

# 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.

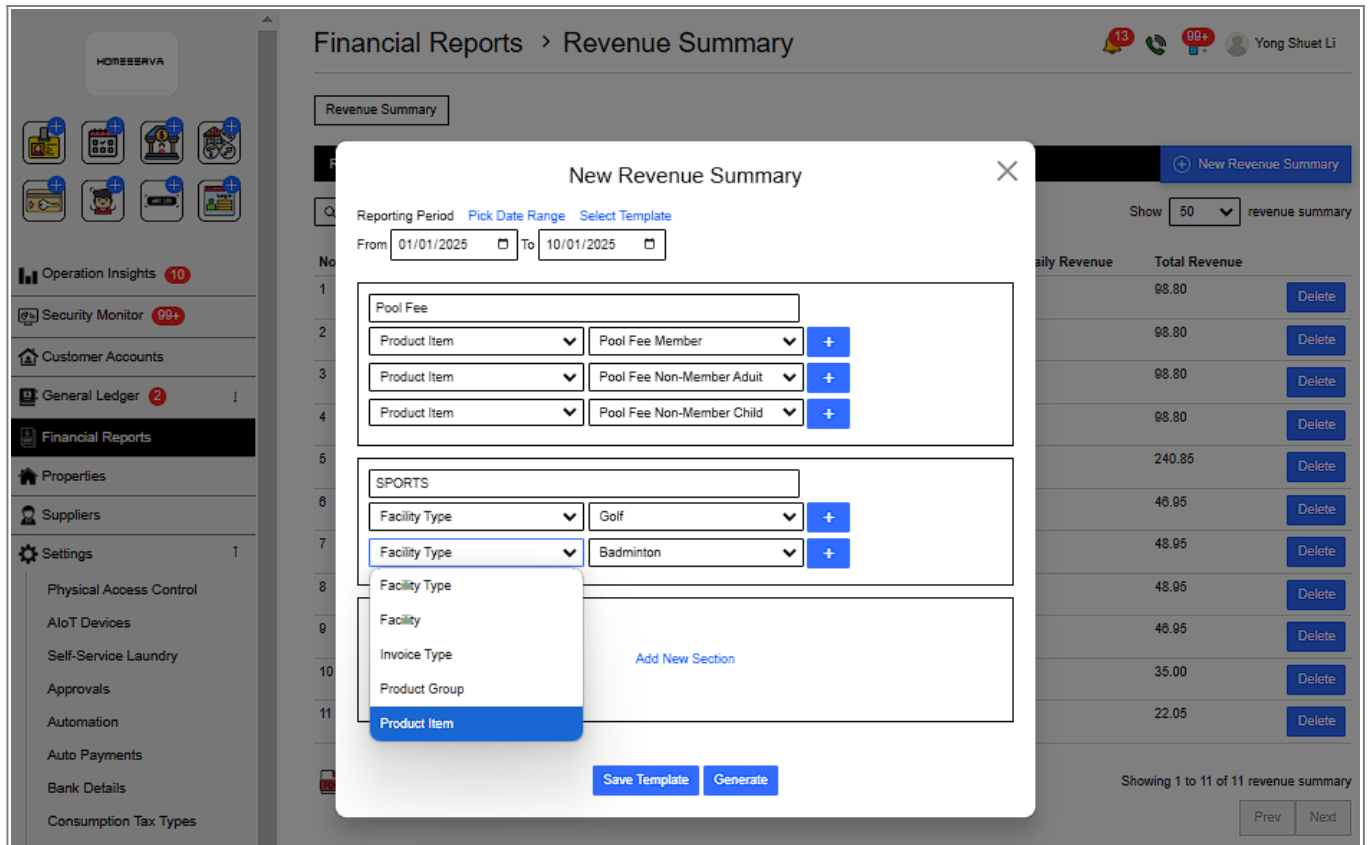
### 1. Getting Started

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 **New Revenue Summary**

3.3. Tap **Select Template** and choose your preferred report template.

3.4. 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.

3.5. If you've made any changes to the template, tap **Save Template** to keep your updates.

3.6. Finally, tap **Generate** to complete the process and view your report.

### Financial Reports > Revenue Summary

Staff 001

#### New Revenue Summary

Reporting Period [Pick Date Range](#) [Select Template](#)

From  To

Product Item	Pool Fee Member	+
Product Item	Pool Fee Non-Member Adult	+
Product Item	Pool Fee Non-Member Child	+

Facility Type	Golf	+
Facility Type	Badminton	+

[Add New Section](#)

[Save Template](#) [Generate](#)

Revenue	Total Revenue
98.80	98.80
98.80	98.80
98.80	98.80
98.80	98.80
240.85	240.85
46.95	46.95
48.95	48.95
48.95	48.95
46.95	46.95
35.00	35.00
22.05	22.05

of 11 revenue summary

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### Financial Reports > Revenue Summary

Yong Shuet Li

#### Select A Template

Label	Reporting Period	Section Count	Item Count		
Template #10	01-Jan-2025 ~ 10-Jan-2025	2	5	<a href="#">Select</a>	<a href="#">Delete</a>
Template #8	10-Jan-2025 ~ 10-Jan-2025	2	7	<a href="#">Select</a>	<a href="#">Delete</a>
Template #4	09-Jan-2025 ~ 09-Jan-2025	2	3	<a href="#">Select</a>	<a href="#">Delete</a>
Template #2	03-Jan-2025 ~ 03-Jan-2025	2	4	<a href="#">Select</a>	<a href="#">Delete</a>
Template #1	03-Jan-2025 ~ 03-Jan-2025	1	3	<a href="#">Select</a>	<a href="#">Delete</a>

Facility Type	Golf	+
Facility Type	Badminton	+

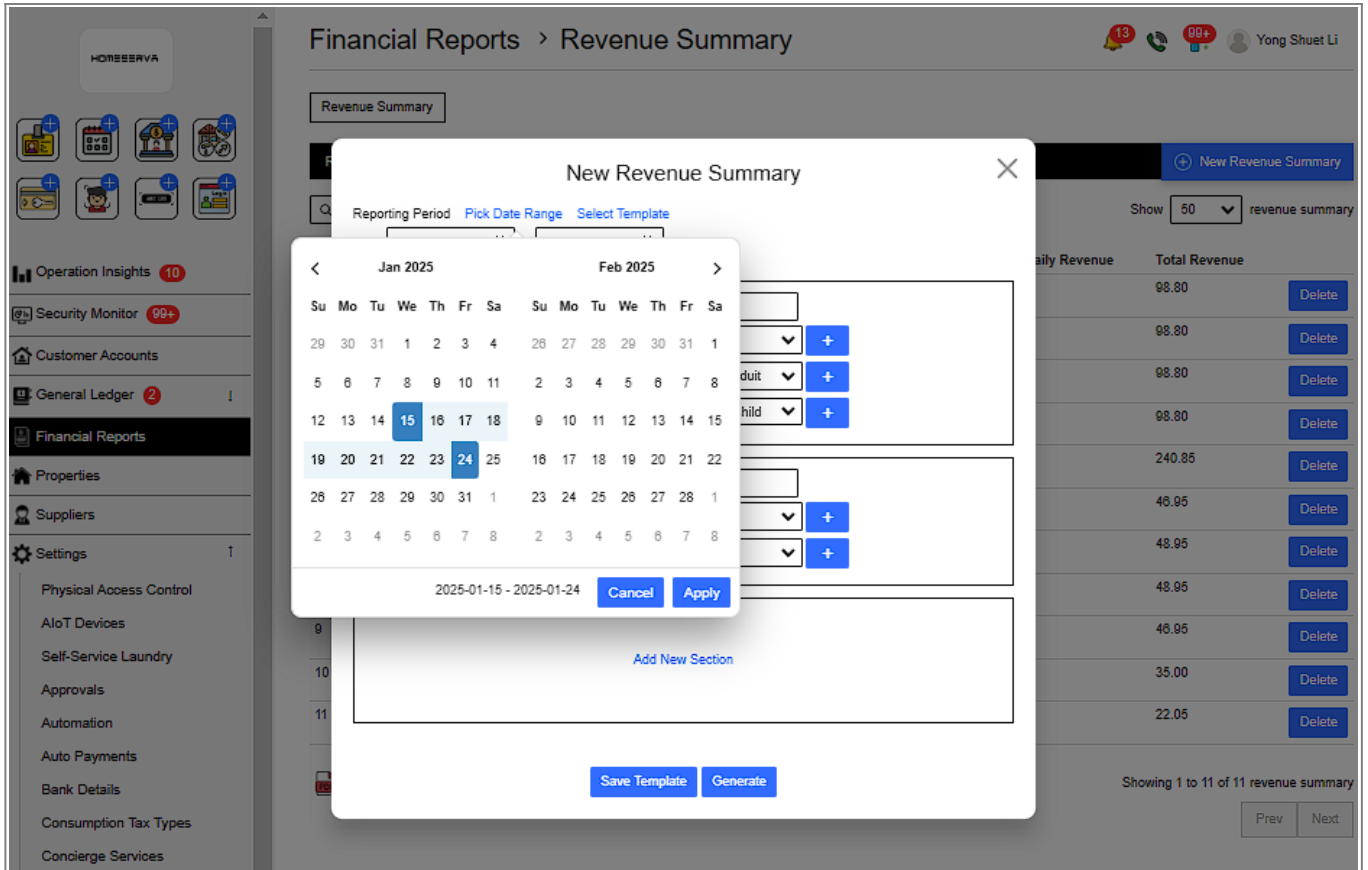
[Add New Section](#)

[Save Template](#) [Generate](#)

Revenue	Total Revenue	
98.80	98.80	<a href="#">Delete</a>
98.80	98.80	<a href="#">Delete</a>
98.80	98.80	<a href="#">Delete</a>
98.80	98.80	<a href="#">Delete</a>
240.85	240.85	<a href="#">Delete</a>
46.95	46.95	<a href="#">Delete</a>
48.95	48.95	<a href="#">Delete</a>
48.95	48.95	<a href="#">Delete</a>
46.95	46.95	<a href="#">Delete</a>
35.00	35.00	<a href="#">Delete</a>
22.05	22.05	<a href="#">Delete</a>

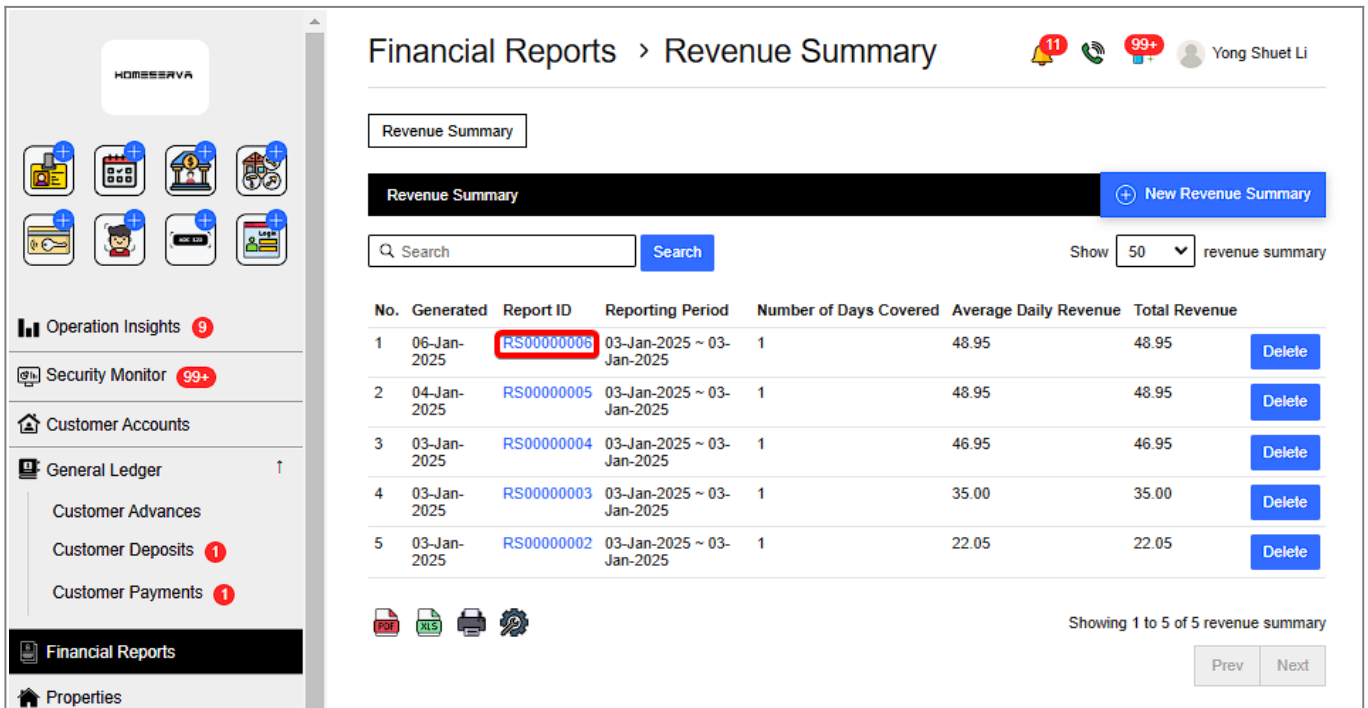
Showing 1 to 11 of 11 revenue summary

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## 4. Downloading Revenue Summary Report

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



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
<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>

Send via Email Download as PDF Print

## 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 the '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 lists 'Pool Fee' as the section name and includes three items: 'Pool Fee Member', 'Pool Fee Non-Member Adult', and 'Pool Fee Non-Member Child'. The 'Product Item' dropdown is open, showing 'Product Item' as the selected option. The 'Save Template' and 'Generate' buttons are at the bottom of the dialog. The report on the right is identical to the one in the first image, showing a total of 48.96.

## 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**

**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
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- Facility Types
- 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

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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 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  
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 > Products > Groups

Groups | Items | Classifications

**Groups** + New Stock Group

Search  Search Deleted Show  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

PDF XLS Print Refresh

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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

Search  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
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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