Reporting Guide: Sales, Tax, Inventory, and Operations

Reporting | Owners, managers, and accounting staff

Choose a report, apply the right filters, account for the selected tax basis, and export the result with its context intact.

What This Guide Helps You Do

- Choose the correct report family quickly.
- Identify the filters and settings that change a report's meaning.
- Export or share the result without retyping numbers somewhere else.

PICK THE REPORT BASED ON THE QUESTION YOU NEED ANSWERED

Sales Summary answers revenue questions. Payment Summary answers tender questions. Product Sales and Inventory answer movement questions. Customer Sales, statements, and aging answer collections questions. Tax Summary answers filing questions. Open PO, A/P, and vendor-spend views answer purchasing questions.

SET FILTERS BEFORE YOU TRUST THE NUMBERS

Always confirm date range, customer, supplier, order status, and any report-specific filters before reading totals. A correct report on the wrong slice of data still leads you to the wrong decision.

- Match the date range to the decision you are making.
- When comparing periods, keep the filters equivalent so you do not compare a full week to a partial week by accident.
- If a report looks wrong, check refunds, write-offs, open balances, and order-status handling before assuming the math is broken.

USE SALES AND PAYMENT REPORTS TOGETHER EVERY DAY

Sales Summary tells you what sold. Payment Summary tells you how the money came in. You usually need both.

- Use Sales Summary for daily gross sales, discounts, average ticket, and overall production.
- Use Payment Summary when you need card, cash, check, account, split-payment, or processor mix detail.
- Use Product Sales when you want to know which items moved, which categories carried the day, and what should be reordered.

READ CUSTOMER, A/R, AND CONTRACTOR REPORTS AS FOLLOW-UP LISTS

Customer Sales, statements, debt reports, and A/R aging are not passive history. They are work queues for collections and account follow-up.

- Use Customer Sales when a contractor wants to know what they bought in a period.
- Use statements and debt reports when the office needs a customer-facing balance summary.
- Use A/R aging to decide who needs a call, reminder email, or payment link today.

REVIEW THE SETTINGS THAT CHANGE TAX REPORTING

Tax Summary only makes sense if you know the store tax setup. Product taxability, customer exemption or resale status, stacked jurisdiction rates, delivery destination, and the store tax reporting basis all affect what you see.

1. **Confirm the business tax basis first**
   If Settings is on accrual, tax reports recognize tax when the sale is made. If Settings is on cash, tax reports recognize tax as payments are collected, including partial payments over time.
2. **Check whether the order was pickup or delivery**
   Destination tax logic and delivery-fee taxability can move totals between jurisdictions.
3. **Use the tax guide when a total looks strange**
   Do not debug tax reports in isolation. Check the customer record, product taxability, and live order behavior too.

USE INVENTORY AND PURCHASING REPORTS TO PREVENT STOCK AND PAYABLES SURPRISES

Inventory, Product Sales, open purchase orders, A/P aging, and vendor-spend reports answer whether stock is moving and whether supplier obligations are under control.

- Use inventory and product movement together so you do not reorder based on gut feel alone.
- Use open PO reporting to see what is still expected from suppliers.
- Use A/P aging and vendor-spend reports when bills are piling up or supplier terms are getting tight.

EXPORT AND SEND FROM THE REPORT THAT PRODUCED THE ANSWER

If the accountant, manager, or customer needs the output, export it from the report instead of rebuilding it in Excel by hand.

- Use CSV when someone needs to sort, filter, or combine data.
- Use PDF when you need a stable statement or filing-ready summary.
- Send statements and customer-facing account summaries from the reporting flow that created them so the filter context stays attached.

BAD REPORTS USUALLY MEAN BAD UPSTREAM WORKFLOW

Most reporting problems start earlier: wrong customer on the ticket, skipped correction flow, bad delivery address, or unrecorded payment. Clean operations make clean reports.

Keep Going

Use the FlintPOS Docs hub to search for related guides by role, category, or job to be done. Open the interactive walkthrough at /quickstart/reports.html when you want a screen-by-screen visual refresher.