

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.

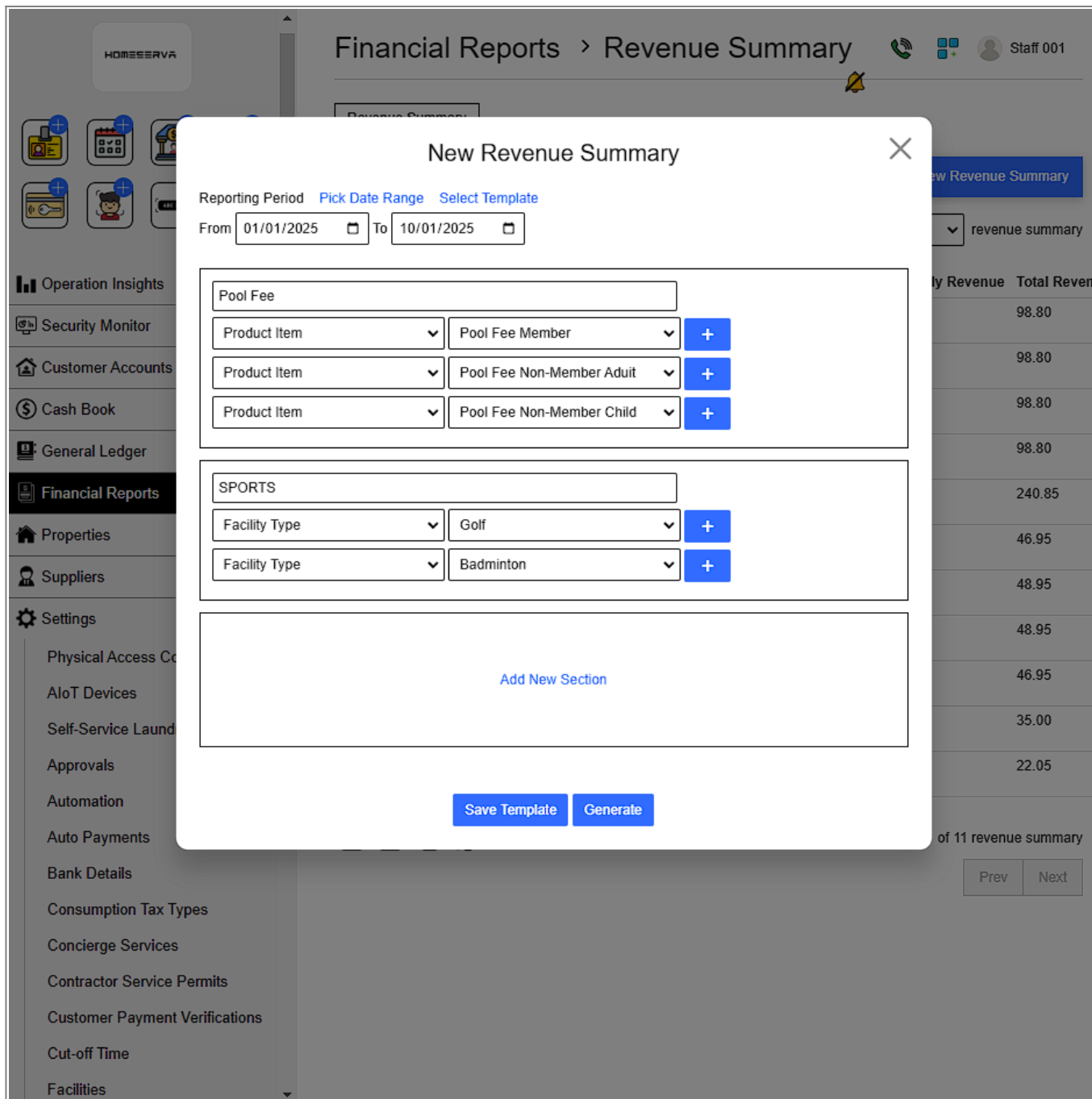
1. Getting Started

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 Report

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.

4. Downloading Revenue Summary Report

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

The screenshot shows the 'Financial Reports > Revenue Summary' page. On the left is a sidebar with navigation options: Operation Insights (9), Security Monitor (99+), Customer Accounts, General Ledger, Customer Advances, Customer Deposits (1), Customer Payments (1), Financial Reports (selected), and Properties. The main content area has a search bar and a table of reports. The first report, with ID RS00000006, is highlighted with a red box. Below the table are icons for PDF, XLS, Print, and Refresh, and a 'Showing 1 to 5 of 5 revenue summary' indicator with 'Prev' and 'Next' buttons.

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

The screenshot shows the 'REVENUE SUMMARY REPORT RS00000006' page. At the top right are buttons for 'Send via Email', 'Download as PDF', and 'Print'. The main content area contains a detailed report table with columns for Discount, Net Sales, Tax, Rounding, and Total. The report is categorized by 'Pool Fee' and 'Towel'. A 'GRAND TOTAL' row is at the bottom. At the bottom right of the report area are buttons for 'Send via Email', 'Download as PDF', and 'Print'.

	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

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 image shows a 'New Revenue Summary' dialog box on the left and a 'REVENUE SUMMARY REPORT' on the right. The dialog box has a 'Reporting Period' of 03/01/2025 to 03/01/2025 and a list of items including Pool Fee Member, Pool Fee Non-Member Adult, and Pool Fee Non-Member Child. The report table on the right shows a total of 46.96.

	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 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**

The image shows the 'Settings > Facilities' page. On the left is a sidebar with 'Facilities' selected. The main area shows a table of facilities with columns for No., Created, Facility Name, Facility Types, Deposit, Default Rate, and Auto-approved. A 'New Facility' button is visible at the top right.

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**

Settings > Facility Types

Facilities | **Facility Types**

Facility Types + New Facility Type

Q Search 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

PDF XLS Print Settings 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

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 Consortium (IWK) | Membership | EV Charging Parking Lot | POSERVA | Tickets

Service Charge

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."

Newly Created Documents: IC00022100 14h

Save Changes

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		
3	FG-001	FootGolf		SC1 - SERVICE CHARGE		
4	golf	Golf 9-Hole		SL1 - RETAIL SALES		
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

Prev Next

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		
3	GC9HMWD-BG	Buggy (2 Seats) WD	Golf 9-Hole	0.00	30.00		
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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