



Welcome to the DISH POS dashboard. In this tutorial, we show you how to generate and export turnover reports.

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**Dashboard** 🔴 Display amounts including VAT

**Turnover data today**

Turnover <b>€ 0.00</b>	Transactions <b>0</b>	Average spending <b>€ 0.00</b>	Open orders <b>€ 213.75</b> Amount <b>8</b> Last updated: Today at 06:48
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**Turnover details**

— This week — Previous week

Metric	This Week	Last Week	Total Last Week
SALES UNTIL TODAY	<b>€ 98.05</b>	<b>€ 0.00</b>	<b>€ 0.00</b>
AVERAGE UNTIL TODAY	<b>€ 14.01</b>	<b>€ 0.00</b>	<b>€ 0.00</b>
TRANSACTIONS UNTIL TODAY	<b>7</b>	<b>0</b>	<b>0</b>



First, click on **Finances**.

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Dashboard 🔴 Display amounts including VAT

Turnover data today

Turnover <b>€ 0.00</b>	Transactions <b>0</b>	Average spending <b>€ 0.00</b>	Open orders <b>€ 213.75</b> Amount <b>8</b> Last updated: Today at 06:48
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Turnover details

— This week — Previous week

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AVERAGE UNTIL TODAY	<b>€ 14.01</b>	<b>€ 0.00</b>	<b>€ 0.00</b>
TRANSACTIONS UNTIL TODAY	<b>7</b>	<b>0</b>	<b>0</b>



Then got to **Turnover report**.

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### Dashboard

Display amounts including VAT

Turnover data today

Turnover

**€ 0.00**

Transactions

**0**

Average spending

**€ 0.00**

Open orders

**€ 213.75**

Amount

**8**

Last updated:  
Today at 06:48

Turnover details

— This week — Previous week

Metric	This Week	Last Week	Total Last Week
SALES UNTIL TODAY	<b>€ 98.05</b>	<b>€ 0.00</b>	<b>€ 0.00</b>
AVERAGE UNTIL TODAY	<b>€ 14.01</b>	<b>€ 0.00</b>	<b>€ 0.00</b>
TRANSACTIONS UNTIL TODAY	<b>7</b>	<b>0</b>	<b>0</b>



You are now in the sales data report menu. Now select what kind of report you want to generate. To do so, click on the **drop-down menu** next to Turnover report.

**Sales data report** Product ▾

**Date and time**  
From - To: 23/03/2023 - 23/03/2023

**Turnover group**  
 Low VAT  
 Hight VAT  
 Giftcards

**I want a report of:**  
 Today  
 Yesterday  
 This week  
 This month  
 Custom

**Hours range (start hour - end hour)**  
6 :00 - 6 :00

This overview is not suitable for your VAT statement, amounts may have been rounded. [Download](#) [Generate](#)

Naam	ID	Total	Excl. discount Incl.VAT	Incl.Discount Excl. VAT	Incl.Discount Incl.VAT
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Then select one of the options.

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### Sales data report

Product

Date and time

From - To  
23/03/2023 - 23/03/2023

I want a report of:

Today  
 Yesterday  
 This week  
 This month  
 Custom

Hours range (start hour - end hour)  
6:00 - 6:00

Turnover group

Low VAT  
 Hight VAT  
 Giftcards

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[Download](#) [Generate](#)

Naam	ID	Total	Excl. discount Incl.VAT	Incl.Discount Excl. VAT	Incl.Discount Incl.VAT
------	----	-------	----------------------------	----------------------------	---------------------------



Afterward, specify your report period by completing the corresponding **fields**.

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## Sales data report Turnover group

**Date and time**

From - To  
23/03/2023 - 23/03/2023

I want a report of:

Today  
 Yesterday  
 This week  
 This month  
 Custom

Hours range (start hour - end hour)  
6:00 - 6:00

**Turnover group**

Low VAT  
 Hight VAT  
 Giftcards

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Naam	ID	Total	Excl. discount Incl.VAT	Incl.Discount Excl. VAT	Incl.Discount Incl.VAT



Then select which turnover groups you want to include in your report by setting the respective **checkboxmarks**.

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### Sales data report

**Date and time**

From - To  
23/03/2023 - 23/03/2023

I want a report of:

Today  
 Yesterday  
 This week  
 This month  
 Custom

Hours range (start hour - end hour)  
6:00 - 6:00

**Turnover group**

Low VAT  
 Hight VAT  
 Giftcards

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Naam	ID	Total	Excl. discount Incl.VAT	Incl.Discount Excl. VAT	Incl.Discount Incl.VAT



You can also select from the sub-categories of the turnover groups. Simply expand the main categories with the **down-facing arrow**.

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## Sales data report Turnover group

**Date and time**

From - To  
23/03/2023 - 23/03/2023

**I want a report of:**

Today  
 Yesterday  
 This week  
 This month  
 Custom

**Hours range (start hour - end hour)**  
 6:00 - 6:00

**Turnover group**

Low VAT  
 Hight VAT  
 Giftcards

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Download Generate

Naam	ID	Total	Excl. discount Incl.VAT	Incl.Discount Excl. VAT	Incl.Discount Incl.VAT



Once you set your parameters, click on **Generate**.

**Note: The report will only be updated by clicking on Generate.**

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### Sales data report Turnover group

**Date and time**

From - To  
23/03/2023 - 23/03/2023

I want a report of:

Today  
 Yesterday  
 This week  
 This month  
 Custom

Hours range (start hour - end hour)  
6:00 - 6:00

**Turnover group**

Low VAT  
 Food  
 Drinks Low VAT  
 Hight VAT  
 Giftcards

Download Generate

Naam	ID	Total	Excl. discount Incl.VAT	Incl.Discount Excl. VAT	Incl.Discount Incl.VAT

To then export the generated report, click on **Download**.

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### Sales data report

Turnover group

**Date and time**

From - To  
01/03/2023 - 31/03/2023

I want a report of:

Today  
 Yesterday  
 This week  
 This month  
 Custom

Hours range (start hour - end hour)  
6:00 - 6:00

**Turnover group**

Low VAT  
 Food  
 Drinks Low VAT  
 Hight VAT  
 Giftcards

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Download Generate

Naam	ID	Total	Excl. discount Incl.VAT	Incl.Discount Excl. VAT	Incl.Discount Incl.VAT
Drinks Low VAT	#3	12	€ 39.80	€ 31.93	€ 34.80
Food	#2	7	€ 79.50	€ 72.93	€ 79.50
<b>Low VAT</b>	<b>#1</b>	<b>19</b>	<b>€ 119.30</b>	<b>€ 104.86</b>	<b>€ 114.30</b>
<b>Total</b>		<b>19</b>	<b>€ 119.30</b>	<b>€ 104.86</b>	<b>€ 114.30</b>



To download the report as a PDF file, click on **.PDF**.

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01/03/2023 - 31/03/2023

I want a report of:

Today

Yesterday

This week

This month

Custom

Hours range (start hour - end hour)  
6:00 - 6:00

**Turnover group**

Low VAT

Food

Drinks Low VAT

Hight VAT

Giftcards

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Download Generate

Naam	ID	Total	Excl. discount Incl.VAT	Incl.Discount Excl. VAT	
Drinks Low VAT	#3	12	€ 39.80	€ 31.93	
Food	#2	7	€ 79.50	€ 72.93	€ 79.50
<b>Low VAT</b>	<b>#1</b>	<b>19</b>	<b>€ 119.30</b>	<b>€ 104.86</b>	<b>€ 114.30</b>
<b>Total</b>		<b>19</b>	<b>€ 119.30</b>	<b>€ 104.86</b>	<b>€ 114.30</b>

.PDF  
 .CSV  
 .XLS

To download the report as a CSV file, click on **.CSV**.

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### Sales data report

Turnover group

**Date and time**

From - To  
01/03/2023 - 31/03/2023

I want a report of:

Today  
 Yesterday  
 This week  
 This month  
 Custom

Hours range (start hour - end hour)  
6:00 - 6:00

**Turnover group**

Low VAT  
 Food  
 Drinks Low VAT  
 Hight VAT  
 Giftcards

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Download Generate

Naam	ID	Total	Excl. discount Incl.VAT	Incl.Discount Excl. VAT	
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To download the report as a XLS file, click on **.XLS**.

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Yesterday

This week

This month

Custom

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Low VAT

Food

Drinks Low VAT

Hight VAT

Giftcards

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<b>Total</b>		<b>19</b>	<b>€ 119.30</b>	<b>€ 104.86</b>	<b>€ 114.30</b>



That's it. You completed the tutorial and now know how to generate and export turnover reports.

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This month

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Drinks Low VAT

Hight VAT

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<b>Total</b>		<b>19</b>	<b>€ 119.30</b>	<b>€ 104.86</b>	<b>€ 114.30</b>



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