RekordPOS | Quick guide

# See what you sold today, and where the money went.

The sales report lists every sale. The day book lists money in and money out.

At the end of the day you want two answers: how much did we sell, and how much money came in and went out. The Sales report answers the first. The Day Book answers the second. Both can be set to any period and downloaded.

## IN THIS GUIDE

1. **Open the Sales report**
   Reports, Sale
2. **Pick the day**
   Today or Yesterday
3. **Open the Day Book**
   Finance and Accounts, Day Book
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   CSV, Excel, PDF or print

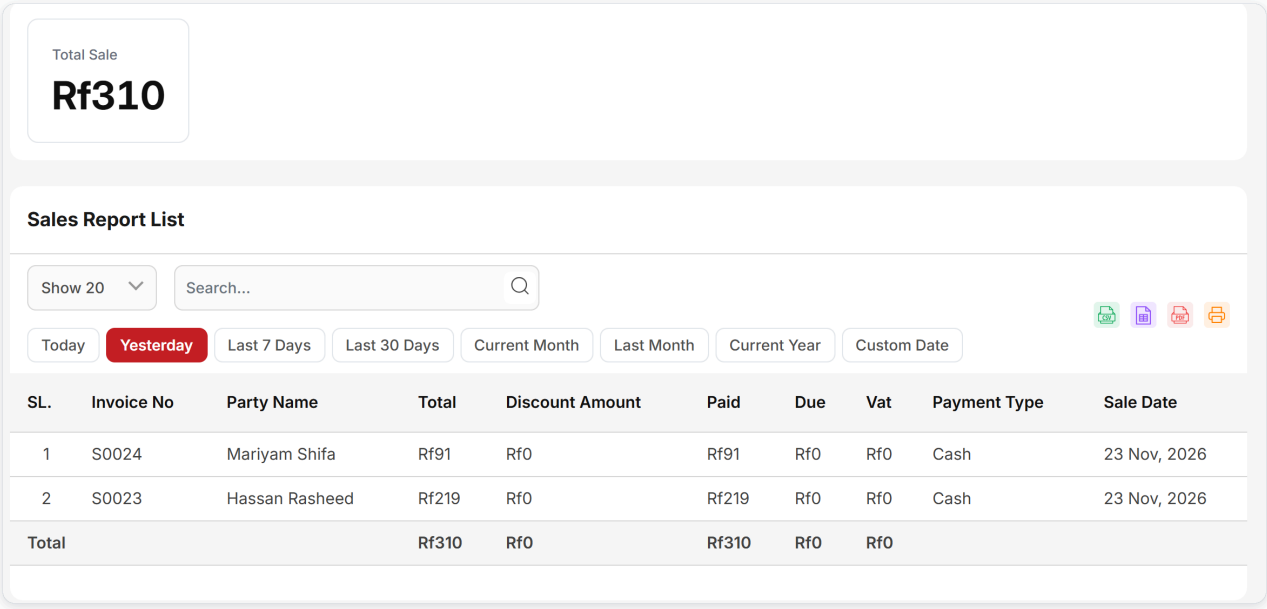
**WHERE**
Reports, Sale and Finance, Day Book

**TIME**
A minute a day

**TIP**
Check it every evening

## 1 The daily sales report

Open **Reports**, then **Sale**. It opens on **Today**. The **Total Sale** box at the top adds up the period, and the list shows each sale with its invoice number, customer, total, discount, **Paid**, **Due**, tax, **Payment Type** and date.




| SL. | Invoice No | Party Name | Total | Discount Amount | Paid | Due | Vat | Payment Type | Sale Date |
|---|---|---|---|---|---|---|---|---|---|
| 1 | S0024 | Mariyam Shifa | Rf91 | Rf0 | Rf91 | Rf0 | Rf0 | Cash | 23 Nov, 2026 |
| 2 | S0023 | Hassan Rasheed | Rf219 | Rf0 | Rf219 | Rf0 | Rf0 | Cash | 23 Nov, 2026 |
| **Total** | | | **Rf310** | **Rf0** | **Rf310** | **Rf0** | **Rf0** | | |

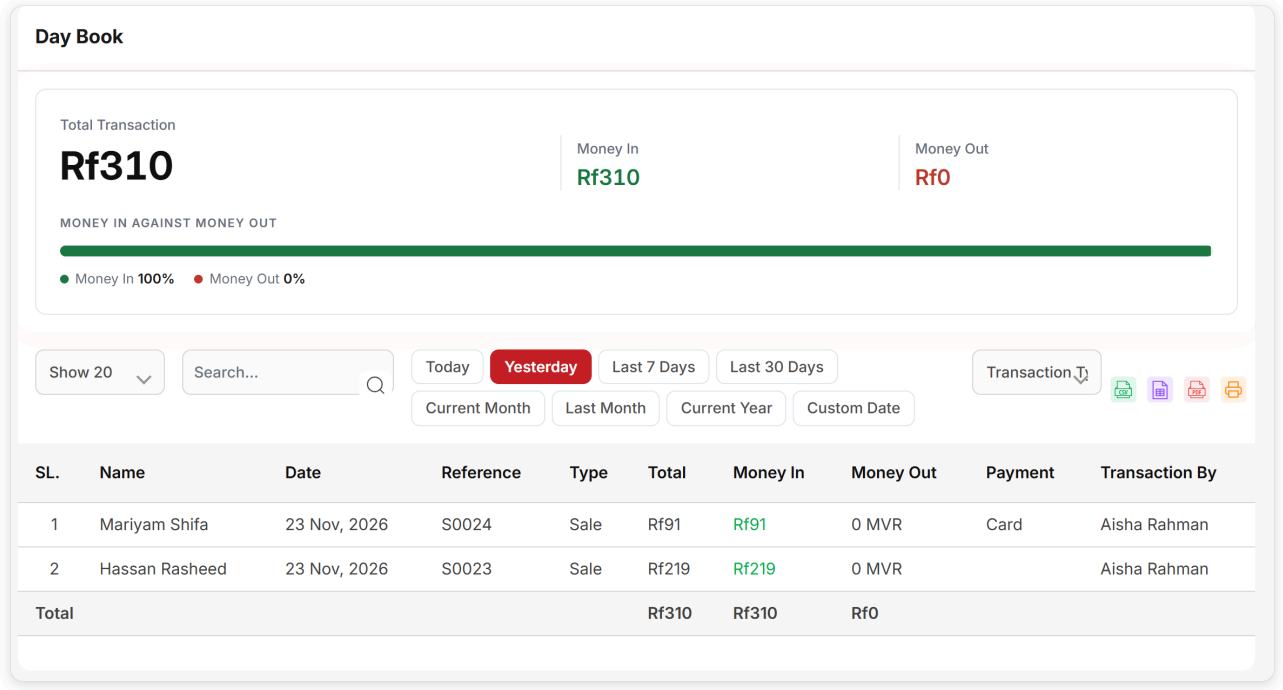
The Sales report for yesterday. The total is at the top.

## 2 Pick the period

Above the list are the buttons **Today**, **Yesterday**, **Last 7 Days**, **Last 30 Days**, **Current Month**, **Last Month**, **Current Year** and **Custom Date**. Press one and the list and the total change together. The row at the bottom of the list adds up each column.

## 3 The Day Book

Open **Finance and Accounts**, then **Day Book**. It shows every movement of money. The top card gives the **Total Transaction**, the **Money In** in green and the **Money Out** in red, with a bar that compares them. Below is each entry with its name, date, reference, type, amount and payment method.




| SL. | Name | Date | Reference | Type | Total | Money In | Money Out | Payment | Transaction By |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Mariyam Shifa | 23 Nov, 2026 | S0024 | Sale | Rf91 | Rf91 | 0 MVR | Card | Aisha Rahman |
| 2 | Hassan Rasheed | 23 Nov, 2026 | S0023 | Sale | Rf219 | Rf219 | 0 MVR | | Aisha Rahman |
| Total | | | | | Rf310 | Rf310 | Rf0 | | |

The Day Book for yesterday. Both sales are money in.

## 4 Filter and find

Use the same period buttons as the sales report. The **Transaction Type** box narrows the list to one kind of entry, and the search box finds a customer, invoice or amount. A purchase or an expense you paid shows as money out.

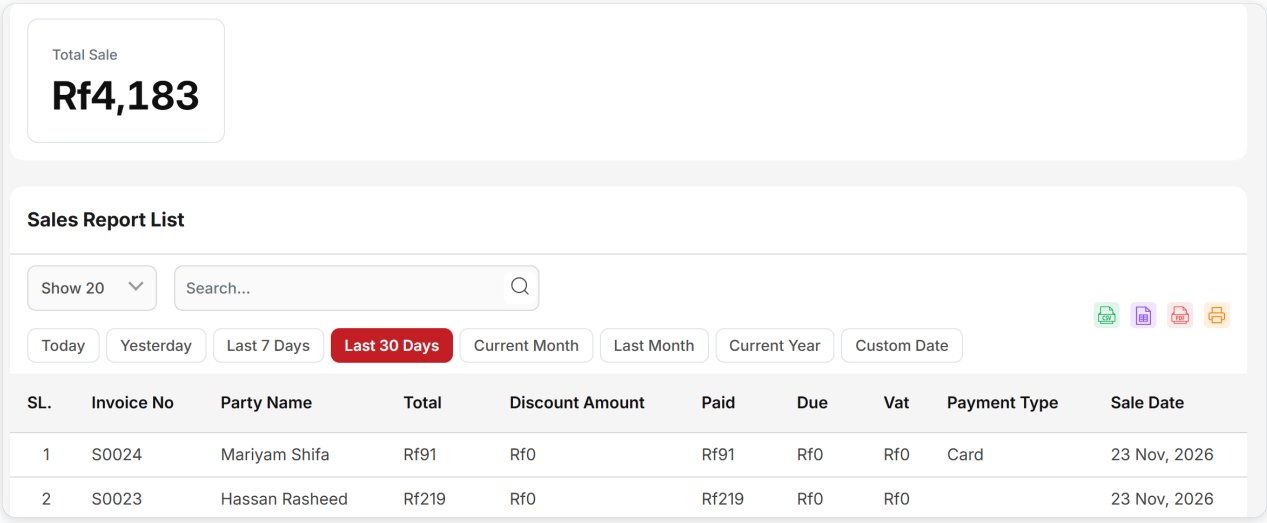
## 5 Download or print

The four small icons at the right of the buttons give the list as **CSV**, **Excel** or **PDF**, or send it to the printer. This works on both the Sales report and the Day Book, for whatever period is chosen.

> **Cash at the end of the day.** Add up the entries paid in Cash in the Day Book and compare them with what is in the drawer. The Payment column tells you which entries were cash.

## 6 A longer period

Choose **Last 30 Days** or **Current Month** to review a longer time. The list shows 20 at a time with page numbers at the bottom, and the total counts every sale in the period, not just the page you can see.




Last 30 Days. Several pages, with the grand total at the top.

## 7 Good habits

### Check it every evening

A minute with the report finds a missed sale while you still remember it.

### Compare sales with the day book

Sales paid in full should appear as money in. A difference means a payment was not recorded.

### Use Yesterday each morning

It is the quickest way to see how the last day went before the shop opens.

### Save a PDF each month

Download the month as a PDF and keep it with your records.