Read your sales reports

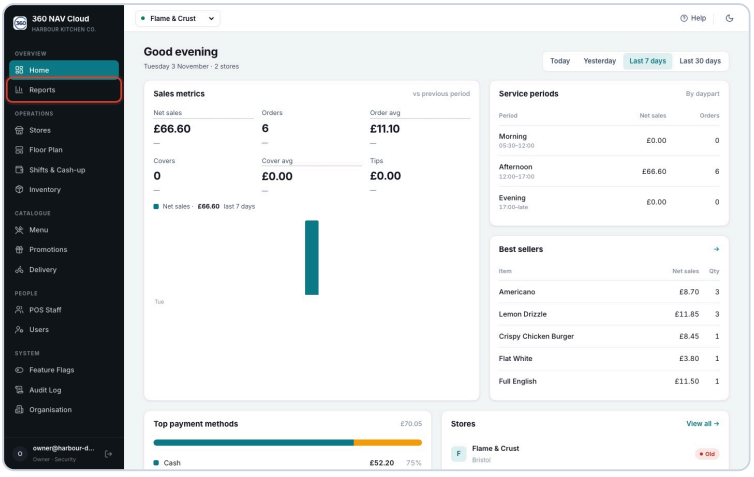
See sales, orders, best sellers, staff and VAT for any period and any store, and export them.

For Owners, managers · **Takes** 2 minutes

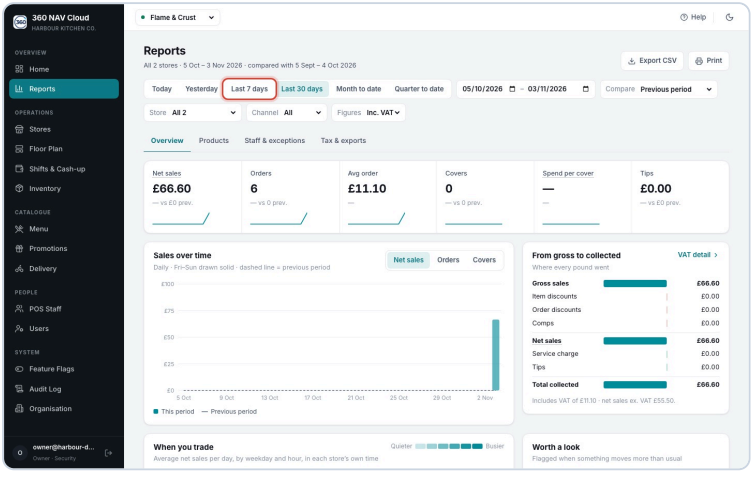
Watch the video
360navtech.com/pos/help/v/read-your-reports

Steps

1. **Open Reports.** You land on the **Overview**: net sales, orders, average order, covers and tips, with a chart over time.

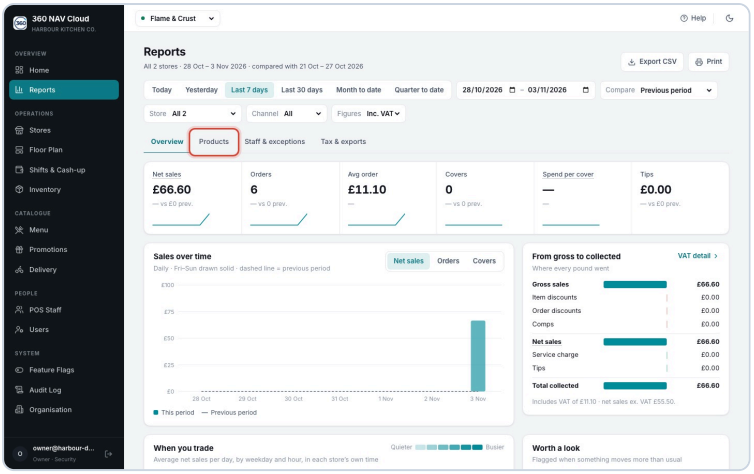


2. **Pick the period.** Today, yesterday, the last 7 or 30 days, month or quarter to date, and what to compare with.

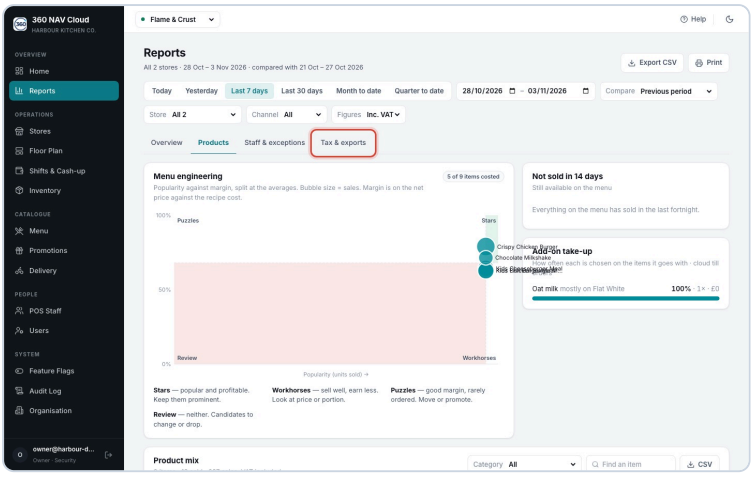


3. **Filter.** Choose stores, channel (in-store, Uber Eats, Deliveroo) and whether figures include VAT.

4. **See what sells.** The **Products** tab ranks your items.



5. **VAT and exports. Tax & exports** has the VAT figures for your accountant. Use **Export CSV** or **Print** for any report.



Tips

- **Staff & exceptions** shows discounts, voids and refunds by member of staff.