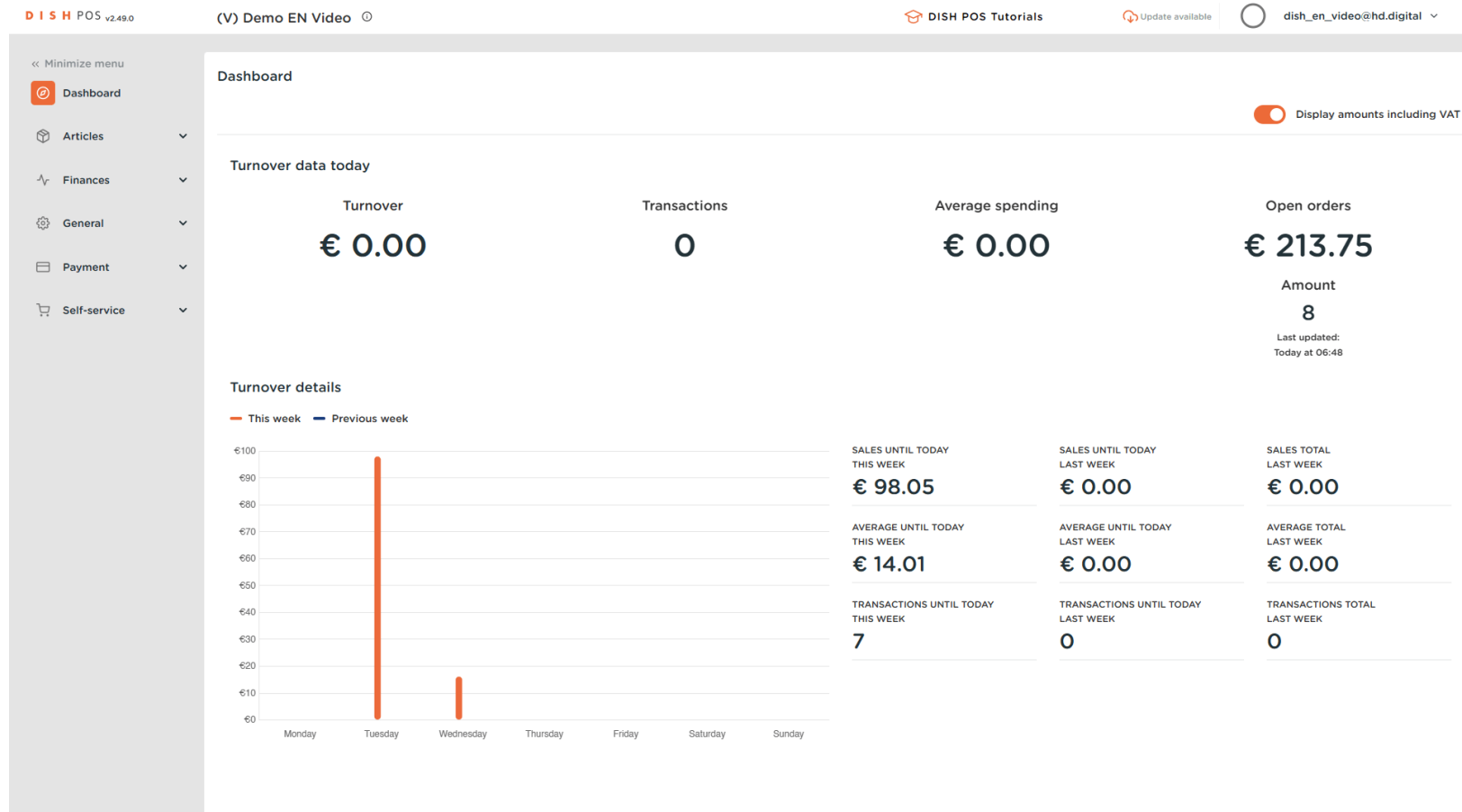


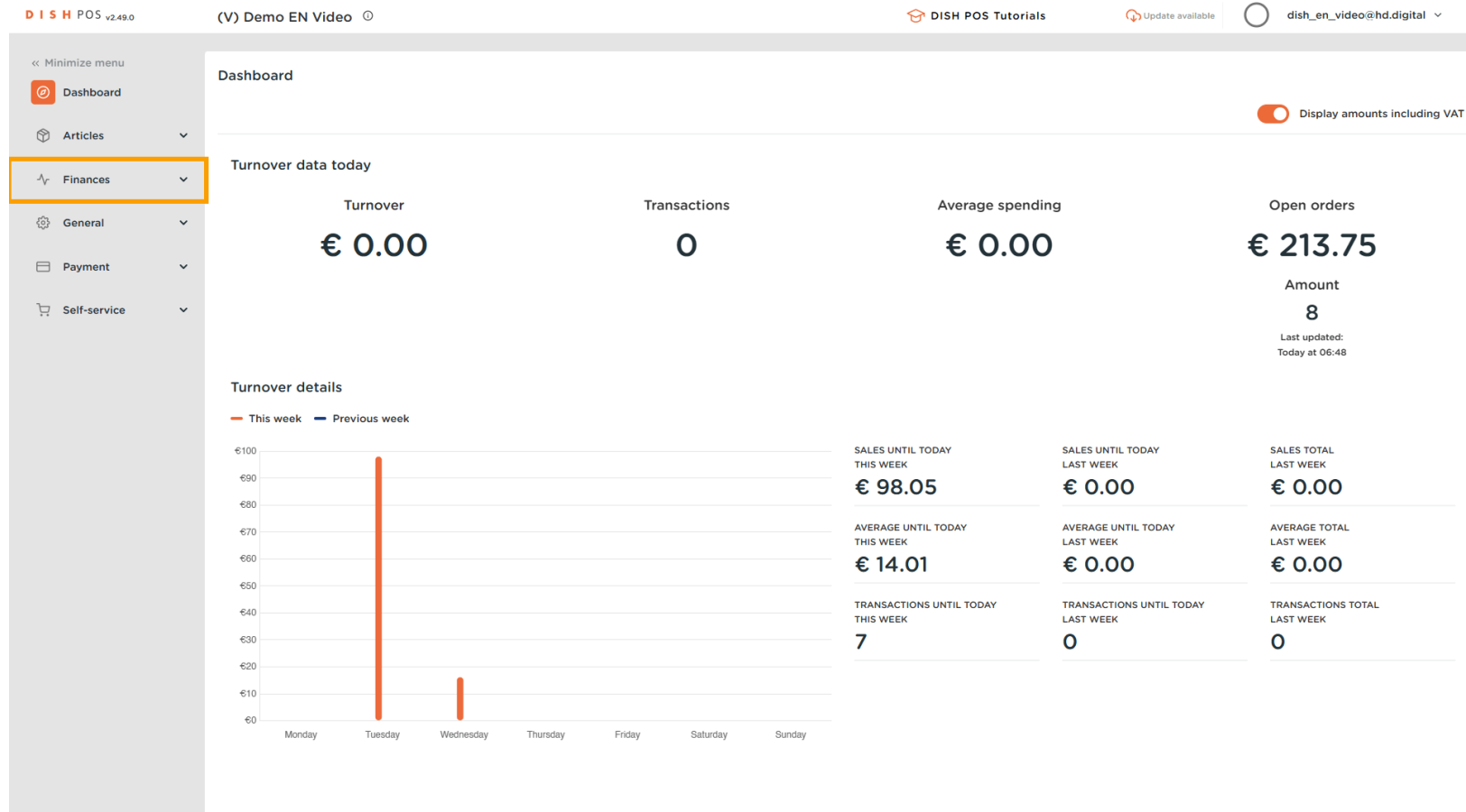


Welcome to the DISH POS dashboard. In this tutorial, we show you how to generate and export turnover reports.



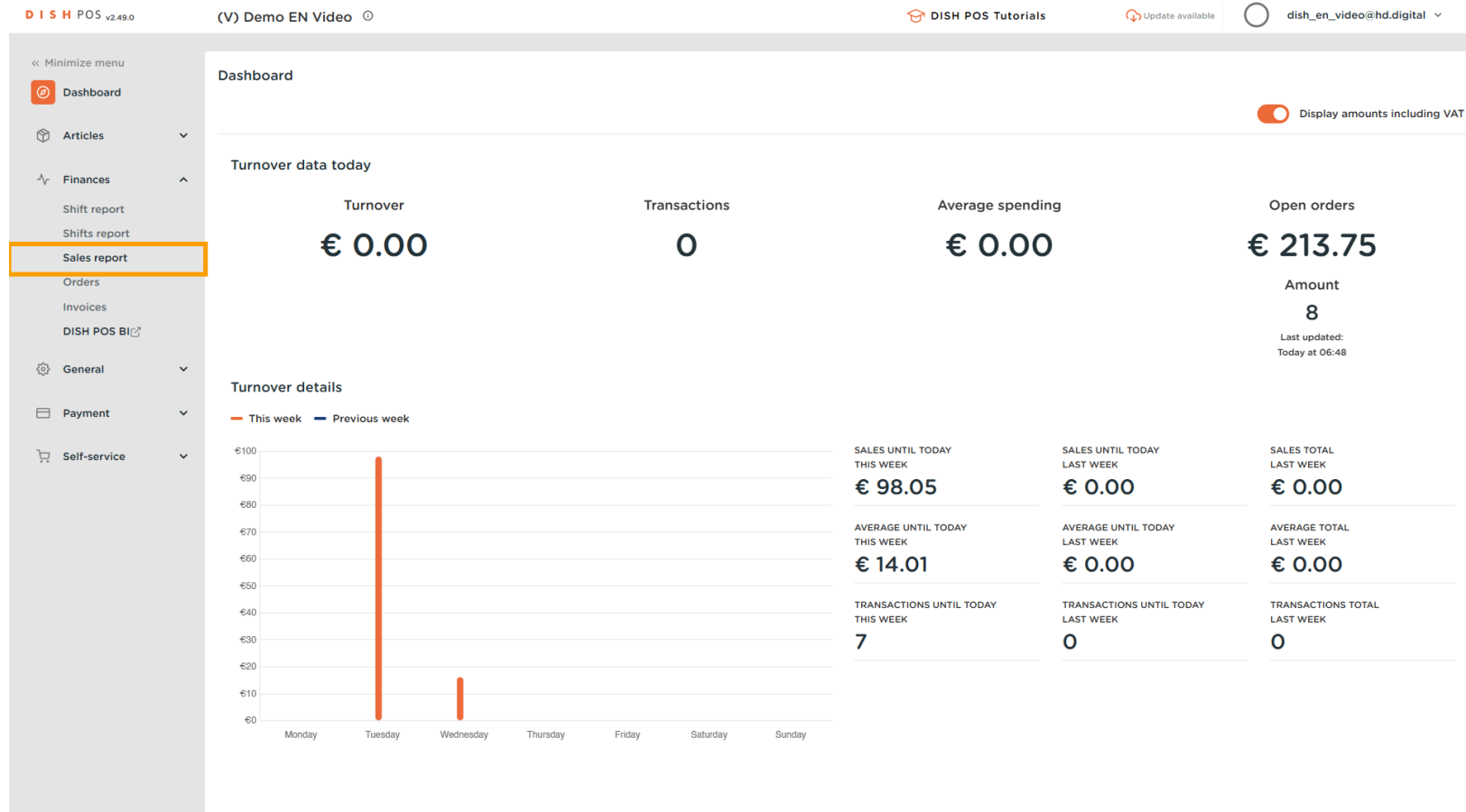


First, click on **Finances**.





Then got to **Turnover report**.





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.

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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
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Then select one of the options.

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Product

Product

Turnover group

Product group

Price level

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I want a report of:

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Hours range (start hour - end hour)

6 :00 - 6 :00

Turnover group

☐ Low VAT

☐ High VAT

☐ Giftcards

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------	----	-------	----------------------------	----------------------------	---------------------------



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

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Date and time

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I want a report of:

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------	----	-------	----------------------------	----------------------------	---------------------------



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

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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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☒ Low VAT

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------	----	-------	----------------------------	----------------------------	---------------------------



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

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

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☐ This week

☐ This month

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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
------	----	-------	----------------------------	----------------------------	---------------------------



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

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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

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
Drinks Low VAT	#3	12	€ 39.80	€ 31.93	€ 34.80
Food	#2	7	€ 79.50	€ 72.93	€ 79.50
Low VAT	#1	19	€ 119.30	€ 104.86	€ 114.30
Total		19	€ 119.30	€ 104.86	€ 114.30



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

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Turnover group

Date and time

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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

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Naam	ID	Total	Excl. discount Incl.VAT	Incl.Discout Excl. VAT	
Drinks Low VAT	#3	12	€ 39.80	€ 31.93	
Food	#2	7	€ 79.50	€ 72.93	€ 79.50
Low VAT	#1	19	€ 119.30	€ 104.86	€ 114.30
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Hours range (start hour - end hour)

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☒ Low VAT
☒ Food
☒ Drinks Low VAT
☐ Hight VAT
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Naam	ID	Total	Excl. discount Incl.VAT	Incl.Discount Excl. VAT	
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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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.PDF
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That's it. You completed the tutorial and now know how to generate and export turnover reports.

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