

Time:
5 Minutes +

Tools:
No Tools Required

Difficulty:
Easy



Step 1

Generating Reports

Smart 360 POS™

This feature provides the business the option to view sales reports based on a specified date and time range. In order to print the reports, you will need to print within the Smart 360 POS Program, not within Smart 360 POS backoffice

1. Open your web browser. Go to <http://backoffice.smart360pos.com>
2. Enter the email and password provided, followed by clicking the Login button

Email :

Password :

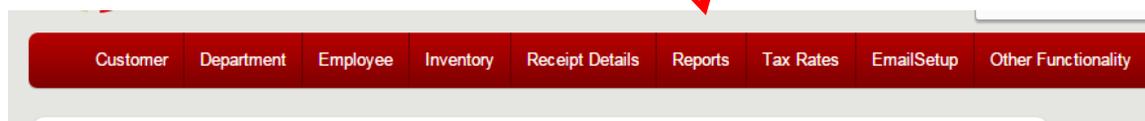
English ▾

Remember UserName

[Forgot Password](#) [Click Here to Register](#)

Log In

3. Select **Reports** from the main screen option



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QUICK REFERENCE GUIDE

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There are four different report options:

- **Detailed Daily Report – Sales Total** - Displays Gross Sales, Tax Collected (by tax group, and Net Sales for the specified time /date selected
- **Detailed Daily Report – Department Details** - Displays by department sales by inventory item and total quantity for the specified time /date selected
- **Report by Payment Type** – Displays the sales transaction by method of payment for the specified time /date selected
- **Summarized Z Out Report** - Displays all three reports above for the specified time and date selected

A) Detailed Detail Report – Sales Total

1. Select Detailed Daily Report Sales Total

Reports

Select report type:

Detailed Daily Report : Sales Total

Detailed Daily Report : DepartmentDetails

Report By Payment Type

Summarized Z-out Report

2. Use the Calendar and Date/Time selector options to select the specific day(s) to be viewed

Detailed Daily Report - Sales Total

(All stations, all payment type)

Select Start Date: 

Select Start Time:

Select End Date: 

Select End Time:

View Report

Cancel

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3. Press View Report to view the information

Sales	Total
Total Undiscounted Sales	3032.70
Whole Invoice Discounts	0.00
Net Sales	3032.70
Net Tax1	149.67
Net Tax2	0.73
Net Tax3	0.00
Grand Total Sales	3183.10
Net Taxed Sales	2992.5900
Net Non Taxed Sales	40.1100

B) Detailed Detail Report – Department Details

1. Select Detailed Daily Report - Department Total

Reports

Select report type:

Detailed Daily Report : Sales Total

Detailed Daily Report : DepartmentDetails

Report By Payment Type

Summarized Z-out Report

2. Use the Calendar and Date/Time selector options to select the specific day(s) to be viewed

Detailed Daily Report - Department Details

Select Start Date: 

Select Start Time:

Select End Date: 

Select End Time:

November	December	January				
Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

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3. Press View Report to view the information

Dept Name	cookies
14@14.00 pen	14.0000
14@14.00 pen	14.0000
806966628416@1.85 chips ahoy	1.8500
787622840948@2.00 ores	2.0000
Total Dept Sales	37.4
Total Qty In Dept	7
Dept Id	5
Dept Name	seafood
665521514884@10.00 salmon	20.0000
544944411586@11.00 tuna	22.0000
Total Dept Sales	42
Total Qty In Dept	4
Dept Id	6
Dept Name	pet care
559926948382@15.00 wholefood	15.0000
559926948382@15.00 wholefood	15.0000
Total Dept Sales	30
Total Qty In Dept	2

C) Report by Payment Type

1. Select Report by Payment Type

Reports

Select report type:

Detailed Daily Report : Sales Total

Detailed Daily Report : DepartmentDetails

Report By Payment Type

Summarized Z-out Report

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2. Use the Calendar and Date/Time selector options to select the specific day(s) to be viewed

Report By Payment Type

Select Start Date:



Select Start Time:

02:31:35 PM

Select End Date:



Select End Time:

02:31:35 PM

View Report

Cancel

3. Press View Report to view the information

Payment Type	Total
Cash	2522.86
Credit	16.22
Debit	468.32

D) Summarized Z-out Report

1. Select Summarized Z-Out Report

Reports

Select report type:

Detailed Daily Report : Sales Total

Detailed Daily Report : DepartmentDetails

Report By Payment Type

Summarized Z-out Report

Step 1

Selecting Report

Time:
5 Minutes +



Tools:
No Tools Required



Difficulty:
Easy



2. Use the Calendar and Date/Time selector options to select the specific day(s) to be viewed

Summarized Z-out Report

Select Start Date: 

Select Start Time:

Select End Date: 

Select End Time:

3. Press View Report to view the information

Dept Id	5
Dept Name	seafood
665521514884@10.00 salmon	20.0000
544944411586@11.00 tuna	22.0000
Total Dept Sales	42
Total Qty In Dept	4
Dept Id	6
Dept Name	pet care
559926948382@15.00 wholefood	15.0000

Congratulations! You have successfully generated sales reports . For more information, please refer to other Quick Reference Guides or for other details refer to: www.royalsovereign.ca