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# Daily Sales

This form shows the list of **daily sales**. Each daily sale is the **total of all “small” POS receipts** issued in the department during one working day.

It records POS receipts issued on the Fiskalna vaga SunMicro Fiscal device (the connection with Brix is described on sunmicro), on micradt devices or with the POS Receipts program on a computer, tablet or mobile phone.

Approving a daily sale writes off the stock and creates one summary cash payment into the till for all receipts paid in cash. A receipt paid by card gets its own payment as soon as the receipt is closed. Closing the sales on the Fiskalna vaga SunMicro Fiscal device (the “Z report”) is not connected to Brix or to fiscalisation.

## Toolbar

- — Opens the print dialog Cheat Sheet. Shown only in departments with at least one Fiskalna vaga SunMicro Fiscal device.
- — Opens the menu of the reports described below.
- — Shows and hides the list filter.
- — Opens this help page in a new window.

## How to...

- Approve a daily sale
  Stock write-off and summary cash payment; daily sales are approved in chronological order.
- Swap a wrongly sold item
  Item swap in a daily sale that is not yet approved.
- Enter a customer and print an R1 invoice
  Entering or correcting the customer afterwards on a POS receipt or a fiscal scale receipt.
- Void a receipt
  Void of a POS receipt or a fiscal scale receipt.
- Add a line description
  Description printed next to the receipt line.

## List

About filters and finding data in lists

List filter:

- ***{From date}*** and ***{To date}*** — The period of daily sales shown in the list. The icon enters today's date, and the icon opens the calendar.

List columns:

- **Number** — Daily sale number.
- **Date** — The day the daily sale refers to.
- **Amount** — Total amount of the daily sale's receipts including VAT.

The row colour shows the status of the daily sale:

- **blue row** — approved daily sale;
- **black row** — daily sale not yet approved.

# Buttons

- — Enters a new POS receipt in the department. Opens the same dialog as the POS Receipts program, and the receipt is issued under the department's ***{Till - POS Receipts}***.

On the ***~ BASIC ~*** tab of a daily sale that is not yet approved, the following buttons are shown above the receipt list:

- **APPROVE** — Starts the procedure Approving a daily sale. Shown in departments that keep stock.
- **UPDATE** — Runs through the lines of all POS receipts of the daily sale again and updates the summary lines on the ***~ ITEMS ~*** tab. Used after item swaps.

The buttons are not shown in an approved daily sale.

# Reports

Each report in the menu opens a dialog in which the print conditions are set; the finished printout is sent by e-mail, downloaded or previewed on screen — see Print language. In reports that offer the ***{Point of sale}*** field, the printout can be limited to one point of sale, shown by number and name; when the field is empty, it covers all points of sale of the department.

- F1 Late Fiscalisation Statement
  Letter to the Tax Administration with the list of invoices sent to ***F1*** fiscalisation late or not fiscalised at all, for the selected point of sale or all points of sale of the department. The same report is also available in Sales Reports, where it covers the whole company.
- Financial Report
  Financial recap of POS sales in the period by payment method, clerk, delivery service and VAT rate, for the selected point of sale or all points of sale of the department.
- Daily Bills
  Financial overview of sales by day in the period.
- Swapped Items
  Overview of items swapped in daily sales in the period, by department.
- **POS Audit Roll**
  Printout of the “control tape” of small receipts issued at the selected point of sale in the period.

- POS Receipts
  List of POS receipts issued at the selected point of sale in the period, with amount, payment method, ZKI and JIR.
- SunMicro Goods
  List of items and PLU codes assigned on the selected scale. Shown only in departments that use the Fiskalna vaga SunMicro Fiscal device.

## Daily sale dialog

Selecting a daily sale in the list opens the dialog *Daily Sale - Edit*. An approved daily sale is shown for viewing only: the tab bar is grey and no buttons are shown.

The  icon in the dialog header, shown on all tabs, prints the selected daily sale. This printout is not the same as the Daily Bills report in the report menu, which covers the whole period.

Selecting a receipt on the ***~ BASIC ~*** tab opens the receipt dialog, the same as in the POS Receipts program — see ***~ RECEIPT ~***.

## Data tabs

The daily sale dialog has the following data tabs:

- ***~ BASIC ~***
  Number, date and amount of the daily sale and the list of receipts, with the choice of point of sale.
- ***~ ITEMS ~***
  Items sold in the daily sale and the swap of wrongly sold items.
- ***~ JOURNAL ENTRY ~***
  Postings created by approving the daily sale. Shown only with the Accounting module and only in an approved daily sale.

## Limitations

- Daily sales are approved in chronological order, starting with the oldest; skipping dates is not allowed — see Approving a daily sale.
- An item can be swapped only in a daily sale that is not yet approved — see ***~ ITEMS ~***.
- A customer can be entered on or corrected in a receipt only until midnight of the day the receipt was issued, except on a receipt that has not yet been fiscalised — see entering and correcting the customer.

## POS device number

POS receipts, receipts issued on the Fiskalna vaga SunMicro Fiscal device and the voids of those receipts carry different POS device numbers, each with its own number sequence — see **Payment device number in the receipt number**.

# Statement to the Tax Administration on late fiscalisation

When, because of a POS device failure or an internet outage, invoices reach ***F1*** fiscalisation after the legal deadline of 2 days (48 hours) from issue, the Tax Administration may request a statement. Brix produces it with the report F1 Late Fiscalisation Statement in **Menu > Reports > Sales Reports**: the first page is a ready letter in which MICRO PROCESS, as the producer of the software, explains the failure and the outage, and the second page is the list of invoices with late fiscalisation — invoice number, amount, issue date, date of last sending, ZKI and JIR. With the ***{Not Fiscalised}*** checkbox the list also includes invoices that were not fiscalised at all, together with the error message returned by the Tax Administration.

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