ABACUS
ABACUS REPORTING

Updated June 2019

There are numerous reports within Abacus and the majority of these can be filtered by date (day, week, month) as well as a further range of options (by product, category, customer etc).

If you are using the Xero integration, we advise that Abacus reporting is used to review the specific, detailed aspects of your operations while Xero is used for top level financial reporting (eg overall business profitability).

This document discusses some key reports, but please explore the other options available as they may be more specific to your needs.

1) Sales Reports
2) Register Reports

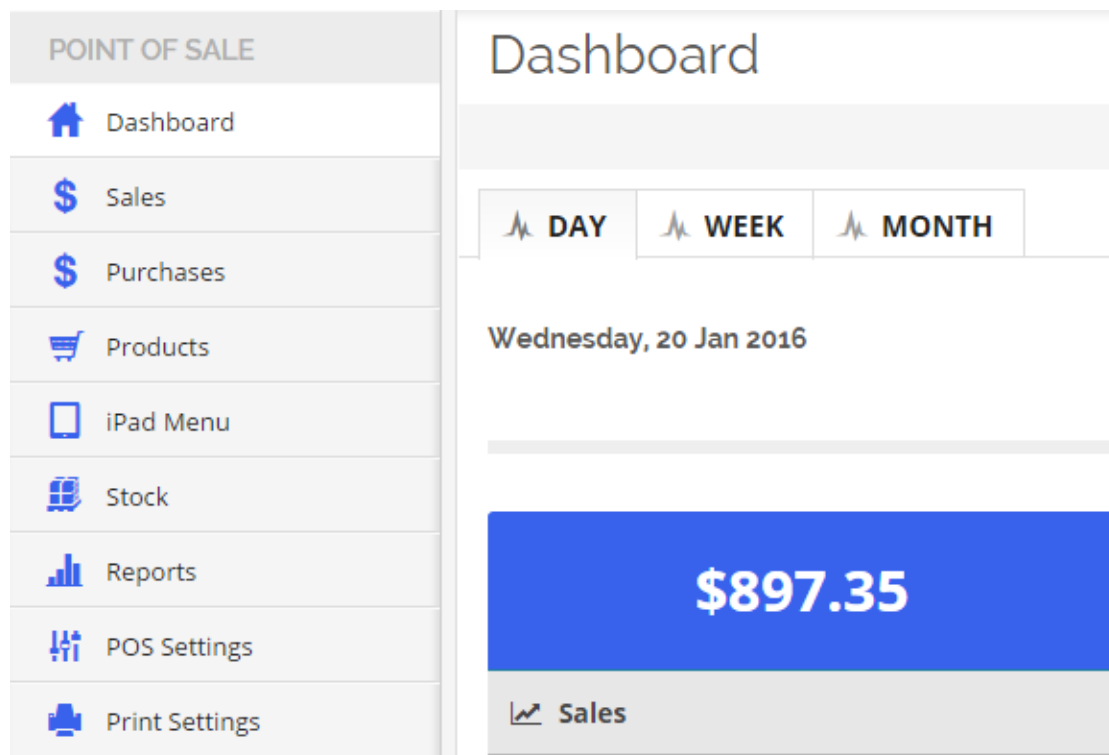These reports can be accessed through the backend (URL: app.abacus.co)

1) Sales Reports

Dashboard

The dashboard is a visual snapshot and overview of transactions. This page displays lots of useful figures (such as sales, transactions, etc.) as well as a graph of sales and temperature against time.

Scroll down the page to find the weather forecast, your top five selling products, and a breakdown of the tender type used by customers.

You can view the sales summary by day, week or month by clicking the tabs at the top.

The Dashboard will also show deleted transaction total and order discounts. These might warrant further investigation if they appear unreasonably high.

Sales Activity

To view the sales activity report, go to **Reports > Sale Activity**. The **Sales Activity** page displays a graph of the sales against time.

Scroll down to see the list of sales by time. You can click on the blue "time" to open and view all the sales transactions for that time period. Click into each invoice if you want further information.

You can view the sales activity by day, week or month by clicking the tabs at the top.

You can export the report as a csv file by clicking **Export** at the top.

Top Selling Products

To view your top selling products, go to **Reports > Top Selling Products**. The **Top Selling Products** page lists your products in order of quantity sold.

You can filter data using the "order type" (shows top selling products through POS, Eat In, Take Away etc), by "product category" or by "product tags".

Click on the arrow button (**^**) to the left of a product to see the quantity and sales per site.

You can select the date range for the product list by using the date pickers for **Created From** and **To**.

Export the report as a csv file by clicking **Export to CSV** at the top.

Staff Sales

The Staff Sales Report (**Reports > Sales > Staff Sales Report**) allows you to view sales performance of your staff. This can be viewed in a day, week, month or custom date range period.

It also shows the average sales per customer, per staff person and charts staff members against others.

You can click onto the blue staff member name to drill down into actual products sold. This might be useful if you have set targets or what staff to focus on selling a particular product.

Staff Product

Export ▾

| ⊮ DAY | ⊮ WEEK | ⊮ MONTH | ⊮ RANGE |

Product	Staff	Minimal Quantity	Group
		⇕	Filter By Group ▾

Jun 1, 2019 - Jun 30, 2019   << Previous Year   < Previous Month   21/06/2019   Next Month >   Next Year >>

Staff Product Sales

▪ Cafe Demo   ▪ Cloudifi Retail Staff
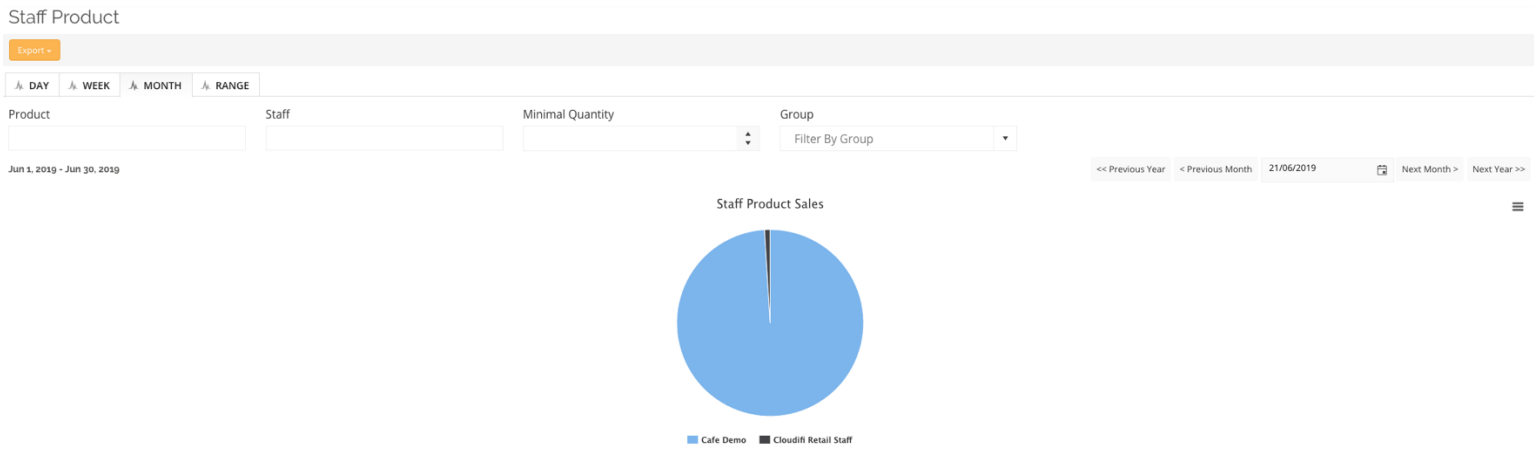
Average Sales Per Customer Per Staff: $149.48

Staff Name	Item Name	Quantity	$ Total	$ Per Customer
Cafe Demo		**12**	**$2,074.00**	$ 296.29
	Grilled Salmon	1	$ 12.00	
	Grilled Salmon	2	$ 24.00	
	Pumpkin Salad	1	$ 24.00	
	Sausage Rolls	1	$ 4.00	
	Salmon Sandwich	1	$ 1,850.00	
	Kids Toastie	1	$ 10.00	
	Lonely Planet Beer Book	5	$ 150.00	
Cloudifi Retail Staff		**3**	**$20.00**	$ 6.67

Deleted Invoice

It is good practice to regularly review your Deleted Invoice report (**Reports > Sales> Deleted Invoice**) as it will show how frequently invoices are deleted and also which staff member has performed the action. This may be an indictor that additional training is required or if worse case scenario, that fraud is occurring.

The report can be filtered by date, "deleted reason" and user.

Under the payment column, if it states "none" that means the order was deleted prior to payment being taken. If cash or credit card was processed this will be noted – and should be investigated further.

You can expand the transaction by clicking on the arrow on the left hand side of the row.

It is possible to turn off the ability for staff to deleted invoices. This can be done in Settings.

Deleted Invoices

Reload | Export

Min Price		Max Price		Created From		To		Filter By		Search By User	
	▲▼		▲▼	19/06/2019 12:00 AM		22/06/2019 12:00 AM		Custom	▾	Select A User	▾

Customer		Display		Deleted Reason		Group	
	▾	Show All	▾		▾	Filter By Group	▾

Wrong order
Customer Change of Mind
Wastage

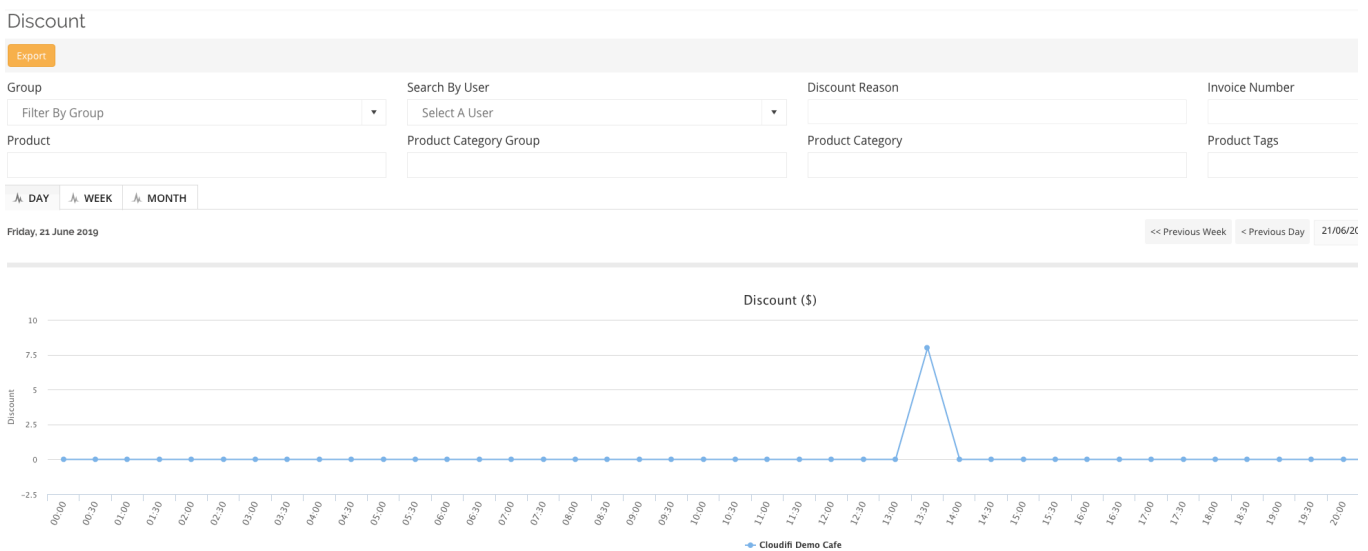| #	Customer	Created By	Created On	Store		Tax	Price	Payment	Is Print	
▸		Cafe Demo	20/06/2019 1:28 PM	Cloudifi Demo Cafe		$0.00	$0.00	None	No	✎
▸ 0002201906205		Cafe Demo	20/06/2019 1:48 PM	Cloudifi Demo Cafe		$2.18	$24.00	Cash	No	✎
▸		Cafe Demo	20/06/2019 2:13 PM	Cloudifi Demo Cafe		$2.18	$24.00	None	No	✎
Total: 3						Total: 4.36	Total: 48.00			

Discount Report

The Discount Report (**Reports > Sales > Discount**) will show who, when and what products have been discounted.

You can filter by user, product and discount reason.

If you would like predefined discount reason codes, then you can populate these in **POS Settings > Discount Reasons > Add New Reason.** Setting discount reasons will make reporting easier as explanations will be consistent, and you will also be able to assess which discount offers are most effective (e.g. student discount offer).

By clicking on the blue time, it will open the transaction which has the discount applied. Click onto the invoice number if you want further information.

Discount

Export

Group	Search By User	Discount Reason	Invoice Number
Filter By Group ▼	Select A User ▼		
Product	Product Category Group	Product Category	Product Tags

DAY | WEEK | MONTH

Friday, 21 June 2019   << Previous Week | < Previous Day | 21/06/20

Discount ($)

◆ Cloudifi Demo Cafe

Sales By Time

Time	Amount	Amount(Excl. GST)	GST	Discount
🏷 00:00	$0.00	$0.00	$0.00	$0.00
🏷 00:30	$0.00	$0.00	$0.00	$0.00
🏷 01:00	$0.00	$0.00	$0.00	$0.00
🏷 01:30	$0.00	$0.00	$0.00	$0.00
🏷 02:00	$0.00	$0.00	$0.00	$0.00
🏷 02:30	$0.00	$0.00	$0.00	$0.00
🏷 03:00	$0.00	$0.00	$0.00	$0.00
🏷 03:30	$0.00	$0.00	$0.00	$0.00
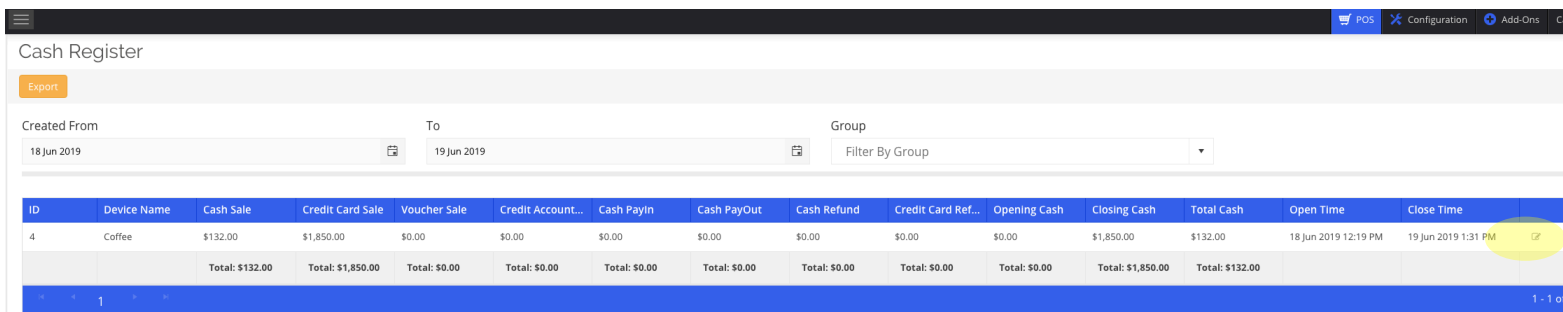
📎 Invoice View

Invoice Number	Invoice Time	Operator	Company	Customer	Amount	Invoice Discount
0002201906211	21/06/2019 1:34 PM	Cafe Demo	Cloudifi Demo Cafe		$4.00	$8.00

Description	Quantity	Unit Price	Sub Total	Discount	Discount Reason
Grilled Salmon	1	$12.00	$12.00	$0.00	

Payment Method : Cash

Source : Cloudifi Demo Cafe

Guest Count : 0

Surcharge : $0.00

Discount : $8.00

Discount Reason: Student Discount Card

Tips : $0.00

| **Total** | 1 | | **$4.00** | | |

2) Register Reports

Cash Register

To generate a summary of your close of day transactions (per register) go to **Reports > Register > Cash Register**. Use the date filter to find the register closure report required.

When you click on the edit button at right hand side of row it opens up the Cash Register Summary report. This is useful when wanting to confirm details when reconciling against the sales invoice created in Xero.

Please encourage staff that if they have a cash variance when they close the register that they include a meaningful note as to reason why. This will assist with posting of any required adjustments in Xero.

Cash Register Summary

Back

SALES SUMMARY

Payments	**$1,982.00**
Cash Payments	$132.00
Credit Card Payment	$1,850.00
Other Payments	$0.00
Voucher Payments	$0.00
Credit Account Transactions	$0.00
Deposit	$0.00
Gift Card	$0.00
Refunds	**-$0.00**
Cash Refunds	-$0.00
Credit Card Refunds	-$0.00
Total Sales	**$1,982.00**
Total Sales Excl. Tax	$1,801.82
Total Tax	$180.18
Total Discounts	**-$0.00**
Integrated EFTPOS Tips	**$0.00**
Total Sales Excl. Credit Account	**$1,982.00**

CASH BALANCE

Opening Cash	**$0.00**
Total Cash Flow	**$132.00**
Cash Payments	$132.00
Cash Refunds	-$0.00
Cash Pay In	$0.00
Cash Pay out	-$0.00
Credit Account Top Up Cash	$0.00
Total Cash	**$132.00**
Closing Cash	**$1,850.00**
Cash Variance	**$1,718.00**
Closing Cash Mismatch Reason	**Whoops**

CREDIT ACCOUNT

Top Up	**$0.00**
Cash	$0.00
Credit Card	$0.00
Others	$0.00
Credit Account Transactions	$0.00

COMPANY EXPENSE

Credit Account Expense	**$0.00**

LOG

Register Opened	**18/06/2019 2:19 PM**
Register Closed	**19/06/2019 3:31 PM**

Cash Pay In/Out

If money is put in to the register (e.g. to top up float) or taken out (e.g. to pay cash expense for window cleaner) then this is recorded on the POS (*from POS go to drop down menu > POS Register and scroll to bottom for "cash pay in" and "cash pay out". User is prompted to put note as to reason*).

The amounts and reasons can be seen at **Reports > Register > Cash Pay In/Out.**

When the daily sales export is posted to Xero these transactions will be assigned to the default cash in/out account. You may wish to edit the draft sales invoice in Xero to a more appropriate account (eg post window cleaning cash payment to "cleaning" account).

Cash Pay In/Out

Export

Created From	To
19 Jun 2019	19 Jun 2019

Company Name	Created On	Created By	Description	Amount
Cloudifi Demo Cafe	19 Jun 2019 1:52 PM	Cafe Demo	Take out money for window cleaner	-$5.00
Cloudifi Demo Cafe	19 Jun 2019 1:51 PM	Cafe Demo	Top up float	$50.00
				Total: $45.00

Tender Report

This report provides a useful breakdown of tender types per day, week or month.

It can be used in conjunction with reconciliation of your cash/credit card clearing accounts in Xero to confirm amounts received, particularly in regard to cash if you do bulk cash deposits.

Tender Report

DAY   WEEK   MONTH

Wednesday, 19 June 2019   << Previous Week   < Previous Day   19/06/201   Next Day >   Next Week >>

Tender Types Breakdown

Tender Type	Amount	% Of Total
Credit Card (Cloudifi Demo Cafe)	$1850.00	93.91%
Cash (Cloudifi Demo Cafe)	$120.00	6.09%
Total	**$1970.00**	**100.00%**

■ Credit Card (Cloudifi Demo Cafe)   ■ Cash (Cloudifi Demo Cafe)