

# 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.

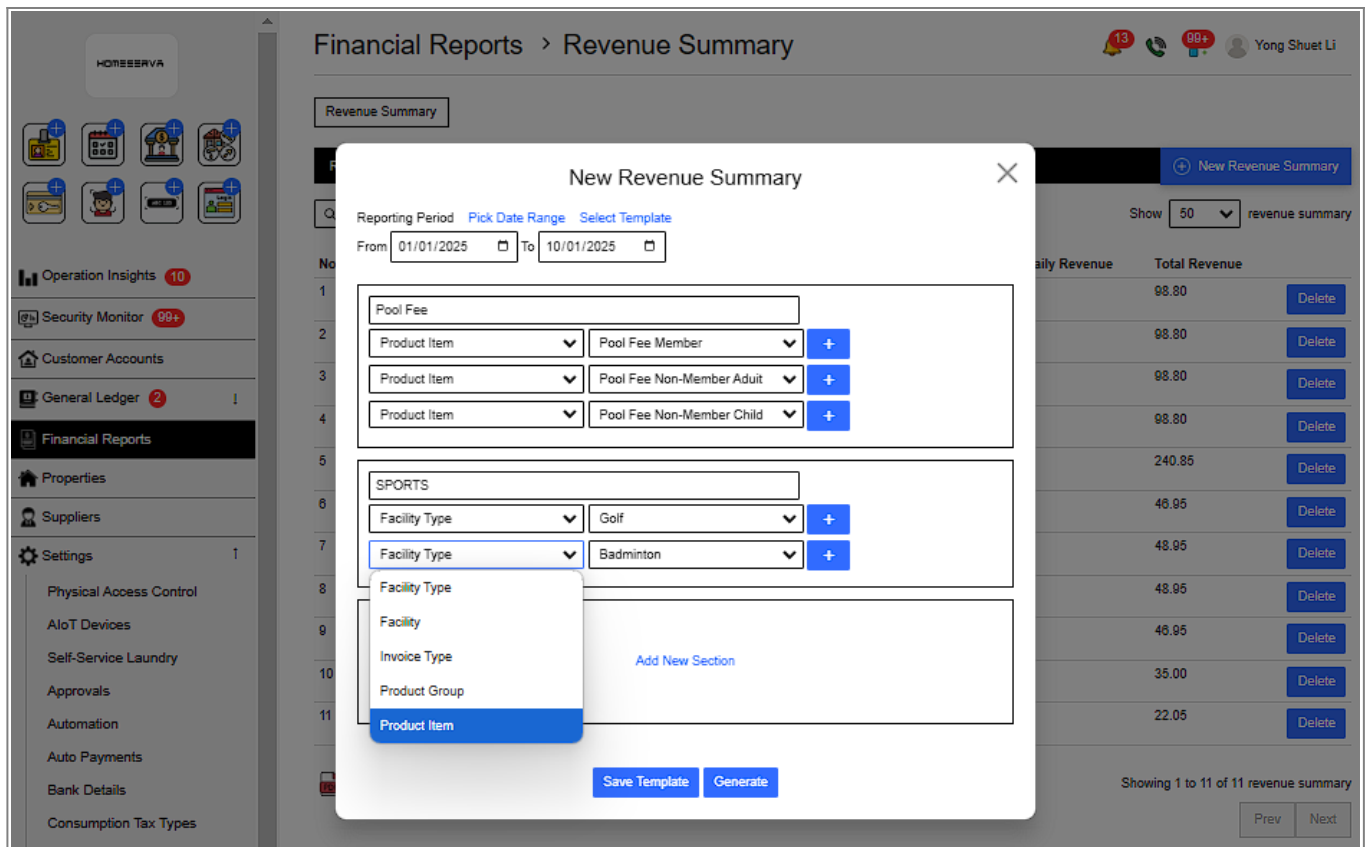
### 1. Getting Started

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**.

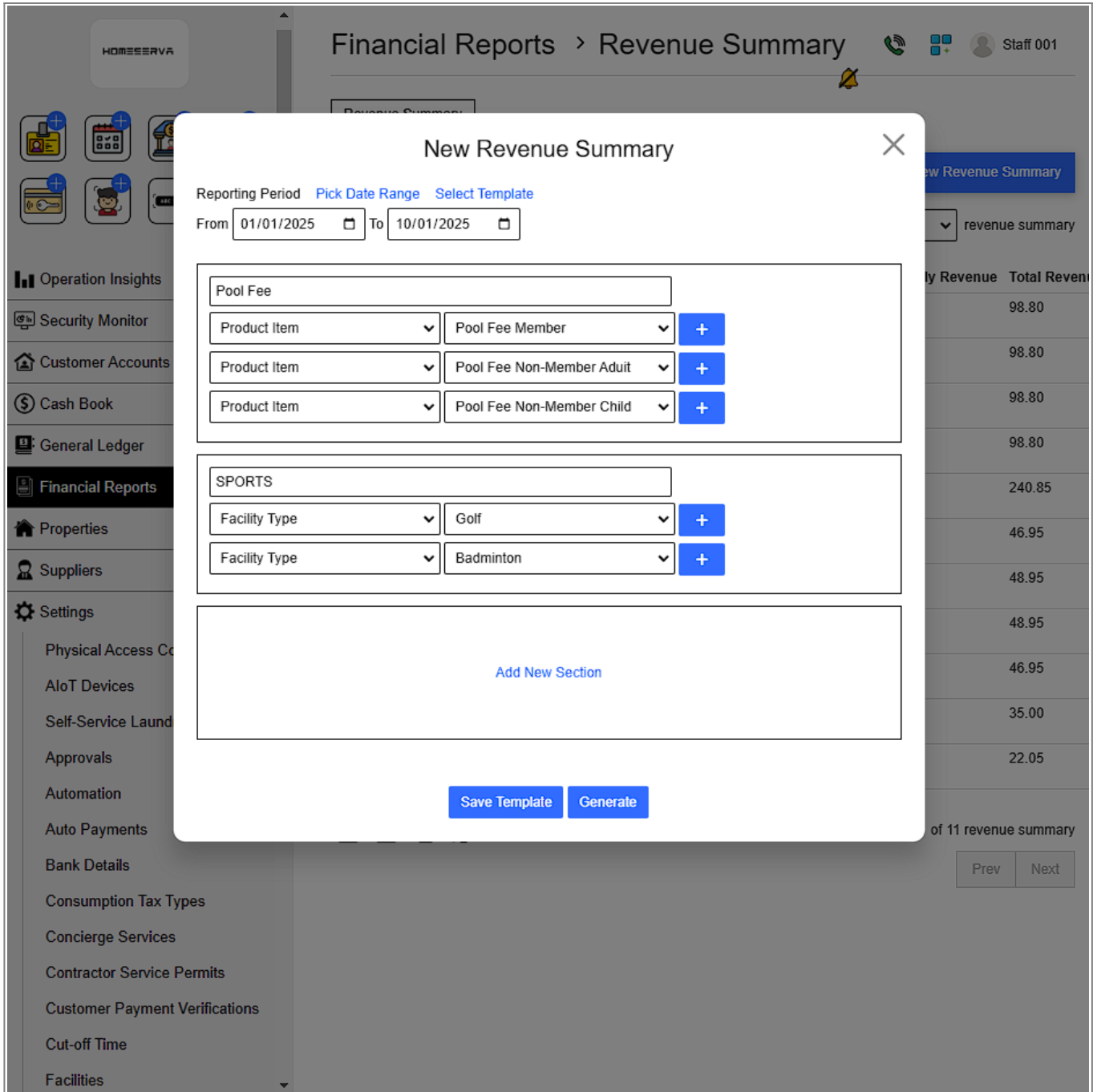
### 2. Creating Revenue Summary Template

- 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**

Financial Reports > Revenue Summary

 11
 
 99+
 Yong Shuet Li

Revenue Summary

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
<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>

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## 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 fields for 'Reporting Period' (From: 03/01/2025, To: 03/01/2025) and a list of 'Product Item' dropdowns with '+' and '-' buttons. The report table on the right has columns: Discount, Net Sales, Tax, Rounding, and Total. It lists items like 'Pool Fee Member', 'Pool Fee Non-Member Adult', and 'Pool Fee Non-Member Child' with their respective values. A 'GRAND TOTAL' row is at the bottom.

	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 a 'Facilities' tab and a '+ New Facility' button. Below is a search bar and a table of facilities. The table has columns: No., Created, Facility Name, Facility Types, Deposit, Default Rate, and Auto-approved. A context menu with 'Edit' and 'Delete' options is visible over the table.

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

Showing 1 to 8 of 8 facility type

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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  
\*0% = Interest-free

Invoice Due Days: 30 days  
\*0 day = due immediately

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."

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		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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