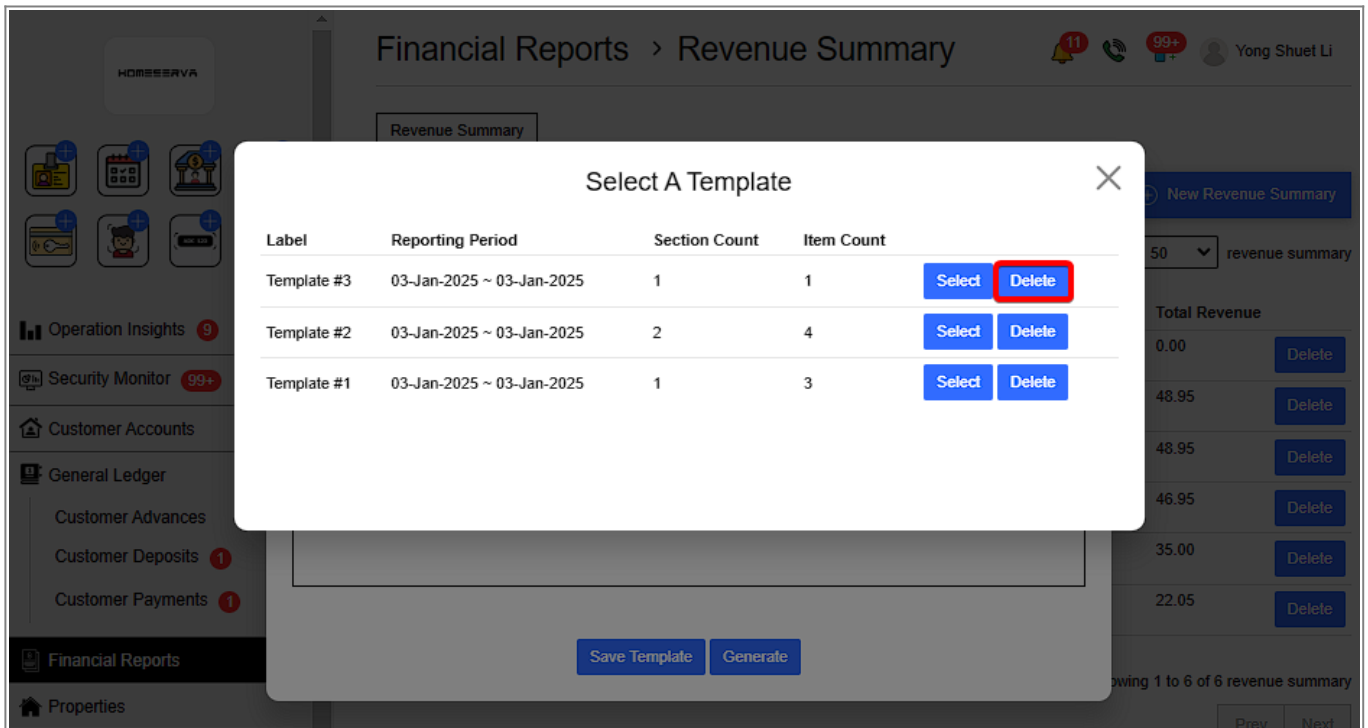
2.3 Add New Revenue Summary using template

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**

Financial Reports > Revenue Summary

Revenue Summary

Revenue Summary New Revenue Summary

Search Search Show 50 revenue summary

No.	Generated	Report ID	Reporting Period	Number of Days Covered	Average Daily Revenue	Total Revenue	
1	06-Jan-2025	RS00000007	03-Jan-2025 ~ 03-Jan-2025	1	0.00	0.00	Delete
2	06-Jan-2025	RS00000006	03-Jan-2025 ~ 03-Jan-2025	1	48.95	48.95	Delete
3	04-Jan-2025	RS00000005	03-Jan-2025 ~ 03-Jan-2025	1	48.95	48.95	Delete
4	03-Jan-2025	RS00000004	03-Jan-2025 ~ 03-Jan-2025	1	46.95	46.95	Delete
5	03-Jan-2025	RS00000003	03-Jan-2025 ~ 03-Jan-2025	1	35.00	35.00	Delete
6	03-Jan-2025	RS00000002	03-Jan-2025 ~ 03-Jan-2025	1	22.05	22.05	Delete

Showing 1 to 6 of 6 revenue summary

2.6 Revenue Summary Report

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

Financial Reports > Revenue Summary

Revenue Summary

Revenue Summary New Revenue Summary

Search 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

Prev Next

REVENUE SUMMARY REPORT RS00000006					
Send via Email Download as PDF Print					
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
Send via Email Download as PDF Print					

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 the 'New Revenue Summary' dialog box in the software. The dialog has a 'Reporting Period' section with 'From' and 'To' date pickers set to 03/01/2025. Below this, there are three rows for adding items, each with a 'Product Item' dropdown and a 'Pool Fee' dropdown. The 'Product Item' dropdown is currently open, showing options like 'Facility Type', 'Facility', 'Invoice Type', 'Product Group', and 'Product Item'. At the bottom of the dialog are 'Save Template' and 'Generate' buttons.

To the right of the dialog is a preview of the 'REVENUE SUMMARY REPORT RS00000008' for the period 03-Jan-2025 to 03-Jan-2025. The table in the preview is identical to the one shown in the first image, with a 'GRAND TOTAL' of 48.96.

2.8 Edit Catagory and Items or Services

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

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

Settings

- Physical Access Control
- AIoT Devices
- Self-Service Laundry
- Approvals
- Automation
- Auto Payments
- Bank Details
- Consumption Tax Types
- Concierge Services
- Contractor Service Permits
- Customer Payment Verifications
- Cut-off Time
- Facilities
- POSERVA
- Public Holidays
- Revenue Definition
- Rental Types
- Rates, Fees and Charges
- Products

Settings > Facilities

Facilities
Facility Types

Facilities

+ New Facility

Search
Show 50 Facilities

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		☰
23	16-Nov-2024	PickleBall Court A	Pickleball	0.00	20.00 / Hour		☰
22	28-Jul-2024	Pool Table 1	Billiard Games	0.00	15.00 / Hour		☰
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**

Settings

- Physical Access Control
- AIoT Devices
- Self-Service Laundry
- Approvals
- Automation
- Auto Payments
- Bank Details
- Consumption Tax Types
- Concierge Services
- Contractor Service Permits
- Customer Payment Verifications
- Cut-off Time
- Facilities
- POSERVA
- Public Holidays
- Revenue Definition
- Rental Types
- Rates, Fees and Charges
- Products

Settings > Facility Types

Facilities
Facility Types

Facility Types

+ New Facility Type

Search
Show 50 Facility types

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	☰

Showing 1 to 8 of 8 facility type

Prev
Next

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

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

Settings > Rates, Fees and Charges 🔔 📞 📺 👤 Staff 001

Service Charge | Sinking Fund | Water & Sewerage | Facility Booking | Clamp Release
Contractor Service Permit | Amenity | Concierge Service | Access Card | Leasing (Unit)
Leasing (Parking Lot) | Account Opening Deposits | Account Opening Charge
Indah Water Konsortium (IWK) | Membership | EV Charging Parking Lot | POSERVA | Tickets

Service Charge

Service Charge Rate: RM per share unit

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

Late Payment Interest Rate: % per annum
*0% = Interest-free

Invoice Due Days: days
*0 day = due immediately

Due Date Reminder: Send days after due date

Overdue Reminder: Send 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."

Save Changes

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

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

Settings

- Physical Access Control
- AIoT Devices
- Self-Service Laundry
- Approvals
- Automation
- Auto Payments
- Bank Details
- Consumption Tax Types
- Concierge Services
- Contractor Service Permits
- Customer Payment Verifications
- Cut-off Time
- Facilities
- POSERVA
- Public Holidays
- Revenue Definition
- Rental Types
- Rates, Fees and Charges
- Products**
- Ticket Types

Settings > Products > Groups

Groups | Items | Classifications
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Groups

+ New Stock Group

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 ☰

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Showing 1 to 10 of 10 groups

Prev

Next

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

Settings

- Physical Access Control
- AIoT Devices
- Self-Service Laundry
- Approvals
- Automation
- Auto Payments
- Bank Details
- Consumption Tax Types
- Concierge Services
- Contractor Service Permits
- Customer Payment Verifications
- Cut-off Time
- Facilities
- POSERVA
- Public Holidays
- Revenue Definition
- Rental Types
- Rates, Fees and Charges
- Products**

Settings > Products > Items

Groups | **Items** | Classifications
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Items

+ New Product Item

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-18HMWD	FootGolf 18-Hole Non Member	FootGolf	0.00	30.00		Active ☰

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