

# 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.

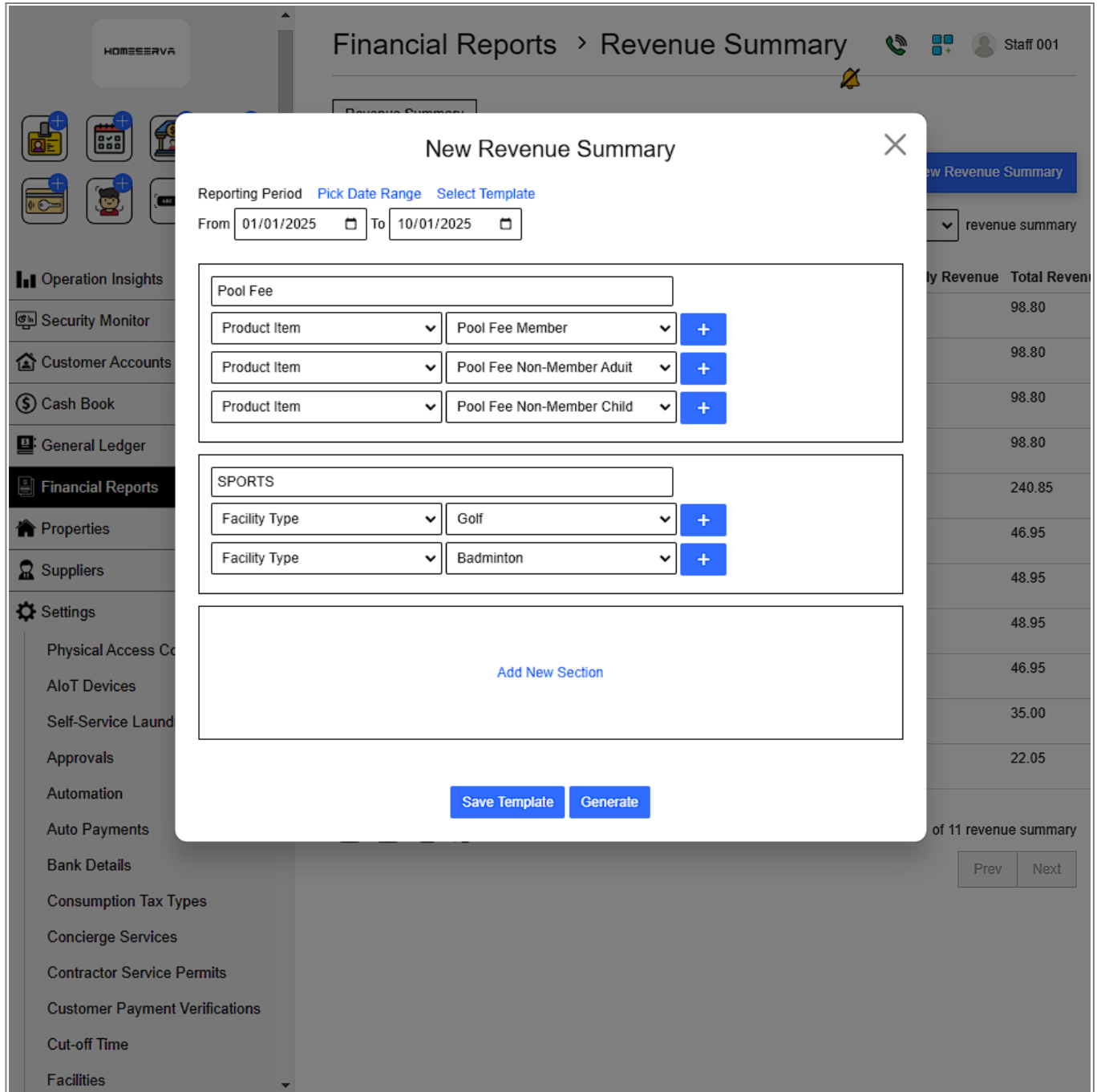
### 1. Getting Started

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. Open **Financial Reports** from the menu.
- 3.2. Tap **Select Template** and choose your preferred report template.
- 3.3. Tap **Pick Date Range** to select the timeframe for your revenue summary. You can focus the report on specific periods like daily, monthly, quarterly, or a custom range to suit your needs.
- 3.4. If you've made any changes to the template, tap **Save Template** to keep your updates.
- 3.5. Finally, tap **Generate** to complete the process and view your report.

# 4. Downloading Revenue Summary Report

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

	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>	<b>1.00</b>	<b>45.35</b>	<b>3.628000</b>	<b>-0.030600</b>	<b>48.96</b>

# 5. 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 a 'Reporting Period' of 03/01/2025 to 03/01/2025. It contains three rows of 'Product Item' dropdowns, each with a 'Pool Fee' dropdown and '+'/'-' buttons. A 'Facility Type' dropdown is also present. The 'REVENUE SUMMARY 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>

## 6. 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 screenshot shows the 'Settings > Facilities' page. On the left is a sidebar with 'Facilities' selected. The main area has tabs for 'Facilities' and 'Facility Types'. A 'New Facility' button is visible. Below is a search bar and a table of 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		Edit Delete
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**

The screenshot displays the 'Settings > Facility Types' interface. On the left is a sidebar menu with 'Facilities' selected. The main content area has a breadcrumb 'Settings > Facility Types' and a user profile 'Staff 001'. Below the breadcrumb are tabs for 'Facilities' and 'Facility Types'. A 'Facility Types' header bar includes a '+ New Facility Type' button. A search bar with a 'Search' button and a 'Show 50 Facility types' dropdown is present. A table lists facility types with columns 'No.', 'Created', and 'Name'. A context menu for the first row shows 'Edit' and 'Delete' options. At the bottom, there are icons for PDF, XLS, Print, and Settings, and pagination controls for 'Showing 1 to 8 of 8 facility 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**

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  groups

No.	Stock Group Code	Group Name	Description	Associated Sales GL	Remark	Status
1	Badminton	Badminton		SC1 - SERVICE CHARGE		Active <span>☰</span>
2	DR	Driving Range		SC1 - SERVICE CHARGE		<div style="border: 1px solid #ccc; padding: 5px; background-color: #fff;"> <span style="color: #007bff; font-size: small;">Edit</span>  <span style="color: #dc3545; font-size: small;">Delete</span> </div>
3	FG-001	FootGolf		SC1 - SERVICE CHARGE		
4	golf	Golf 9-Hole		SL1 - RETAIL SALES		
5	GF-001	Gym Fee		SC1 - SERVICE CHARGE		Active <span>☰</span>
6	JTF-001	Jogging Track Fee		SC1 - SERVICE CHARGE		Active <span>☰</span>
7	1	Non MSC	1	SL1 - RETAIL SALES	1	Active <span>☰</span>
8	PF	Pool Fee		SL1 - RETAIL SALES		Active <span>☰</span>
9	Tennis	Tennis		SC1 - SERVICE CHARGE		Active <span>☰</span>
10	T	Towel		SL1 - RETAIL SALES		Active <span>☰</span>

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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  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 <span>☰</span>
2	golf-if	B.Insurance Fee	Golf 9-Hole	3.00	3.24		<div style="border: 1px solid #ccc; padding: 5px; background-color: #fff;"> <span style="color: #007bff; font-size: small;">Edit</span>  <span style="color: #dc3545; font-size: small;">Delete</span> </div>
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 <span>☰</span>
5	wm-ggf	D.Member Guest Weekends Green Fee	Golf 9-Hole	40.00	40.00		Active <span>☰</span>
6	wm-12pm-g1	E.Member Weekends 15% 1 Guest Package	Golf 9-Hole	59.50	59.50		Active <span>☰</span>
7	wm-12pm-g2	F.Member Weekends 15% + 2 Guest Package	Golf 9-Hole	119.00	119.00		Active <span>☰</span>
8	FG-18HM	FootGolf 18-Hole Member	FootGolf	0.00	0.00		Active <span>☰</span>
9	FG-18HNMWD	FootGolf 18-Hole Non Member	FootGolf	0.00	30.00		Active <span>☰</span>

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