

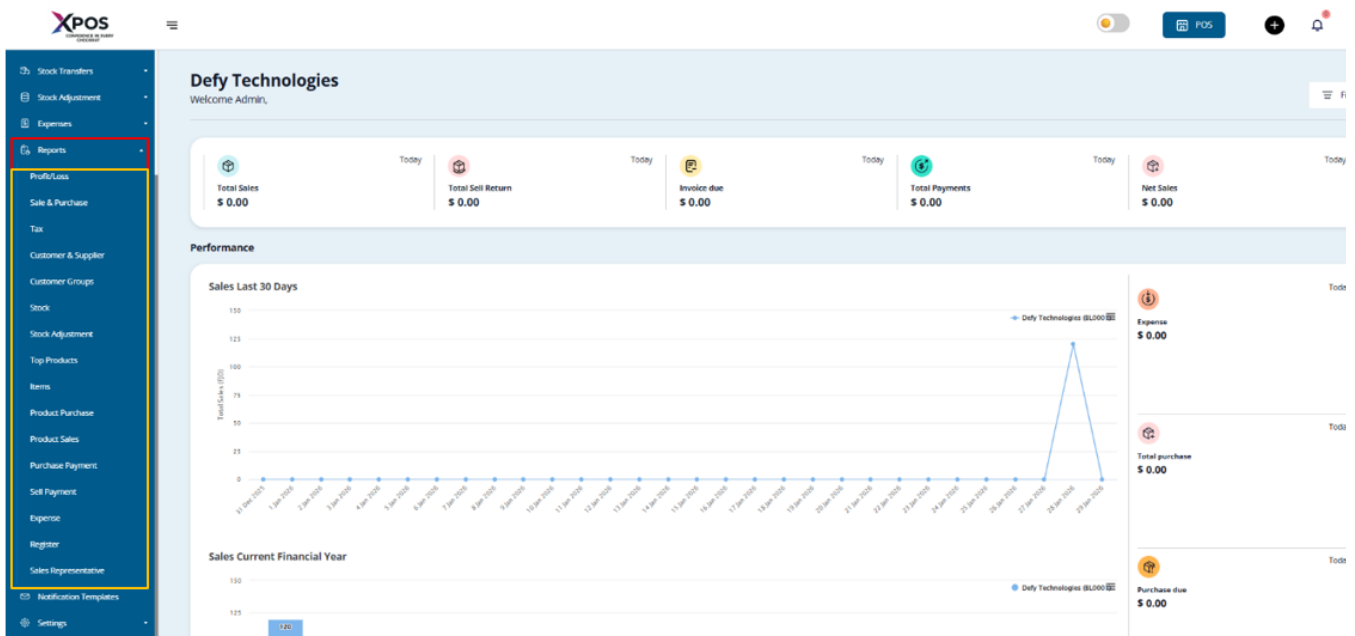
Reports

Reports Overview

Reports give you a complete overview of your business performance. They help you analyze sales, purchases, stock, expenses, and other important business data.

How to View Reports

1. Go to **Reports**
2. Select the report you want to view



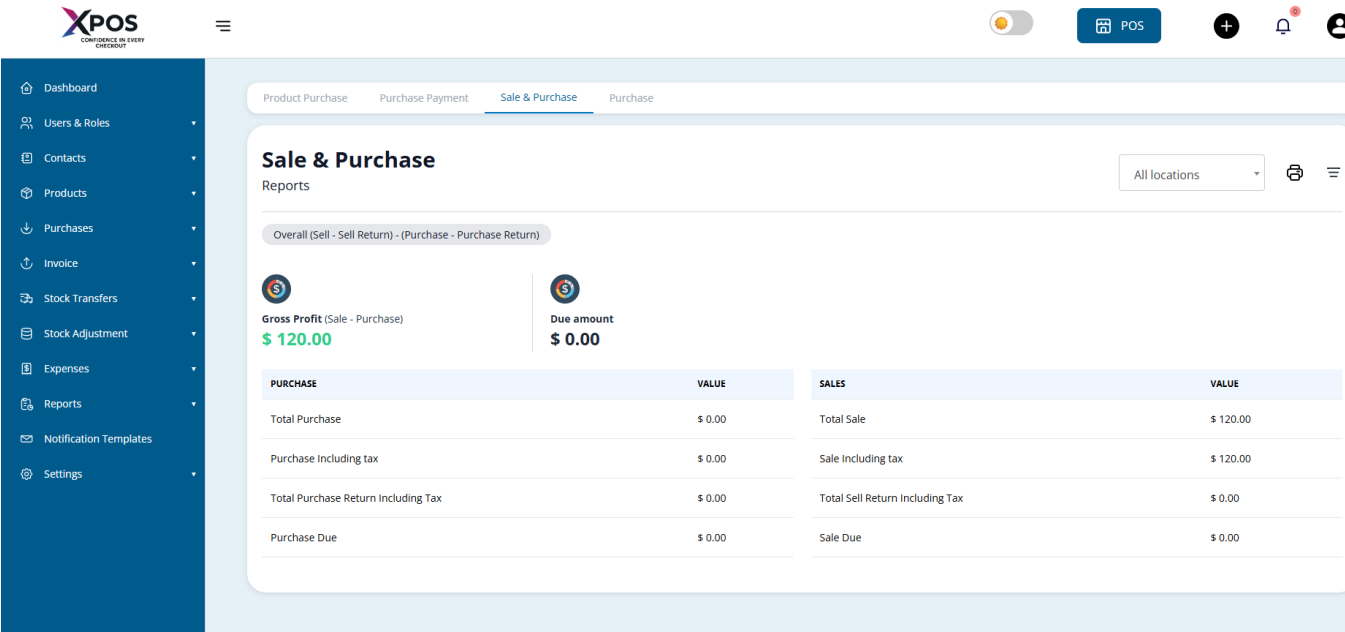
Many reports include filters that allow you to narrow down data and analyze your business more effectively.

1. Purchase & Sale Report

This report provides a summary of purchases and sales, including:

- Total purchases and sales
- Purchases and sales including tax
- Outstanding purchase dues
- Total sales and purchase
- Sales and Purchase including tax

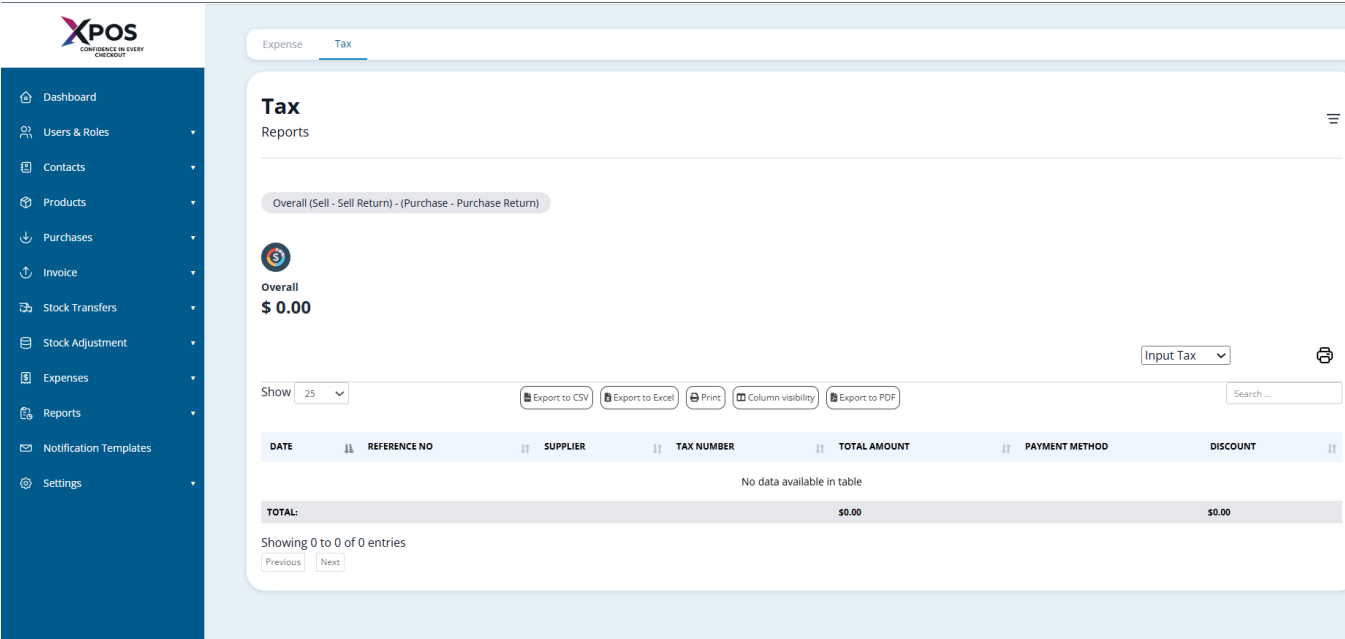
- Outstanding sales and purchase dues



2. Tax Reports

Tax reports show:

- **Input Tax** (tax paid on purchases)
- **Output Tax** (tax collected on sales)



These reports help with tax tracking and compliance.

3. Contacts Report (Customers & Suppliers)

This report displays purchase and sales details for all customers and suppliers, along with outstanding balances.

- A **positive due amount** means payment is expected from the contact
- A **negative due amount** means payment is owed to the contact

The screenshot shows the 'Customers & Suppliers Reports' page in the XPOS system. The left sidebar contains a navigation menu with options like Dashboard, Users & Roles, Contacts, Products, Purchases, Invoice, Stock Transfers, Stock Adjustment, Expenses, Reports, Profit/Loss, Report 606 (Purchase), Report 607 (Sale), Sale & Purchase, and Tax. The main content area is titled 'Customers & Suppliers Reports' and includes a 'Reports' section with filters for 'All' and 'All'. Below this, there are buttons for 'Export to CSV', 'Export to Excel', 'Print', 'Column visibility', and 'Export to PDF'. A table displays the following data:

CONTACT	TOTAL PURCHASE	TOTAL PURCHASE RETURN	TOTAL SALE	TOTAL SELL RETURN	OPENING BALANCE DUE	DUE
Walk-In Customer	\$ 0.00	\$ 0.00	\$ 1,288.00	\$ 0.00	\$ 0.00	\$ 0.00
Total:	\$ 0.00	\$ 0.00	\$ 1,288.00	\$ 0.00	\$ 0.00	\$ 0.00

Below the table, it indicates 'Showing 1 to 1 of 1 entries' with 'Previous' and 'Next' navigation buttons.

4. Stock Report

The stock report provides details of current inventory, including:

- Available stock quantity
- Total quantity sold for each product

The screenshot shows the 'Stock Reports' page in the XPOS system. The left sidebar is identical to the previous screenshot. The main content area is titled 'Stock Reports' and includes a 'Stock' section with filters for 'Items' and 'Stock Adjustment'. Below this, there are four summary cards:

- Closing stock (By purchase price):** \$ 0.00
- Closing stock (By sale price):** \$ 0.00
- Potential profit:** \$ 0.00
- Profit Margin %:** 0.00

Below these cards, there are buttons for 'Export to CSV', 'Export to Excel', 'Print', 'Column visibility', and 'Export to PDF'. A table displays the following data:

ACTION	SKU	PRODUCT	LOCATION	PRICE	STOCK	CURRENT STOCK VALUE (BY PURCHASE PRICE)	CURRENT STOCK VALUE (BY SALE PRICE)	TRANSFERRED STOCK
Product stock history	1111	A4		\$ 10.00	--	\$ 0.00	\$ 0.00	0.00 Pc(s)
TOTAL:					0.00	\$ 0.00	\$ 0.00	0.00

Below the table, it indicates 'Showing 1 to 1 of 1 entries' with 'Previous' and 'Next' navigation buttons.

5. Variable Products

- Click the **green plus (+)** button next to the SKU to view stock details for each product variation

Stock Value by Purchase and Sales Price

Within the stock report, you can also view:

- Current stock value based on **purchase price**
- Current stock value based on **selling price**

6. Product Stock History (Date-wise)

To track stock movement over time:

- Use the **Product Stock History** link in the stock report
- View stock changes based on selected dates

Trending Products Report

This report helps identify high-demand products.

You can apply filters such as:

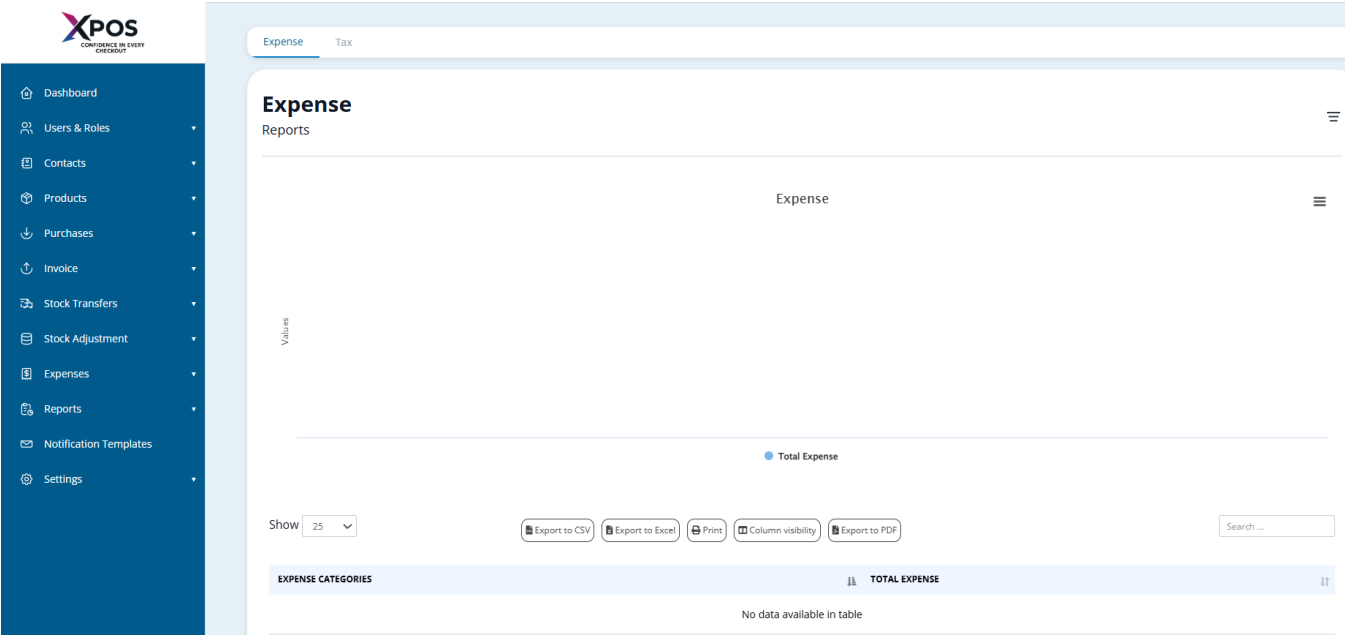
- Business location
- Product category and sub-category
- Brand and unit
- Date range
- Number of products (Top 5, Top 10, or any custom number)

7. Expense Report

The expense report helps analyze:

- Expenses by business location

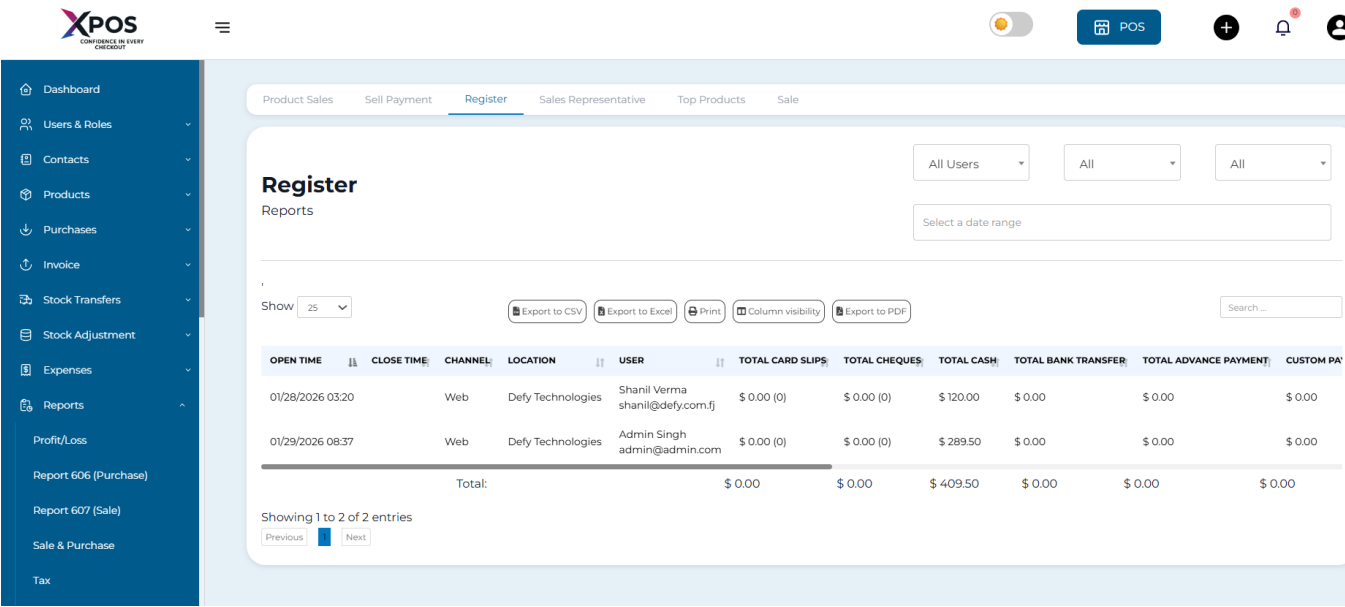
- Expenses by category



8. Register Report

This report shows details of all registers.
You can filter registers by:

- User
- Status (Open or Closed)



9. Sales Representative Report

This report displays:

- Sales data
- Expense data for sales representatives

Filters available:

- User
- Business location
- Date range

XPOS

POS SYSTEM

Dashboard

Users & Roles

Contacts

Products

Purchases

Invoice

Stock Transfers

Stock Adjustment

Expenses

Reports

Profit/Loss

Report 606 (Purchase)

Report 607 (Sale)

Sale & Purchase

Tax

Customer & Supplier

Customer Groups

Stock

Stock Adjustment

Top Products

Items

Sales Representative

Reports

All Users

All locations

01/05/2026 - 02/03

Summary

Total Sale - Total Sales Return

\$ 1,287.00 - \$ 0.00 = \$ 1,287.00

Total Expense

\$ 0.00

Sales Added

25

Report to CSV

Report to Excel

Print

Column visibility

Export to PDF

DATE

INVOICE NO.

CUSTOMER NAME

LOCATION

PAYMENT STATUS

TOTAL AMOUNT

TOTAL PAID

TOTAL REMAINING

02/01/2026 17:32

0014

Walk-In Customer

Defy Technologies

Paid

\$ 289.50

\$ 289.50

\$ 0.00

01/30/2026 12:05

0013

Walk-In Customer

Defy Technologies

Paid

\$ 878.50

\$ 878.50

\$ 0.00

01/28/2026 04:06

0012

Walk-In Customer

Defy Technologies

Paid

\$ 10.00

\$ 10.00

\$ 0.00

01/28/2026 04:04

0011

Walk-In Customer

Defy Technologies

Paid

\$ 10.00

\$ 10.00

\$ 0.00

01/28/2026 03:50

0010

Walk-In Customer

Defy Technologies

Paid

\$ 10.00

\$ 10.00

\$ 0.00

01/28/2026 03:46

0009

Walk-In Customer

Defy Technologies

Paid

\$ 10.00

\$ 10.00

\$ 0.00

01/28/2026 03:44

0008

Walk-In Customer

Defy Technologies

Paid

\$ 10.00

\$ 10.00

\$ 0.00

01/28/2026 03:41

0007

Walk-In Customer

Defy Technologies

Paid

\$ 10.00

\$ 10.00

\$ 0.00

01/28/2026 03:37

0006

Walk-In Customer

Defy Technologies

Paid

\$ 10.00

\$ 10.00

\$ 0.00

01/28/2026 03:35

0005

Walk-In Customer

Defy Technologies

Paid

\$ 10.00

\$ 10.00

\$ 0.00

01/28/2026 03:33

0004

Walk-In Customer

Defy Technologies

Paid

\$ 10.00

\$ 10.00

\$ 0.00

01/28/2026 03:25

0003

Walk-In Customer

Defy Technologies

Paid

\$ 10.00

\$ 10.00

\$ 0.00

Grouping Invoices in Product Sell Report

Invoices can be grouped for easier analysis.

How to View Grouped Invoices

1. Go to **Reports > Product Sell Report**
2. Click the **Grouped** tab

Grouping Criteria

Invoices are grouped by:

- Date
- Product name

Example:

All sales of a specific product on the same day appear in one row. Sales of the same product on different dates appear in separate rows.