Reports Guide: Accrual, Cash, Delivery Cost, and Profit

Reporting | Owners, managers, and accounting staff

Match each FlintPOS report to its accounting question, distinguish accrual from cash timing, and review how delivery costs are calculated.

What This Guide Helps You Do

- Explain why Sales Summary, Payment Summary, and processor deposits may not match.
- Choose the right report for sales, cash receipts, tax filing, inventory, receivables, payables, or delivery profitability.
- Explain how delivery revenue, truck cost, and optional driver wage cost are calculated.

START WITH THE ACCOUNTING BASIS

The first question is whether the report is measuring the sale date or the money date. FlintPOS uses accrual timing when the business question is what was sold, and cash timing when the business question is what money was collected.

- Sales Summary is accrual based. It groups reportable orders by the order date and answers what the store sold in that period.
- Product Sales and Customer Sales are accrual based. They group order lines or order totals by the order date.
- Payment Summary is cash based. It groups posted payments by the payment date and answers what money came in during that period.
- Tax Summary follows the store tax reporting setting. Accrual recognizes tax when the sale is made; cash recognizes tax as payments are collected.
- Inventory, A/R Aging, A/P Aging, Open POs, and similar operational reports are current-state or balance reports, not pure accrual or cash sales reports.

SALES SUMMARY

Use Sales Summary when the question is how much business the store wrote for a date range. It is order-date and accrual oriented, so it can differ from cash deposits and card batches.

- Reportable orders exclude quotes, tests, historical imports where excluded, and void or draft activity that should not count as sales.
- Gross sales come from order item subtotals before line discounts. Net sales reflect discounts, tax handling, and returns according to the report section.
- Taxable, resale, and exempt totals depend on product taxability, customer tax status, delivery destination, and delivery-fee taxability.
- Payment method totals on this report are tied back to the orders in the sales period. They are useful context, but Payment Summary is the better cash receipts report.
- Use this report for production, average ticket, discounts, outstanding balances, accrual bookkeeping, and daily sales review.

Why it will not match deposits
A card payment collected today for an older order belongs in today's Payment Summary, but the sale still belongs to the order date in Sales Summary.

PAYMENT SUMMARY

Use Payment Summary to see the money collected during the selected period. The report groups activity by payment date.

- Posted positive payments count as collections in the period where the payment was created.
- Refunds are negative payments and are shown separately from collections.
- On-account charges are not treated as cash receipts because they create receivables instead of collected money.
- Payment methods are grouped from the saved payment method, such as cash, check, card, ACH, account, store credit, or other.
- Use this report for cash drawer review, card/check/cash totals, and payment reconciliation.

Processor reconciliation
Processor dashboards often use authorization, batch, payout, or settlement dates and may include fees, chargebacks, delayed deposits, or processor-side refunds. Payment Summary is the FlintPOS cash receipt view, not the processor settlement statement.

TAX SUMMARY

Use Tax Summary for filing and jurisdiction review. Its timing follows the store tax reporting basis selected in Settings.

1. **Accrual tax basis**
   Tax is recognized when the taxable sale is made. Use this when the business files tax based on invoice or sale date.
2. **Cash tax basis**
   Tax is recognized as payment is collected. Partial payments can recognize only part of the tax until the order is fully paid.
3. **Tax setup still matters**
   Customer resale or exemption, product taxable flags, destination tax, stacked rates, delivery address, and delivery-fee taxability can all change the tax result.

PRODUCT SALES AND DELIVERY FEE LINES

Product Sales is accrual based and groups reportable order items by order date. It is the best report for product movement, category mix, gross profit, and delivery-fee revenue by fee label.

- Quantity uses the product base unit conversion so different sold units roll up cleanly.
- Gross revenue comes from line subtotals, discounts are tracked separately, and net sales remove line tax.
- Cost is calculated from base quantity times the saved item cost or product cost.
- Gross profit is net sales minus cost, and margin is gross profit divided by net sales.
- Delivery fees are split by their fee label, such as Zone 1 or Zone 2, instead of one generic delivery total.

DELIVERY FEE PROFITABILITY

When you open a delivery fee detail from Product Sales, FlintPOS breaks that fee label down by truck so the store can see how profitable each delivery zone or fee type was.

- Revenue is the net delivery fee charged on delivered orders in the selected date range.
- Completed deliveries count delivered delivery records attached to those orders.
- Delivery miles are the one-way delivery miles. Truck miles are normally round trip, so one-way miles are doubled for truck cost.
- Estimated gallons are truck cost miles divided by the truck's recorded average MPG.
- Fuel cost is estimated gallons times the fuel price snapshot or current fuel price basis used when the delivery was costed.
- Maintenance cost is truck cost miles times maintenance cost per mile, where maintenance cost per mile equals maintenance cost divided by maintenance interval miles.
- Truck cost is fuel cost plus maintenance cost. Driver wage cost is shown only when the store setting includes driver wages in delivery reports.
- Profit margin is delivery fee revenue minus truck cost and optional driver cost, divided by delivery fee revenue.

DELIVERIES REPORT

The Deliveries report is the truck-focused version of delivery profitability. Select a truck and date range to see completed delivery count, delivery miles, truck miles, driving time, estimated gallons, fuel cost, maintenance budget, truck cost, optional driver cost, total delivery cost, profit, and margin.

- Truck cost requires a delivery assigned to a truck and enough mileage/fuel/maintenance data to calculate the estimate.
- When a delivery is unassigned, truck cost is zero until a truck is assigned and the delivery is recalculated.
- When a delivery moves to another truck, FlintPOS recalculates the truck cost from the new truck's fuel type, MPG, fuel price, and maintenance settings.
- Driver wage snapshots are recorded when the driver is known. They are hidden from user-facing reports unless the include-driver-wages setting is enabled.
- If an order is marked delivered without a truck or driver assignment, missing truck or driver cost is treated as zero.

CUSTOMER SALES, A/R, AND STATEMENTS

Customer Sales is accrual based and groups reportable orders by customer and order date. A/R Aging and statements are balance views that help the office collect money, not sales production reports.

- Customer Sales shows order count, total spent, and outstanding balance by customer for the selected period.
- A/R Aging shows unpaid customer balances aged by terms and due timing.
- Statements summarize customer account activity and open balances for customer-facing follow-up.
- Use Sales Summary for what was sold, Payment Summary for what was collected, and A/R reports for what is still owed.

INVENTORY AND PURCHASING REPORTS

Inventory, low stock, replenishment, Open POs, A/P Aging, and Vendor Spend answer operating questions instead of accrual-versus-cash sales questions.

- Inventory reports show current stock, low-stock status, and inventory value from product or location inventory records.
- Product Sales helps explain what moved; Inventory helps explain what is on hand now.
- Open POs show purchase orders that are still open or expected.
- A/P Aging shows supplier bills or payables by age so the office can manage obligations.
- Vendor Spend shows supplier spend over the selected period and is used for purchasing review.

BEST PRACTICE FOR RECONCILING A MONTH

Use each report for its own question instead of forcing every total to match.

1. **Review Sales Summary for accrual sales**
   This is the starting point for what the store sold during the month.
2. **Review Payment Summary for cash receipts**
   This is the starting point for what the store collected during the month.
3. **Compare card collections to the processor by date type**
   Processor totals may be by authorization, batch, payout, or settlement date. Match the date type before assuming there is a discrepancy.
4. **Use delivery reports for actionable margin work**
   Look for fee zones where the delivery fee does not cover round-trip miles, fuel, maintenance, and optional driver wages.

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.