Daily Sales

Approving a daily sale

Approving a daily sale does the following:

- **Stock check**
  Before the write-off Brix checks whether there is enough stock of the items sold. If an item is short, approval stops and the missing items are shown; the missing stock must be entered with a Goods In document and the approval repeated.
- **Stock write-off**
  The day's sales are written off from stock in total.
- **Summary cash payment into the till**
  One payment is created for all receipts of the daily sale paid in cash. A receipt paid by card gets its own payment as soon as the receipt is closed.

A daily sale that is not approved has not written off stock and is not recorded in retail.

Depending on the type of items sold, two types of daily sale document can be created:

- hip
- trg

Chronological order

Goods In documents and daily sales are approved in chronological order, starting with the oldest; skipping dates is not allowed. A Goods In document or a daily sale cannot be approved with a date earlier than the last approved Goods In document or the last approved daily sale. If a Goods In document and a daily sale fall on the same day, the Goods In document is entered and approved first, and then the daily sale.

Example: with Goods In documents of 6 July, 8 July and 10 July and daily sales from 6 to 10 July, the order is:

1. Enter and approve the Goods In document of 6 July.
2. Approve the daily sale of 6 July.
3. Approve the daily sale of 7 July.
4. Enter and approve the Goods In document of 8 July.
5. Approve the daily sale of 8 July.
6. Approve the daily sale of 9 July.
7. Enter and approve the Goods In document of 10 July.
8. Approve the daily sale of 10 July.



A daily sale should be approved at the end of the working day, after all receipts have been issued, and no later than the next working day.

When a Fiskalna vaga SunMicro Fiscal is used, a new item must be sold on the fiscal scale before its first Goods In document — this enters it into Brix automatically. Check the data of the new item and, if needed, correct it in the Items form.

From:
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https://wiki.micro-process.hr/brix/en/daily_bills/approval

Last update: **29/10/2026 09:16**