

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.

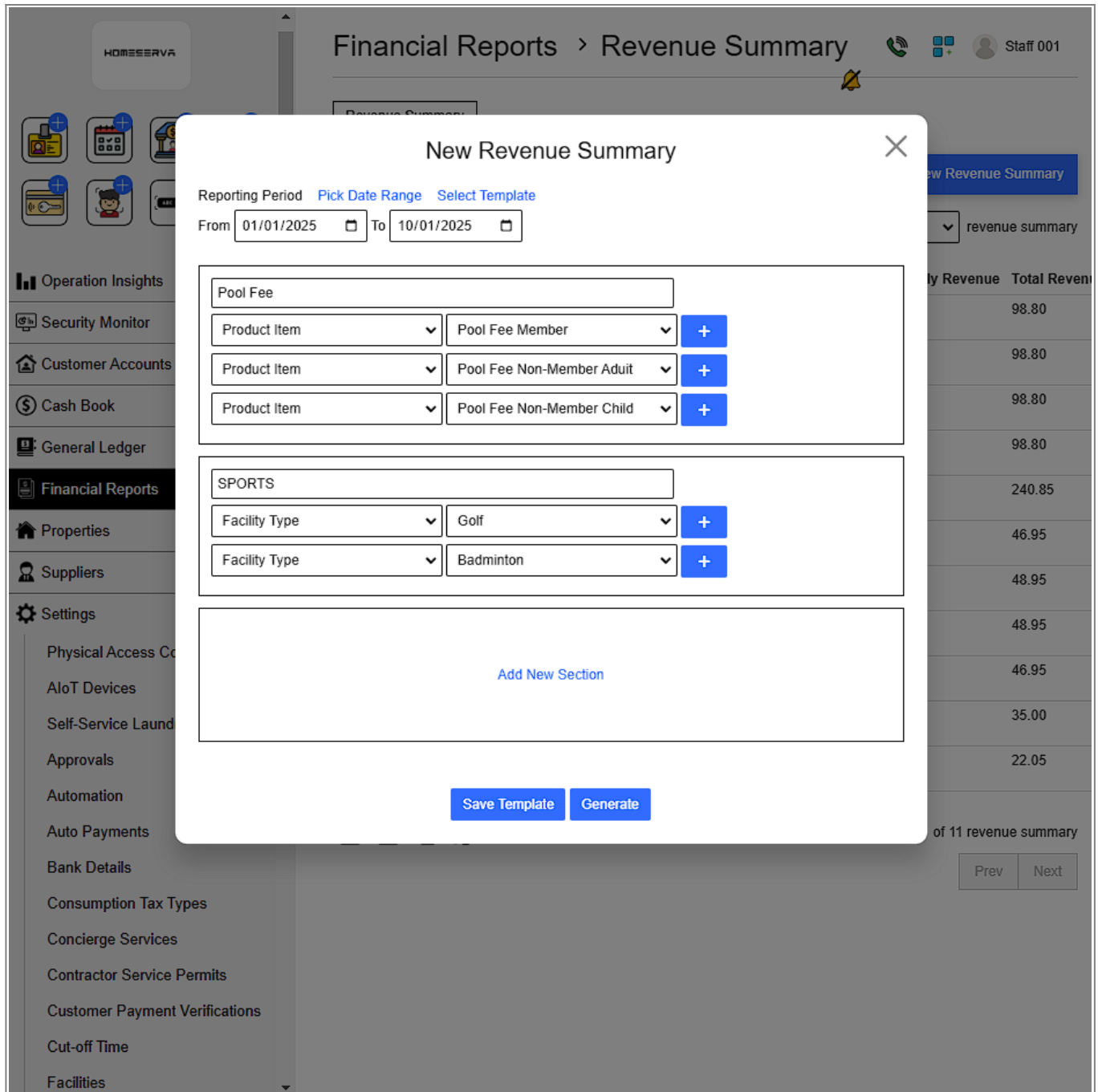
1. Getting Started

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

- 1.1. Ensure you have your username and password for secure access.
- 1.2. Prepare the list of products and services you want to analyze.
- 1.3. Confirm that you are logged into the **VYROX VIP Platform**.

2. Creating Revenue Summary Template

- 2.1. Open **Financial Reports** from the menu.
- 2.2. Enter the desired revenue category name in the **Section Name** field.
- 2.3. Use the **Facility Type** option to analyze revenue generated by the **Facility Bookings App**.
- 2.4. Select **Facility** to focus on revenue data from a specific facility within the **Facility Bookings App**.
- 2.5. Choose **Invoice Type** to analyze revenue from service-related transactions.
- 2.6. Select **Product Group** to review revenue across product groups in the **POSERVA Point of Sales App**.
- 2.7. Choose **Product Item** to view revenue details for specific products in the **POSERVA Point of Sales App**.
- 2.8. Tap **Add New Section** to create another revenue category and repeat the steps for further analysis.
- 2.9. Don't forget to tap **Save Template** to save your changes.



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
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

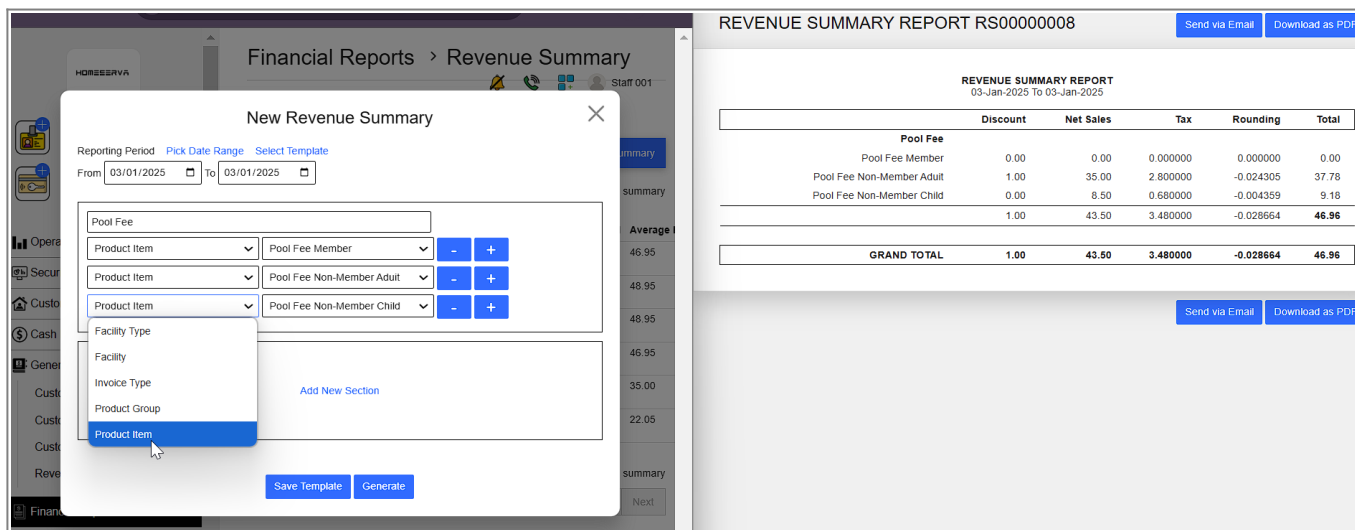
5. Add Template After Accidentally Delete Template

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

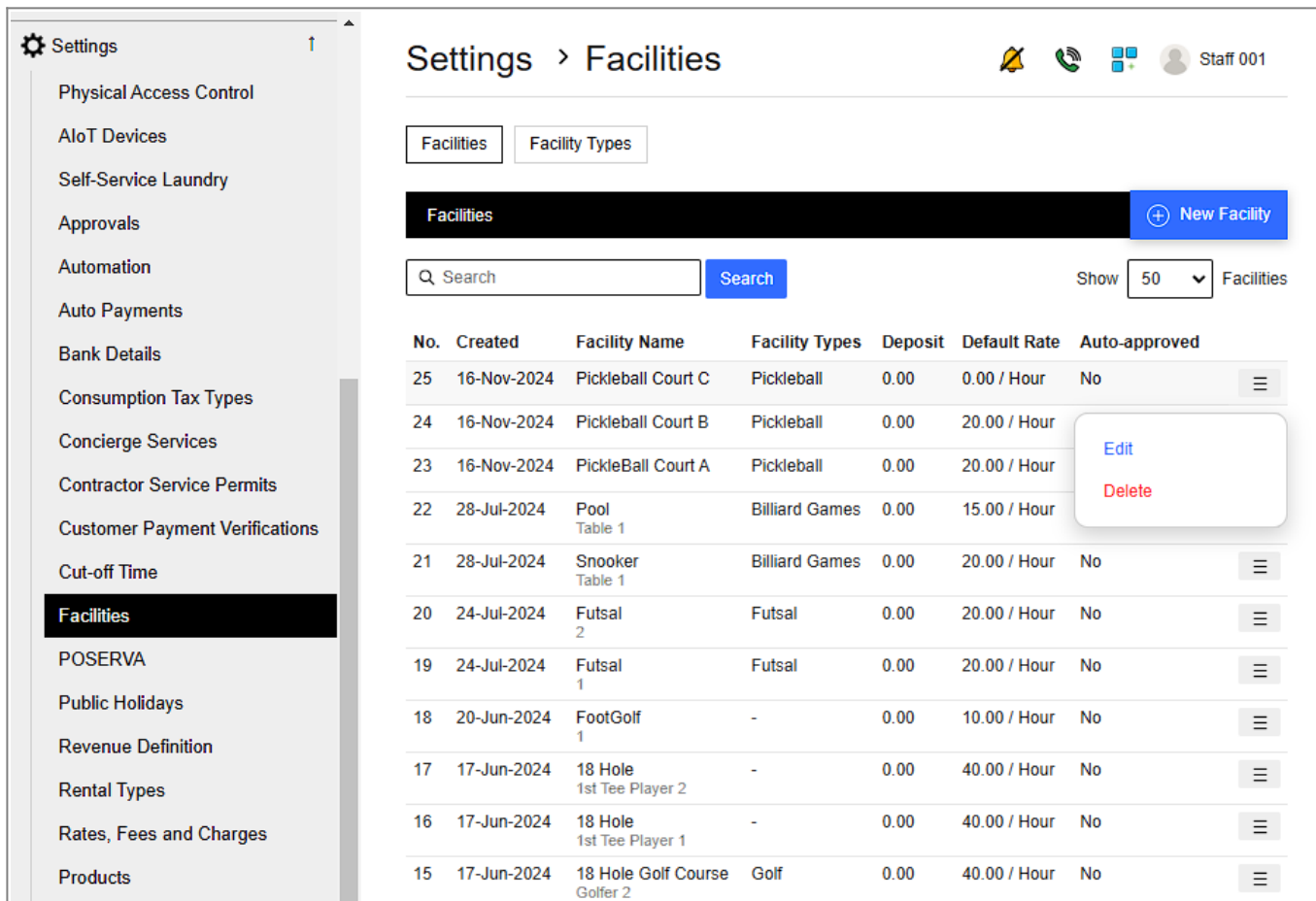
Remember to click **Save Template** first and then **Generate**. Otherwise the whole process need to be repeated.



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**






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 8 facility types with columns for '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	Service Charge Deposit
RM <input type="text" value="0.45"/> per share unit	<input checked="" type="radio"/> 1-month Service Charge as deposit
	<input type="radio"/> RM <input type="text" value="0.00"/> fixed rate
Late Payment Interest Rate	Invoice Due Days
<input type="text" value="10"/> % per annum	<input type="text" value="30"/> days
<small>*0% = Interest-free</small>	<small>*0 day = due immediately</small>
Due Date Reminder	Overdue Reminder
Send <input type="text" value="0"/> days after due date	Send <input type="text" value="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."

[Save Changes](#)

Newly Created Documents

IC00022100 14h 

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		<div style="border: 1px solid #ccc; padding: 5px; background-color: #fff; position: absolute; top: 0; right: 0;"> Edit Delete </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 ☰
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
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- 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		<div style="border: 1px solid #ccc; padding: 5px; background-color: #fff; position: absolute; top: 0; right: 0;"> Edit Delete </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 ☰
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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