Daily Sales

~ BASIC ~

The tab shows the basic data of the selected daily sale and the list of receipts issued in the department on that day.

Fields

- ***{Number}*** — Daily sale number. It cannot be changed.
- ***{Date}*** — The day the daily sale refers to. It cannot be changed.
- ***{Point of sale}*** — Limits the list to receipts issued at the selected point of sale, shown by number and name. When the field is empty (the selection is cleared with the  icon in the field), receipts of all points of sale of the department are shown — see Locations.
- ***{Total}*** — Total amount of the receipts including VAT for the selected point of sale, or for all points of sale of the department when no point of sale is selected. Shown in large green figures on the right above the receipt list. It is not entered.

In a daily sale that is not yet approved, the **APPROVE** and **UPDATE** buttons are shown below the fields, described in the form buttons.

Receipt list

About filters and finding data in lists

The list shows the receipts of the daily sale, one line per receipt:

- **F1** — A tick means the receipt was fiscalised under the ***F1*** protocol.
- **Number** — Receipt number in the form *number/business premises code/POS device code*.
- **Time** — Time the receipt was issued.
- **Amount** — Receipt total.
- **Method of Payment** — Payment method of the receipt.
- **Clerk** — Code of the clerk who issued the receipt.
- **Partner** — Customer entered on the receipt. The conditions for entering it afterwards are described in entering and correcting the customer.
- **Pay In** — Number of the till payment of a receipt paid by card, created as soon as the receipt is closed. Receipts paid in cash have no individual payment — approving the daily sale creates one summary cash payment for them.

A voided receipt and its void are shown in red; the void has a negative amount.

Selecting a receipt opens the receipt dialog — see ***~ RECEIPT ~***.

Voiding a receipt

A receipt is voided in the receipt dialog with the **VOID** button, both a POS receipt and a receipt issued on the Fiskalna vaga SunMicro Fiscal device — see voiding a receipt.

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