

# VEKTORI KASSA AND CLOUD SERVICE

## Guide

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## 1 Accounting Accounts

The service has predefined default accounting accounts for general purposes.

It is possible to add new accounting accounts, manage accounts that already exist or delete unnecessary accounts.

**You need to agree with your accountant/accountants about the use of the accounts and about naming them**, so the information will log correctly to the **Reports -> Accounting entries by date** -report.

Accounts definition and adding for the product groups or products is not mandatory for Vektori Kassa sales and technical operation of the system, but unless they are set up as agreed with your accountant, the system cannot generate accounting reports as desired.

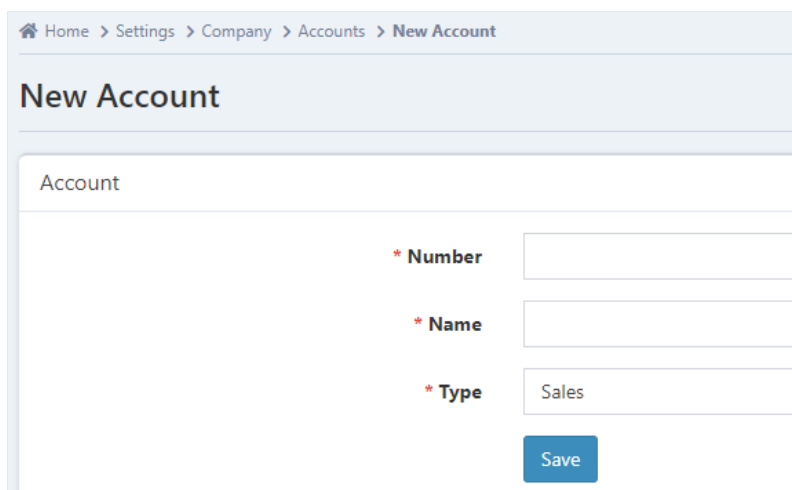
In addition to the default accounts, the service allows you to define sales accounts (Sales and Sales 0 % VAT) for tracking sales for the product, product group and VAT.

*Tip: The easiest way is to set up accounts for a product group, in which case all products in that product group use accounts according to the product group.*

If sales accounts are defined in different places, their processing order is following:

1. Product [section 1.5]
2. Product Group [section 1.6]
3. VAT sales account [section 1.3]
4. Default accounting account [section 1.4]

### 1.1 Adding accounting account to the accountmap



From the left menu select **Settings -> Company -> Accounts -> New account** button.

Inset Accounting number, Name and Type. Accept information by clicking the **Save** button.

Accounting accounts are used in **Accounting entries -report: Reports -> Accounting -> Accounting entries by date**.

### 1.2 Editing and deleting the Accounting Account

You can edit accounting account's information by selecting the following from the left menu **Settings -> Company -> Accounts -> Account -list** accounting account that you want to edit or completely delete. Accounting accounts that already have registrations cannot be deleted.

Home > Settings > Company > Accounts

### Accounts

+ New Account Filters

	NUMBER	NAME	TYPE
	1650	Lainasaamiset, pitkäaikaiset	Receivable
	1700	Myyntisaamiset	Receivable

### 1.3 Setting up VAT sales account

The service has the default VAT in use and has default accounting accounts.

### Taxes

+ Create Filters

	TAX NAME	TAX RATE	TAX ROUNDING TYPE
	0 %	0	Round off
	10 %	10	Round off
	14 %	14	Round off
	24 %	24	Round off

You can add, edit or delete existing accounting accounts from VAT by selecting the following from the left menu **Settings -> Company -> Taxes -listing** the desired VAT which accounting account's information you want to edit.

Edit tax

\* Tax Name: 10 %

\* Tax Rate: 10

Taxable Amount Name:

Tax Amount Name:

\* Tax Rounding Type: Round off

\* Tax type: Standard rate

Accounts

VAT account:

Discount account: 3003 - Myynti 0%

Credit loss account: 3350 - Yhteisömyynti

Default sales account: **3380 - Myynti yhteisön ulkopuolelle**

3000 - Myynti

Save

in **Edit -view** you can change VAT account, Discount account, Credit loss account (only in billing use) and Default sales account.

If no desired accounting account is found from the drop-down menu, you can add it according to section 1.1.

### 1.4 Setting up default Accounting account

If no accounting account has been defined for the product, product group or VAT, sales are used to track by the default accounting accounts set out in **Settings -> Company -> Company Details -> Default accounting accounts** -section.

Default accounting accounts

Sales 0%: 3003 - Myynti 0%

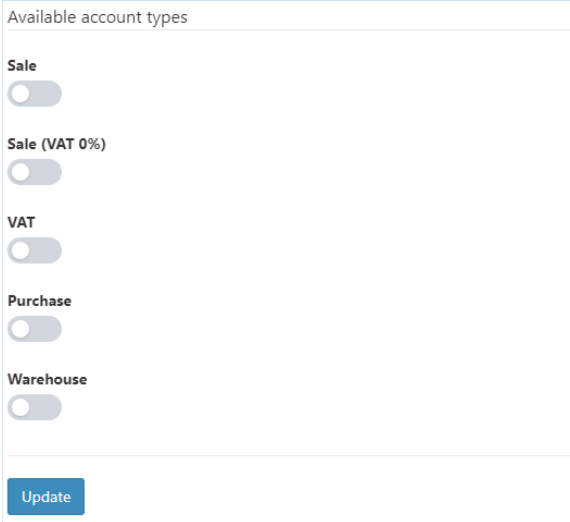
Sales: 3000 - Myynti

You can change existing default sales accounts in the service by selecting the desired account from the drop-down menu. If no sales account is found from the drop-down menu. you can add it according to section 1.1.

## 1.5 Adding accounting account for a product

You can add a product-specific sale- and sale VAT 0 -account for the product

If no product-specific sales accounts have been set up, the Accounting entries by date -report is applied to the sales account according to the processing order described in section 1.



Available account types

Sale

Sale (VAT 0%)

VAT

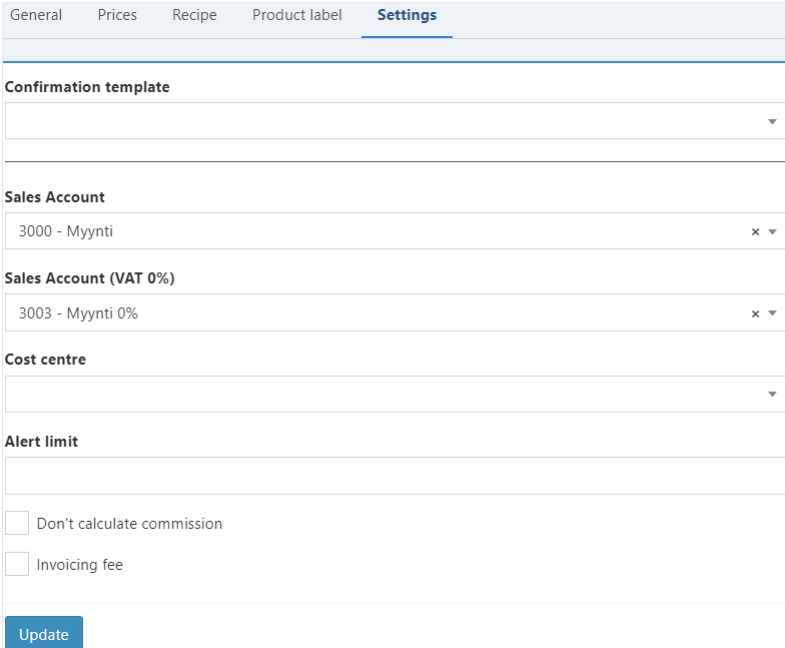
Purchase

Warehouse

Update

From the left menu select **Settings -> Catalog -> General**

Add shown account types to sections **Sale** and **Sale (VAT 0%)**. Accept selections by clicking the **Update** -button.



General Prices Recipe Product label **Settings**

Confirmation template

Sales Account

3000 - Myynti x

Sales Account (VAT 0%)

3003 - Myynti 0% x

Cost centre

Alert limit

Don't calculate commission

Invoicing fee

Update

Add a product by selecting **Products -> New Product**.

After adding the product, choose it and you can move on to **Edit** information about the product.

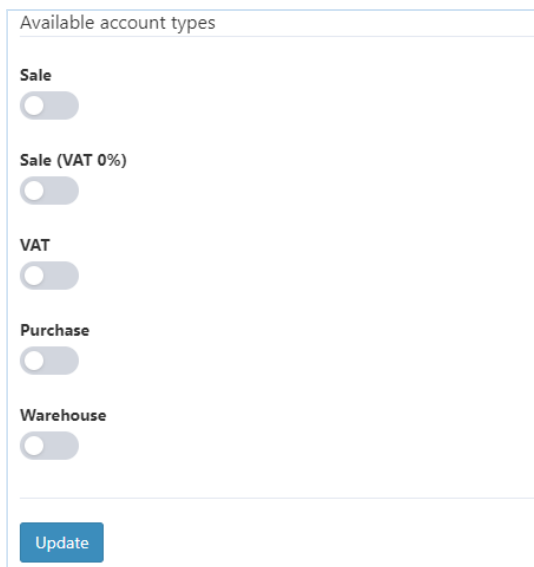
In the **Settings** -tab add **Sales account** and **Sales account (VAT 0 %)**.

Accept information by selecting the **Update** button.

## 1.6 Adding accounting account for a product group

You can add product group specific sales and sales VAT 0 accounts for a product group, **when all products of the product group are using the same accountant account**.

If product group specific sales accounts have not been set up, are the accounting entries searched for the accounting entries by date -report according to the order of precedence set out in section 1.



Available account types

Sale

Sale (VAT 0%)

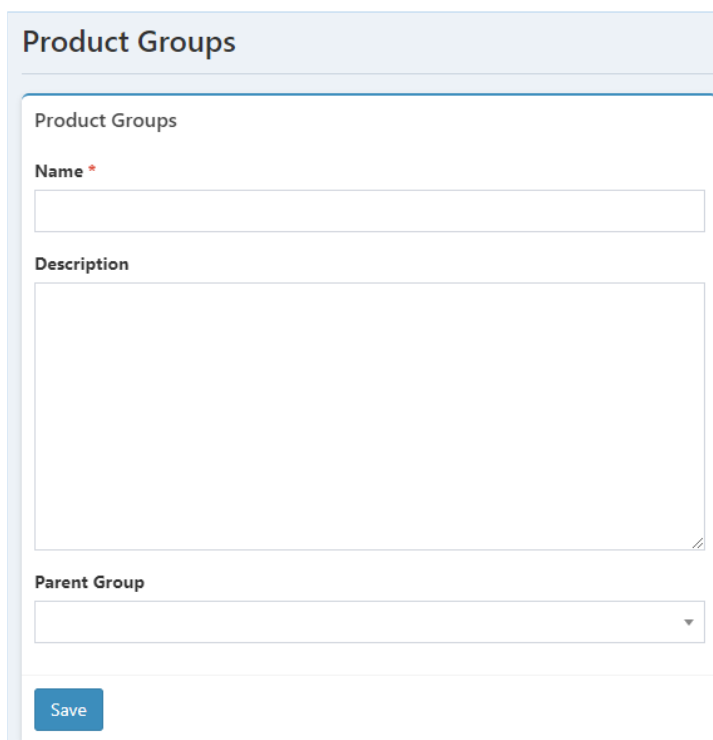
VAT

Purchase

Warehouse

Update

Activate **Sale- and Sale (VAT 0%)** switches from the **Settings -> Catalog -> General -> Available account types**. Finally click the **Update** button.



Product Groups

Product Groups

Name \*

Description

Parent Group

Save

Add a product group by selecting **Product Groups -> New Product Group** from the left menu.

Insert **Name** for the product group. Then **Sale (VAT 0 %)** and **Sale** from the **Parent Group**.

Accept the information by selecting the **Save** button.

## 1.7 Adding accounting account for payment methods

In the service, it is possible to set up accounting accounts for different payment methods, which allows the export of accounting entries to the accounts by payment methods.

### 1.7.1 Setting up an accounting account for cash and card payments

The service has cash and card payment methods as default, which has already defined default accounting accounts.

Default accounting accounts	
Sales 0%	3003 - Myynti 0%
Sales	3000 - Myynti
Sales discounts	3500 - Myynnin alennukset
Credit loss	8730 - Myynnin luottotappiot
Receivable	1700 - Myyntisaamiset
Claim notice profit	9170 - Korkotuotot myyntisaamisista
Delay interest	9170 - Korkotuotot myyntisaamisista
Clearing	1777 - Selvittelytili
Rounding difference	8574 - Pyöristyserot
Vat debt	2930 - Suoritettava arvonlisävero
Cash	1900 - Rahat / käteisvarat
Card payment provision	8001 - Luottokorttiprovisiot
Bank card receivable	1720 - Korttisaamiset

You can change an accountant account to desired by selecting the following from the left menu **Settings** -> **Company** -> **Company Details** -> **Default accounting accounts**. There are sections **Cash** and **Bank card receivable**.

If there are no desired accountant accounts in the drop-down menu, you can add accounting accounts according to section 1.1.

### 1.7.2 Setting up accountant account for other payment methods

You can add desired payment methods for the Service and define their own accounting accounts.

Add a new payment method by selecting the following from the left menu **Settings** -> **Kassa** -> **Payment methods** -section the **New Payment Method** button.

Payment Method	
Name	Gift card
Type	Voucher
Value	150.00
Description	A gift card that can be used to buy multiple items
Enabled	<input checked="" type="checkbox"/>
Account	3066 - Voucher

[Save](#)

Insert **Name** for the payment method for example Gift card and select **Accountant account** which is used for the payment method.

If the desired accountant account is not found from the drop-down menu, you can add it according to section 1.1.

Accept information by clicking the **Save** button. After this the added payment method is ready to use.

## 2 Logo for the receipt

You can add a logo for the receipts by going to **Settings** -> **Kassa** -> **General**, from there go to the Receipt section and next to the text **Receipt Logo**, press the **Choose File** button.

Receipt	
Receipt Logo	<a href="#">Choose File</a> No file chosen

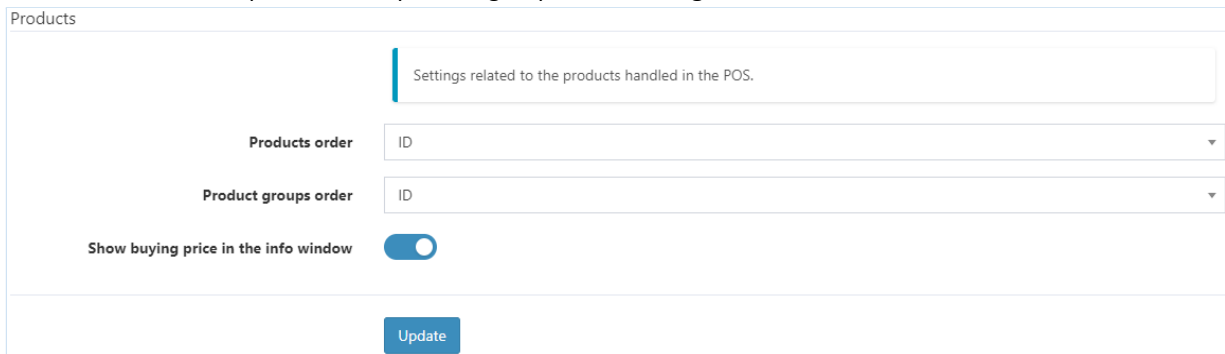
The maximum allowed image size is 360 x 240 pixels and 360 kilobytes. Image format must be png or jpeg.

## 3 Manage customer display images

Control of customer display images is at **Settings** -> **Kassa** -> **Customer Display** (compatibility only with Sumni devices).

## 4 Selection of the order of products and product groups

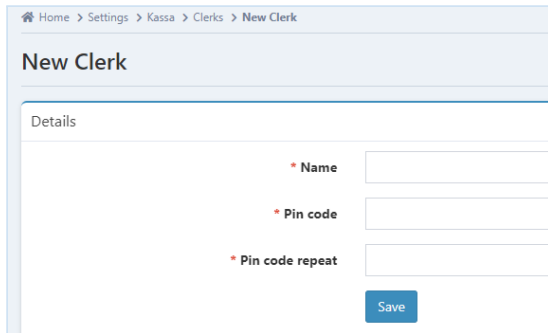
You can edit the order of products and product groups from **Settings -> Kassa -> General** at the **Products** section.



## 5 Clerks and PIN-code

In the Service there is one Clerk by default, which uses default **PIN-code 4262**. You can add more clerks according to section 5.1. Adding new clerks is possible only in Vektori Kassa and Cloud Service.

### 5.1 Adding Clerks



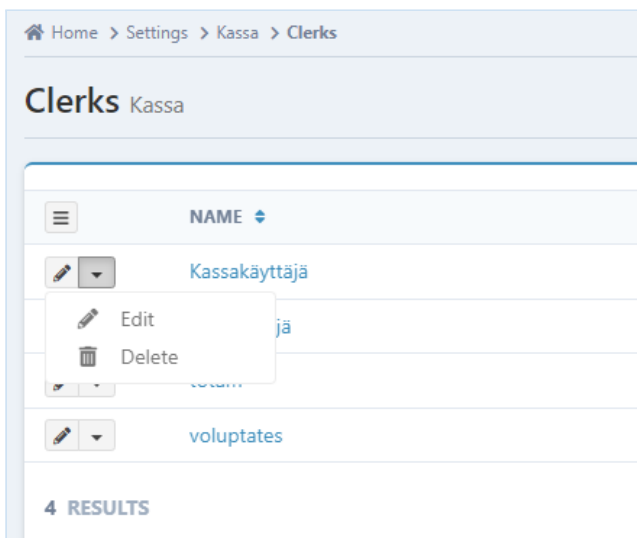
Add a new clerk by selecting the following from the left menu **Settings -> Kassa -> Clerks -> New Clerk**.

Insert name for the clerk and four-digit PIN-code, which the clerk uses to log in to the Vektori Kassa application. Finally click the **Save** button.

You can also receive reports from every cashier.

### 5.2 Changing PIN-code

You can change the PIN-code for the clerk by selecting the following from the left menu **Settings -> Clerks -> Edit function**. You can insert a new PIN-code in the edit view.





## 6 Basic use of Vektori Kassa

### 6.1 Selling a product

Start the application and insert your PIN code. A list of all the products in the Vektori Kassa are shown in a list at the right side of the window.

The screenshot shows the Vektori Kassa application interface. At the top, there is a header with the user name 'Kassakäyttäjä' and the application name 'VektoriKassa'. Below the header, there is a table with columns: PRODUCT, QUANTITY, UNIT PRICE, and TOTAL. To the right of this table is a product list with columns: Products, Pricelist, and Actions. The product list includes items like Apple iPhone SE, Apple iPhone XR, Huawei Honor 9, Samsung Galaxy S1, and Samsung Galaxy S6. At the bottom of the interface, there are buttons for 'Refund mode' (red) and 'Payment' (green), along with a category filter menu containing options like 'All', 'Tietokoneet', 'Kamerat', 'Puhelimet', 'Hanaolut', 'Ruoka', 'Sliderit', and 'Viinit'.

You can add products you are going to sell by **choosing them from the list**. You can sort products by clicking **Product group** or using **Product search**.

The screenshot shows a product editing window for 'Acer Aspire A-0710'. It has a close button (X) in the top right corner. The window contains a 'Quantity' field with the value '1' and a 'Price' field with the value '88.16'. Below these fields, there is a 'Discounts' section with three radio button options: 'Sale rows %-discount', 'Sale rows €-discount', and 'Products €-discount'. At the bottom of the window, there are three buttons: 'Delete row' (red), 'Cancel' (grey), and 'OK' (blue).

If you wish to add more units of the same products, you can either **click the product again at the product list** or from the left menu click the desired **sales row**, when a **Sales row editing -window** pops up, you can now insert the desired amount of the product.

Finally click the **OK** button.

### 6.2 Discounts

In Vektori Kassa sales you can give product row specific discounts. The discounts can be given as **Sale rows % -discount**, **Sale rows € -discount** or **Product € -discount**.

Acer Aspire A-0710 ✕

---

Quantity:  KPL      Price:  €

---

Discounts

Sale rows %-discount

Sale rows €-discount

Products €-discount

Discount (%)

---

Delete row
Undo changes
Cancel
OK

Add the discount to the desired product row by clicking the sales row. At the **sales row edit -windows pick desired discount method.**

Add the discount and finally click the **OK** button.

PRODUCT	QUANTITY	UNIT PRICE	TOTAL
Acer Aspire A-0710	1	88,16	88,16
discount 10%			-8,82
<b>Total discounts</b>	-8,82	<b>no VAT Total</b>	63,98
<b>VAT Total</b>	15,36	<b>TOTAL</b>	79,34

The discount is shown as an **additional sales row** at the product listing.

The given discounts are shown in the Clerk-, Settlement- and Accounting entries by date -reports.

### 6.3 Deleting product from the unfinished cash transaction

Sometimes there might be a need to delete a product from the unfinished cash transaction before finishing it. For example because of incorrect addition of product.

You can delete a product row from the product listing by clicking the desired product row. The sales row edit -windows pops up. Here you can click the **Delete row** button, when the product row is deleted from the cash transaction.

If you want to delete all the sales rows from the cash transaction, click the **Cancel** button.

### 6.4 Paying with several payment methods

It's possible to make a cash transaction with several payment methods, for example one part with cash and the rest with a card. The next example will guide how a cash transaction is completed in this kind of situation.

PRODUCT	QUANTITY	UNIT PRICE	TOTAL
Acer Aspire A-0710		88,16	
Acer Switch A-6737		418,87	

Start by adding the desired product normally to the cash transaction.

Click the **Payment** button and after that you can see the **Left to pay** sum at the right top corner in this case 88,16.

**LEFT TO PAY** (79,34) 79,35

50,00

✓ End sale

7	8	9
4	5	6
1	2	3
0	00	←

Card

Cash

Other

PRODUCT	QUANTITY	UNIT PRICE	TOTAL
Acer Aspire A-0710	1	88,16	88,16
<b>Total discounts</b>		0,00	<b>no VAT Total</b>
<b>VAT Total</b>		17,06	<b>TOTAL</b>
Cash payment			50,00
<b>Total paid</b>			<b>50,00</b>

First insert the **amount of cash** given by a customer to the Vektori Kassa by using the number buttons on the screen. For example 50 euros is inserted by clicking 5 0 0 0, after this click the **Cash** button.

After clicking the **Cash** button, the payment row on the left shows **Cash payment of 50,00**. Deposit the cash to the **cash register**.

Because the cash payment didn't cover the full payment sum, **at the top right corner** is shown that there are 38,16 more to pay at the left to pay -field.

Click the **Card** button, when a window pops up where it is shown that the 38,16 euros are left to pay with a card.

Sales Preview			
		<b>Make a correction</b>	<b>Accept</b>
7.1.2022	10:55	TOTAL	(88,16) 88,15
Cashier:	Kassakäyttäjä	Total discounts	0,00
Acer Aspire A-0710	88,16	Paid	88,16
<b>TOTAL</b>	<b>88,15 €</b>	↳ Cash payment	50,00
Cash payment	50,00 €	↳ Card payment	38,16
Card payment	38,16 €	<b>Back</b>	<b>0,00</b>
Without tax	71,10 €	<input type="text" value="+ Add custom text"/>	
VAT. 24%	17,06 €	<input type="checkbox"/> Send receipt	
<b>TOTAL</b>	<b>88,16 €</b>		

In the **Sales Preview view**, check that all the information on the receipt is correct: the products and the amount of cash and card payments.

**If you have an integrated payment terminal**, select the **Accept** button, and the card payment portion will be automatically transferred to the payment terminal. Now ask the customer to enter the card. When the payment is received from the payment terminal, the receipt will be printed automatically and the checkout application will wait for the next sale.

**If you do not have an integrated payment terminal**, enter the amount manually on the payment terminal and ask the customer to enter the card. When the payment is received from the payment terminal, click the **Accept** button.

### 6.5 Deleting a payment method from a cash transaction

If the sale has not yet been approved and you'd like to change your selected payment method, click the **Back** button in the **Sales Preview view**.

PRODUCT	QUANTITY	UNIT PRICE	TOTAL	LEFT TO PAY
Rinkka				
Total discounts	0,0			
VAT Total	18,5			
Cash payment				
Card payment				
Total paid				

**Remove Payment**

Remove payment from the sale?

To **delete** a form of payment for a cash transaction, click the **Payment method row** on the left.

The Vektori Kassa application will ask for confirmation before deleting the payment line. Click the **Confirm** button to delete the sales payment line.

After deleting the payment row, you can choose a new payment method and close the cash transaction as described above.

## 7 Cash register sales refunds

Refunds to the cash register can be done by either using the Find receipt -> Refund with receipt action or with the Refund mode within the Vektori Kassa application.

To be considered:

- When Refund mode is on, it shows all the sales as negative.
- A Vektori Kassa event consists of either sales or refunds, not both.

7.1 Refund action with the receipt using Vektori Kassa application

Find receipt ✕

Use last

Find using receipt number

Choose within the Vektori Kassa application **Actions-> Find receipt -> Find using receipt number**, or in case you want to refund the latest sale, select **Use last**.

Find receipt ✕

Enter receipt number

202202010101010006

### Sale

Receipt No. 202202010101010006

Product	Quantity	Unit price	Discount	TOTAL
Acer Switch A-4733	1	146,94	0,00	146,94
Acer Switch A-3122	1	54,68	0,00	54,68
Acer Aspire A-9017	1	918,10	0,00	918,10
Acer Aspire A-5236	1	983,44	0,00	983,44
Apple iPhone 4	1	1209,99	0,00	1209,99
Jaffa 0,33	1	2,90	0,00	2,90

Back
Print
Send
Refund with receipt

**Enter the receipt number** and click the **Refund with receipt** -button, in which case the application gets the receipt and marks all the sales that are on it for refunding.

PRODUCT	QUANTITY	UNIT PRICE	TOTAL
Return mode is on, all sales are negative			
Acer Switch A-3122	1	-54,68	-54,68
Acer Aspire A-9017	1	-918,10	-918,10
Acer Aspire A-5236	1	-983,44	-983,44
Apple iPhone 4	1	-1209,99	-1209,99
Jaffa 0,33	1	-2,90	-2,90

When the **Refund mode** is on inside the Vektori Kassa application, all the sales are shown as negative.

Jaffa 0,33 ✕

---

Quantity Price

1	KPL	2,9	€
---	-----	-----	---

---

Discounts

Sale rows %-discount

Sale rows €-discount

Products €-discount

---

Delete row
Cancel
OK

**Delete the lines of sales, that you do not wish to be refunded** by clicking the sale. At the end, choose the **Delete row**.

PRODUCT	QUANTITY	UNIT PRICE	TOTAL
Return mode is on, all sales are negative			
Acer Aspire A-5236	1	-983,44	-983,44
<b>Total discounts</b>	0,00	<b>no VAT Total</b>	-793,10
<b>VAT Total</b>	-190,34	<b>TOTAL</b>	-983,44

Cancel

Refund

When you have deleted all the sales that are not to be refunded, select **Refund**.

Make a correction
Accept

9.2.2022 09:18 **TOTAL** (-983,44) -983,45

Cashier: matti **Total discounts** 0,00

REFUND

Acer Aspire A-5236 -983,44 **Paid** -983,45

**TOTAL** -983,45 € **Back** 0,00

Cash payment -983,45 €

Without tax -793,10 € + Add custom text

VAT. 24% -190,34 €  Print receipt  Send receipt

**TOTAL** -983,44 €

**Choose the payment method**, pick the way you want to refund the customer: Cash or Card.

Inspect the refund receipt and select **Accept**.

If you have an **integrated card payment system** at your disposal, you may use it to refund the customer directly to the card.

### 7.2 Using the Refund mode in the Vektori Kassa application

PRODUCT	QUANTITY	UNIT PRICE	TOTAL
Return mode is on, all sales are negative			
<b>Total discounts</b>	0,00	<b>no VAT Total</b>	0,00
<b>VAT Total</b>	0,00	<b>TOTAL</b>	0,00

Refund mode

Refund

Activate the refund mode within the application by clicking on the **Refund mode** button.

PRODUCT	QUANTITY	UNIT PRICE	TOTAL
Return mode is on, all sales are negative			
Apple iPhone 6	1	-1228,10	-1228,10
Acer Switch A-4733	1	-146,94	-146,94
<b>Total discounts</b>	0,00	<b>no VAT Total</b>	-1108,90
<b>VAT Total</b>	-266,14	<b>TOTAL</b>	<b>-1375,04</b>

Cancel

Refund

Select the products to be refunded, the same way as you would do in a sale situation. When you have done so, click on the **Refund** button.

Make a correction
Accept

9.2.2022 09:21  
Cashier: matti

REFUND

Acer Aspire A-5236 -983,44

**TOTAL -983,45 €**

Cash payment -983,45 €

Without tax -793,10 €

VAT. 24% -190,34 €

**TOTAL -983,44 €**

**TOTAL** (-983,44) -983,45

Total discounts 0,00

Paid -983,45

↳ Cash payment -983,45

**Back** 0,00

+ Add custom text

Print receipt  Send receipt

**Choose the payment method**, pick the way you want to refund the customer: Cash or Card.

Inspect the refund receipt and select **Accept**.

If you have an **integrated card payment system** at your disposal, you may use it to refund the customer directly to the card.

### 7.3 Negative sales

You can do negative sales by making a product with a negative price, for example foreclosure or collateral(pawn).

TUOTE	MÄÄRÄ	Ä HINTA	YHTEENSÄ	Tuotteet	Hinnasto	Toiminnot	Q panti
Pullopantti	1	-0,20	-0,20	Pullopantti	-0,20		

Start by adding the product(s) normally to the application.

If you want to add more than one item at the time, you can either **click the item in question multiple times**, or you can click the sales row on the left and then **choose the amount from the pop-up window**, where you can put in the desired amount.

**Choose the payment method**, pick the way you want to refund the customer: Cash or Card.



### 8 Adding text to receipt and sending the receipt by email

Before accepting the receipt you can add text to the receipt, for example the name of the company, so it can be added into the accounting of said company.

<span style="background-color: #f4a460; padding: 2px 10px; border: 1px solid #ccc;">Make a correction</span> <span style="background-color: #27ae60; color: white; padding: 2px 10px; border: 1px solid #ccc; margin-left: 100px;">Accept</span>		
9.2.2022	09:22	TOTAL (98,00) 98,00
Cashier:	matti	Total discounts 0,00
Rinkka	98,00	Paid 98,00
Palautusoikeus 14 pv		→ Cash payment 98,00
<b>TOTAL</b>	<b>98,00 €</b>	<b>Back 0,00</b>
Cash payment	98,00 €	+ Close editor
Without tax	79,03 €	Palautusoikeus 14 pv
VAT. 24%	18,97 €	
<b>TOTAL</b>	<b>98,00 €</b>	
<input checked="" type="checkbox"/> Print receipt <input type="checkbox"/> Send receipt		

To add text, click the Add **custom text** button at the **Sales Preview** -view.

To email the receipt, click the **Send receipt** button, type in the email and save.

### 9 Actions

The **Actions** section of the Vektori Kassa application includes various functions, described in more detail next.

Products	Pricelist	Actions	🔍 Product search
End day		X Report	
Control sheet		Find receipt	
Loyalty Program		Barcode	
Open Cash Drawer		Settings	
Update products		Log	

#### 9.1 End day

**End Day** -action forms final report of the sales of the day and also resets the receipt numbering to zero. The final report of the days' sales can be emailed as well.

### 9.2 Control sheet

Control sheet shows the events of the current day. The control sheets of the Vektori Kassa for current day can be viewed by selecting **Actions -> Control sheet** from the menu.

### 9.3 Find receipt

Choose within the Vektori Kassa application **Actions-> Find** from where you can search for receipt using the receipt number, or in case you want to look for the latest sale, select Use last.

Find receipt ✕

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## Sale

Receipt No. 202202010101010008

Product	Quantity	Unit price	Discount	TOTAL
Suunto rannemittari	1	159,00	-15,90	143,10

Back
Print
Send
Refund with receipt

You can print, email or refund the sale using the Find receipt view.

### 9.4 Loyalty program (additional service)

You can create a separate price list for a loyalty program customer and show the prices accordingly in the Vektori Kassa application. This can be done in the cloud under the section **Products -> Pricelists** and after that, add or edit the client to include a specific price list from the **Clients** section - you can do this under **Clients Information** and **Additional details -> Pricelists**. If the clients information does not include the Pricelists section, you may add that from **Settings -> Client Management -> Client settings** and checking that **Additional details** section of it has **checkmark on Pricelist**. *The use of Pricelists and Loyalty programs is not included in Vektori Minikassa and cloud services.*

Loyalty Program ✕

🔍 Netti

NettiTieto Oy

📍 PL 23

70101 Kuopio

Cancel
Choose

In case you want to use the loyalty program for the customer, go to **Actions -> Loyalty Program** inside the Vektori Kassa application and search for a specific customer by name.

PRODUCT	QUANTITY	UNIT PRICE	TOTAL
Loyalty Program: NettiTieto Oy			
Pricelist -50% active			
Rinkka	1	<del>99,00</del> 49,00	49,00
pricelist -50%			-49,00

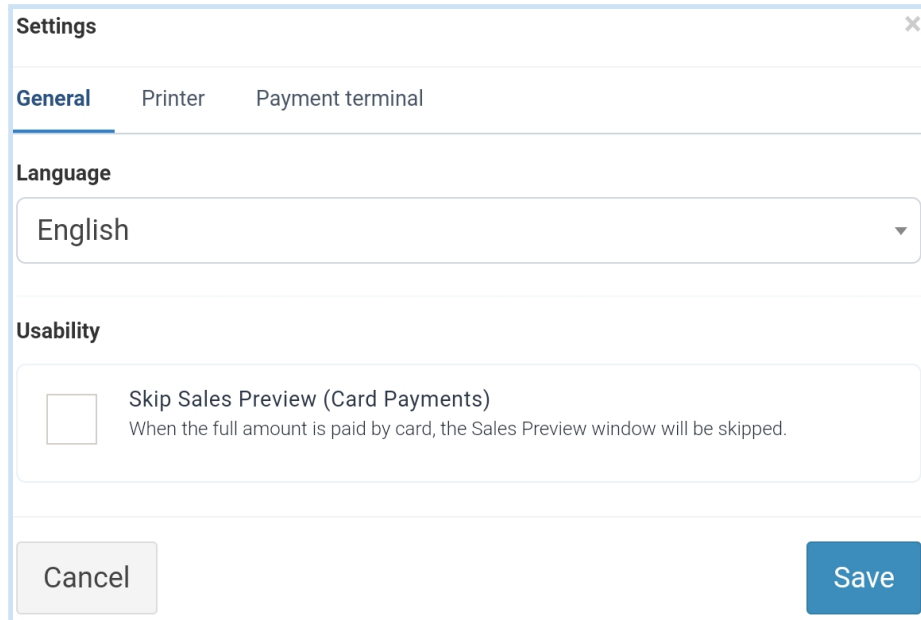
After customer selection the application shows both the information about being in the **Loyalty program and the price list**.

Removing the customer of the loyalty program from the applications view is done by going to **Actions -> Loyalty program** and clicking on the **Remove selection** button.

## 9.5 Open cash drawer

You can test the connection between the cash drawer and the Vektori Kassa application by trying to open it through **Actions -> Open Cash Drawer**.

## 9.6 Settings



**Actions -> Settings -> General**-tab includes changing of language and usability settings

**Actions -> Settings -> Printer**-tab enables you to choose the printer.

**Actions -> Settings -> Payment terminal**-tab helps you enable the payment terminal to be used for.

Vektori Kassa **Quickstart Guide** has more in depth information in regards to connecting the payment terminal and Vektori Kassa application.

## 9.7 Update products

The application keeps all the products and prices automatically up-to-date through regular updates from the cloud. However, if you have added or modified new products, you can immediately update the application through **Actions -> Update products**.

## 9.8 Log

**Actions -> Log**-information enables you to check into day-to-day logs.

## 10 Reports (cloud services)

Menu section **Reports -> Kassa** has a list of different cashier sales reports. These reports can be previewed or downloaded as Excel-, PDF- or CSV-files.

### 10.1 Clerk report

This report shows the sales of each clerk or clerks, from a select time period. It is possible to group the report by products or product groups. Discounts used are shown in the report.

### 10.2 Client sales report (additional service)

Report shows in detail the sales of a chosen client, from a select time period. There are several options for the report, including reporting on the discounts and product codes.

### 10.3 Hourly report

Report shows terminal sales grouped by hour, from a select time period. You can make a report of a single terminal or terminals and if you want, the report can show it grouped by separate terminals as well.

#### 10.4 Product Sales report

Report about the products sold by the terminals, from a select time period, including all the terminals and clerks or by each terminal and clerk individually. The report can be modified to have more fields, like for example discounts and refunds, and it can also be grouped by product groups. The information to be reported can be either euro-, percentage- or piece based.

#### 10.5 Settlement Report

The settlement report shows sales from a select time period of all the terminals or by each terminal on its own. The report shows total number of transactions, the gross and net sales, the average sales sum, roundings and discounts, and also sales by payment methods and product groups.

#### 10.6 Transaction Report

The transaction report shows the monetary transactions of terminals from a select time period, grouped by days. This report entails sales, roundings, refunds, gross, net, VAT and also sale amounts of each payment method.

#### 10.7 Comparison Report

This report shows the terminal sales compared between terminals or clerks, from a select time period.

#### 10.8 Accounting entries by date

**Reports -> Accounting** -section includes Accounting entries by date range report, which enables to get sales from a select time period to accounting.