

Reports

To get progress of store/shop, reports are very usefull. You can access reports sections using **Reports** menu. Following Reports are available:

- Payments
 - Stock Alerts
 - Sales Summary
 - Stock Summary
 - Rate List
 - Products Sales Summary
 - Users Reports
 - Expense Reports
 - Profit & Loss
-

Payments

You can get all payments reports here according to user or dates. Can **Print** reports or export to **Pdf** and **Excel** formats.

[image.png](#)

Stock Alert

You can get which product is out of stock from here. you can filter product from which stock alert exceed. Can **Print** reports or export to **Pdf** and **Excel** formats.

[image.png](#)

Sales Summary

A sales summary provides a concise overview of total sales performance over a specific period based on the Staff Member. Can **Print** reports or export to **Pdf** and **Excel** formats.

[image.png](#)

Stock Summary

A stock summary gives a quick overview of current inventory levels, including quantities and values of available items. Can **Print** reports or export to **Pdf** and **Excel** formats.

[image.png](#)

Rate List

A rate list displays the prices of products or services offered by a business. Can **Print** reports or export to **Pdf** and **Excel** formats.

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Product Sales Summary

A product sales summary shows the total sales performance of individual products over a specific period. Can **Print** reports or export to **Pdf** and **Excel** formats.

[image.png](#)

Users

You can get users full reports from here so that it you can easily identify their contribution in your store. Following reports are available under this section:

- Purchase, sales, purchase return, sales returns
- Due Amount, Paid Amount
- Order Payments

Can **Print** reports or export to **Pdf** and **Excel** formats.

[image.png](#)

Expense Reports

An expense report summarizes and tracks business-related expenditures over a specific period. Can **Print** reports or export to **Pdf** and **Excel** formats.

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Profit & Loss

A profit and loss report summarizes a business's revenues, costs, and expenses to show net profit or loss over a specific period. Can **Print** reports or export to **Pdf** and **Excel** formats.

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