

8. Membership Sales Reporting

Read this chapter to learn how to check and view sales report.

1. Go to "Member Transactions" page to check daily, monthly and yearly sales record.
2. Select date and click "show by date".
3. Daily sales report will be generated as follows.

The screenshot displays the 'Membership Fee Records' page. At the top, there are navigation tabs like 'Cash drawer', 'My Cash Report', and 'Master Admin (admin) Staff'. The main content area has filters for year (2015), month (06), and day (19). Below the filters is a search bar with fields for 'Ref. No.', 'Member ID', 'Membership', 'By staff', 'Status', and 'By:'. A table below shows transaction details:

| Ref.No | Title | Amount (RM) | Status | Paid by | Member | By staff | Issue time | Paid time | Actions |
|---------|---|------------------------|--------|---------|-----------------|--------------------|---------------------|---------------------|-------------|
| 0000003 | INVOICE - Membership Registration Gold, +360 days | 530.00 30.00+500.00 | Unpaid | - | Zain Alvi U0004 | Master Admin admin | 2015-06-10 09:24:30 | - | Print Pay x |
| 0000002 | INVOICE - Membership Registration Gold, +360 days | 530.00 30.00+500.00 | Unpaid | - | Irene Tan U0003 | Master Admin admin | 2015-06-15 18:42:32 | - | Print Pay x |
| 0000001 | RECEIPT - Membership Registration | | | | | | | | Print |
| 0000001 | INVOICE - Membership Registration Gold, +360 days | 530.00 30.00+500.00 | Paid | Cash | Abu Bakar U0001 | Master Admin admin | 2015-06-04 16:58:50 | 2015-06-04 16:59:01 | Print x |

Summary: Paid (RM): 500.00 Unpaid (RM): 1000.00 Total (RM): 530.00 (500.00 + 30.00) Transactions: 3 Period: 2015

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