

7. Sales Records

If administrator login Sales Records, he/she can view or edit all sales records.

1. Click **“Records”** icon to check sales record
2. Click **“Print Daily Records”** to print all sales record
3. Search sales records by date, batch number, item, item category, time, shifts or staffs.
4. Tick the selected sales records and click **“Delete Selected”** button to delete records.

Records

Batch No	Customer Name	Table No	Package	Total Charges	Time Start	Time End	Duration
IN00321	admin	02	Single Player 4	RM110.00	2016-10-01 17:38:23	2016-10-01 17:38:28	5 sec
IN00320	admin	01	No Package	RM30.00	2016-10-01 17:37:06	2016-10-01 17:38:15	0 sec
IN00319	admin	01	No Package	RM60.00	2016-10-01 17:36:26	2016-10-01 17:37:00	0 sec
IN00318	admin	02	Double Player / Century	RM430.00	2016-10-01 17:35:53	2016-10-01 17:36:19	26 sec
IN00317	admin	01	No Package	RM80.00	2016-10-01 17:33:06	2016-10-01 17:36:15	0 sec
IN00316	admin	01	Single Player	RM110.00	2016-10-01 17:16:22	2016-10-01 17:24:19	7 min 57 sec
IN00315	admin	02	Single Player	RM110.00	2016-10-01 17:16:01	2016-10-01 17:16:11	10 sec
IN00314	admin	01	No Package	RM0.00	2016-10-01 17:12:40	2016-10-01 17:16:09	0 sec

If staff login Sale Records, he/she can only view their own sales records only. They are not able to edit or delete the sales records.

1. Click **“Records”** icon to check sales record
2. Click **“Print Daily Records”** to print their own sales records.
3. Search sales records by date, batch number, item, item category, time, shifts or staff.

Records

No records found.

Chapter 7: Membership Credit Record

If administrator login Sales Records, he/she can view or edit all credit records.

1. Click **“Records”** icon to check total or each of member top up and member spent.
2. Search credit records by date, month, year or member ID.

SNOOKER KING Welcome, admin Logout

Records Records Settings Lights Staff Logs

Credit Records (2014-11-13 10:00am to 2014-11-14 10:00am) Total In/Out

Member Topup: **101000.00 (2)** Member Spent: 1571.00 (5) [Print Report](#)

ID	Amount	Member ID	Time	Balance	By	Thru
1	-685.00	123456 (evan)	2014-11-13 10:19:11	99335.00	admin	62000007
2	+100000.00	123456 (evan)	2014-11-13 10:17:57	100000.00	admin	Normal Topup
3	-1.00	123 (New)	2014-11-13 10:14:36	94.00	admin	62000008
4	-15.00	123 (New)	2014-11-13 10:07:55	95.00	admin	62000004
5	-398.00	123 (New)	2014-11-13 10:07:39	110.00	admin	62000003
6	-492.00	123 (New)	2014-11-13 10:07:20	508.00	admin	62000002
7	+1000.00	123 (New)	2014-11-13 10:07:02	1000.00	admin	Normal Topup

Filter options:
Show by date: 01 11 2014 GO
Show by month: 11 2014 GO
Show by year: 2014 GO
Show by Member ID: GO

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Last update: **2025/03/03 07:26**

