

Name of the report	Description of the report	What information can be found?
<p>Cash register report (general)</p>	<p>This report shows closed cash register sessions only. That means, if a certain cash register session is open at the moment of the report creation, information about operations in this specific cash register session will not be displayed in the current report.</p> <p><i>The report covers all closed cash register sessions that occurred during the specified period. If a cash register session that was opened earlier, for example, on 12/19, entered this period, the operations performed in this cash register session would be included in the report (for 12/19 as well). If the cash register session was closed on 12/26, information about its operations would also be included in the report. Thus, the actual reporting period would be slightly wider than you selected.</i></p>	<ul style="list-style-type: none"> • From date to date – the period for which the data was collected. • Office name. • Cashdesk – the name of the cash register. • Checks – includes the amount of generated receipts for purchasing playing time only (does not include refunds, does not contain information about canceled receipts). • Income – displays funds added to the cash register session. • Outcome – displays funds that were withdrawn from the cash register. • Goods – includes the amount of receipts for goods only, does not include information about refunds. • Services – includes the amount of receipts for services only, does not include information about refunds. • Returned – shows the total amount of refunded receipts for playing time, goods, and services. • Canceled – shows the total amount of canceled receipts. • Cash – money received in cash. The field displays the total amount of all sold receipts for playing time, goods, and services (including canceled receipts, and refunds). • Cashless – displays the total amount of all sold receipts for playing time, goods, and services with cashless payment (includes canceled receipts, and refunds). • Total amount – the sum from all replenishments to the cash register with cash and cashless payments (generated receipts, sale of goods and services, added funds) minus all debits from the cash register (refunds, cancellations, withdrawal funds).

<p>General occupancy</p>	<p>The report presents a list of sessions that occurred during the specified period. It can be generated by the login of a specific cashier. If a cashier is selected, only receipts issued by this cashier within the specified period will be included in the report.</p>	<ul style="list-style-type: none"> • Office name. • Session start date – the start of the user’s session. • Session end date – the end of the user’s session. • Session duration – session duration in hh.mm.ss format. • User login – a nickname or a receipt number. • Account type – general, guest, employee, school, postpay. • Phone number (if specified). • Workstation number. • Total amount – how much money was debited from the client's account for the session (per-minute billing only). • Tariff name – indicated either per-minute billing or a pass session. • Cashier login – the login of the cashier who sold the receipt (information will be displayed for receipt and postpaid sessions if the receipt is paid). • One-time fee for starting a session – displays one-time minimum payment write-offs. • Ticket price – at what price the pass was sold including all discounts (if there were any). If the rate type is NOT a pass, the value is 0.
<p>Top up operations</p>	<p>The report displays top-up operations for the selected period.</p>	<ul style="list-style-type: none"> • Office name. • Refill date – shows the date and time of the balance top-up. • User login – a nickname or a receipt number. • Account type – guest, general, school, employee. • Phone number (if specified in the client's profile). • Total amount – shows the amount of top-up. • Workstation number.

Refunds	The report contains a list of the refunded receipts for a certain period.	<ul style="list-style-type: none">• Check code – the code of the receipt that was refunded.• Purchase date – receipt purchase date in the dd.mm.yyy hh:mm:ss format.• Return date – receipt refund date in the dd.mm.yyy hh:mm:ss format.• Return sum – the amount that was available for refund.• Check sum – the amount of the receipt upon purchase.• Cashier login – login of the cashier, who made the refund.
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**Cash register report
(detailed)**

The report contains information about the cash register shifts of cashiers. It can be generated by the login of a specific cashier. If the cashier's login is selected, then the report will be generated for the selected cashier whose shift entered the reporting interval.

- Session start date – the start of the user's session.
- Session end date – the end of the user's session.
- Office name.
- Cashdesk – the name of the cash register where cashier shifts were opened within the specified period.
- Cashier login.
- Checks – shows the total amount of all generated receipts for playing time during the cashier's shift including canceled receipts.
- Income – all deposits to the cash register, including the amount for exchange at the opening of the cash register, and technical deposits.
- Outcome – withdrawals, displayed with a minus.
- Goods – the amount of receipts for goods sold per shift, does not include refunds.
- Services – the amount of receipts for services sold per shift, does not include refunds.
- Returned – shows the total amount of refunded receipts for playing time, goods, and services during the cashier's shift. The sum is displayed with a minus.
- Canceled – the amount of canceled checks per shift. The sum is displayed with a minus.
- Total amount – shows cashier's revenue; is calculated as the sum from all top-ups to the cash register with cash and cashless payments (generated receipts, sale of goods and services, added funds) minus all debits from the cash register (refunds, cancellations, withdrawals).

<p>Passes usage</p>	<p>Displays a list of purchased passes during the specified period.</p>	<ul style="list-style-type: none"> • User login – login of the user who bought the pass. • Ticket type – the name purchased pass. • Purchase date – the date of the purchase in the d.mm.yyy hh:mm:ss format. • Ticket price – the price of the pass at the time of purchase. • Hours spent – shows the total ticket duration.
<p>Receipts report</p>	<p>The report provides information on receipts that were generated during the specified time period. It can be generated by the login of a specific cashier. If a cashier is selected, only the receipts issued by that cashier are included in the list. The report does not contain information on canceled checks.</p>	<ul style="list-style-type: none"> • Office name. • Cashdesk – the name of the cash register, where the receipts were generated. • Cashier login. • Check code – 12-digit receipt code. • Is redeem – shows whether this receipt was used for entering the system or replenishing the user's balance. • Total amount - shows the amount of the receipt. • Workstation num – the number of the workstation where this receipt was used. • User login. • Purchase date.

<p>Attendance and occupancy</p>	<p>The report displays the activity of user visits over the specified period.</p>	<ul style="list-style-type: none"> • Office name. • From date to date – the period, for which data was collected (dd.mm.yyyy hh:mm:ss format). • Users count – shows the number of users who visited the venue during the selected period. • New accounts – users who registered a new account during the specified time period, as well as users with receipts. Does not include registered employees (sum of columns 6 and 7); • Regular accounts – the users who already have an account in the venue + postpaid users (receipt). • New registered users – users who completed registration during the specified period. • Check accounts – number of receipt accounts for the selected period (if a receipt account was merged with a registered user, that is, an account was created upon entering with a receipt, it is not counted in this column).
<p>User registrations</p>	<p>Displays a list of registered users for the selected period. Only venue visitors are included in the report, the general list of registered users can be viewed in the “Created users” report.</p>	<ul style="list-style-type: none"> • User login. • First name (if specified). • Last name (if specified). • Birth date (if specified). • Email (if specified). • Phone number (if specified). • Registration date – the date in dd.mm.yyyy hh:mm:ss format. • First payment amount – the amount of the first top-up. • Workstation num – number of the PC where the registration was made. • Registration source – where registration took place (Shell, Booking).

User activity	The report displays the activity of all registered users for the specified period. It can be generated by the name of the cash register.	<ul style="list-style-type: none">• User login.• Amount of replenishment – the total sum of all receipts for the specified period (for all cash registers or the selected one).• Spent sum – the sum of all write-offs by sessions + the purchase of a pass for the selected period.• Average check – the amount of all top-ups for the selected period divided by the number of sessions.• Average session time – the total duration of the users' stay in the venue divided by the number of days during the selected period.• Number of sessions – shows the activity of the user's visits. Several sessions per day count as a single visit.• Monday, Tuesday, Wednesday, etc. – a breakdown by days of the week as a percentage of the total number of visits for the specified period.• Last visit date.• Phone number (if specified).• One-time fee for starting a session – displays the total amount of the one-time payment write-offs.
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<p>Shop quantity</p>	<p>The report displays the movement of goods for the selected period. It can be formed by the type and the category of goods. If the type and/or category of goods is filled out, then the movement is displayed only in the context of this type or category of goods.</p>	<ul style="list-style-type: none"> • Product name. • Sold quantity – quantity of goods sold for the specified period. • Restock quantity – quantity of goods restocked for the specified period. • Write-off quantity – the number of items written off during the specified period. • Restock price – the purchase price of the goods at the moment of the report creation. • Restock price sum – is calculated as the “Restock quantity” of goods multiplied by the “Restock price” of the goods (as of the date of restocking). • Selling price – the last selling price. • Sold price sum – is calculated as “Sold quantity” for the period multiplied by the “Selling price” (as of the date of sale). • Actual quantity – shows the current balance of goods in stock at the moment of the report creation.
<p>Created users</p>	<p>The report displays all created users (through Shell, CAP, Booking Portal, and created employees).</p>	<ul style="list-style-type: none"> • User login. • First name (if specified). • Last name (if specified). • Birth date (if specified). • Email (if specified). • Phone number (if specified). • Registration date – registration date in dd.mm.yyyy hh: mm: ss format.

<p>Unpaid postpay sessions</p>	<p>The report displays a list of deleted unpaid postpaid sessions for the specified period.</p>	<ul style="list-style-type: none"> • Session start time. • Session end date. • Session duration – duration in the hh:mm:ss format. • Workstation num – the console or PC number where the session was taking place. • Operation sum – shows the amount of the postpaid session. • Purge date – shows the date when the unpaid postpaid session was deleted. • Purger's login – displays the login of the cashier who deleted the unpaid postpaid session.
<p>Canceled reservations</p>	<p>The report displays a list of canceled workstation bookings.</p>	<ul style="list-style-type: none"> • Office name. • Reservation date. • Reservation duration – booking duration in hh:mm:ss format. For example, 2 hours, 5 hours, etc. • Reservation type – service or client booking. • Penalty amount – the amount of the cancellation or no-show penalty (if any). • Canceler login. • Cancel date – the date of reservation cancellation. • Comment at cancellation. • User login – the user account for which the booking was created. • Comment – a comment that was specified when creating a booking (if any).

<p>Used reservations</p>	<p>The report includes realized bookings that were created by users (the used ones and early canceled bookings) for the specified period.</p>	<ul style="list-style-type: none"> • Creation date – the date of booking creation (in dd.mm.yyyy format). • Office name. • Workstation num – the number of the booked workstation. • Reservation date – the planned start date of the booking. • Reservation end date – the planned end date of booking. • Actual reservation end date – the time when the booking ended (if the booking was canceled ahead of schedule, then the end time of the booking). • User login – the user for whom the booking was made. • Operation type – cash or cashless payment. • Reservation deposit – the deposit amount frozen on the user's balance after the booking creation.
<p>Created reservations</p>	<p>This report displays workstation reservations for the specified period.</p>	<ul style="list-style-type: none"> • Office name. • Reservation date. • Workstation number. • User login – login of the user who created the booking. • Status – status of the booking (active, canceled).

<p>Used promocodes</p>	<p>The report contains information on the used promo codes.</p>	<ul style="list-style-type: none"> • Total count of redeeming promo codes – shows the total number of used promo codes. • Total count of remaining promo codes – shows the total number of remaining unused promo codes. • User login – the user who used the promo code. • Promo code name. • From date – the promo code's start date (not related to the date of the report generation). • From date – expiration date of the promo code (according to its settings). • Total amount – promo code bonus amount. • Check code – the receipt number used for registration. • Registration date – the date of user registration.
<p>Attendance by day</p>	<p>The report displays a list of dates with the number of visits and registrations for each day of the period. Dates are chosen for the specific period, and requests are generated within each day.</p>	<ul style="list-style-type: none"> • Date. • Number of participants per day – total number of visitors for the period (regular users + new registrations, the sum of columns 3 and 4). • New registered users per day – The registration date falls on the day of the selected period, it does not matter if there was a session or not, the current user status does not matter. • Regular accounts per day – the number of unique users that registered before the report generation period and had an active session on that day (the session start date falls within the period; if the user had many sessions, they are considered as a single visit).

Sold receipts (detailed)	The report contains detailed information about all receipts for the selected period. It can be generated by the name of the cash register.	<ul style="list-style-type: none">• Operation date.• Check code – shows the number of the created receipt for playingtime, sale of goods, and services.• Is cash – shows how the receipt was paid: by cash or by creditcard.• Operation type – a receipt for playing time or a product/service.• Total amount – the sum of the receipt.• Restock price – indicated only for receipts for the sale of goods and services. Displays the last purchase price of the goods/services on the date of receipt generation.• Cashdesk – the name of the cash register where the receipt was generated.• Returned – refund amount (if there was a refund on this receipt).• Is canceled – shows whether the receipt was canceled or not.
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Cash register operations	The report contains information about all transactions in the cash register. Can be generated by the login of the cashier and the name of the cash register. The report includes all receipts created for the selected period.	<ol style="list-style-type: none">1. <i>If the cashier and cash register are not specified</i>, all transactions for the sale of receipts, goods, and services for the specified period are selected with the following fields:<ul style="list-style-type: none">• Operation date – the date of the operation in the dd.mm.yyyy hh.mm.ss format.• Check code – shows a receipt for playing time, name of product or service. If the sales receipt contains many products, they are divided into separate lines for each product.• Sold quantity – shows the number of sold goods and services. If areceipt for the playing time was sold, then this field will be empty.• Operation type – payment method (cash or cashless).• Total amount - the total cost of the item calculated by the lastsale price.• Check status – used, unused, refunded.2. <i>If the cashier is selected but the cash register is not</i>, all transactions for the sale of receipts, goods, and services performed by this cashier within the specified period are selected.3. <i>If a cash register is specified, but a specific cashier is not</i>, then all transactions for the sale of receipts, goods, and services within the selected cash register for the specified period are shown.4. <i>If both a cash register and a cashier are specified</i>, then all transactions for the sale of receipts, goods, and services of the selected cashier within the selected cash register for the specified period are selected.
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<p>Cash register sessions</p>	<p>The report contains data on cash register shifts, their opening and closing dates, and the logins of the cashiers who performed these operations. The report shows cash register shifts that occur during the chosen time frame. It can be generated by the name of the cash register.</p>	<ul style="list-style-type: none"> • Office name. • Cashdesk – the name of the cash register. • Session start date – shift opening date (opening of the cash register day). • User who opened session – login of the cashier, who opened the cash register session. • Session end date – closing the cash register with a Z-report. • User who closed session – login of the cashier, who closed the cash register session. • Total amount – total amount per shift (includes the sum of receipts, added funds, goods, minus refunds and withdrawals). • Cash – the amount of cash in the cash register (minus refunds and withdrawals). • Cashless – cashless amount in the cash register (minus refunds and withdrawals).
<p>Passes by zones</p>	<p>The report displays the number of purchased passes by zones. It can be generated by the name of the cash register.</p>	<ul style="list-style-type: none"> • Office zone. • The name of the pass and its duration. • Period – shows the period when the pass was purchased (equal to the cash register shift). • Total amount – the total amount of the pass.

<p>Support sessions</p>	<p>The report displays a list of support account sessions for the selected period.</p>	<ul style="list-style-type: none"> • Workstation num – the PC used for the support session. • Session start date – shows when the system was entered under the support account. • Session end date – the session end time is not connected to a period and may be absent. • Session duration (hours) – the number of hours spent under the support account. It is determined as the number of hours between the start and end date of the session. If the end date is not specified, the number of hours is not calculated.
<p>Cash deposit/ withdrawal</p>	<p>The deposit/withdrawal report contains information on adding/withdrawal operations for the selected period. It can be generated by the login of a specific cashier. If a cashier is selected, then the report contains operations performed by this cashier only.</p>	<ul style="list-style-type: none"> • Office name. • Operation date – operation date in the dd.mm.yyy hh:mm:ss format. • Cashier login – who performed the operation. • Operation type – adding or withdrawing funds. • Operation sum. • Comment – the comment left during the operation.

Movements of goods and services

The report displays the movement of goods and services for the selected period. It can be generated by the type and category of goods, as well as by the cashier's login. If a type and/or category of goods is selected then the movement is displayed only in the context of this type or category of goods. If a cashier is selected, then the movement of goods is displayed in the context of the selected cashier.

- Source order - shows where the order/sale of goods was made. 2 values are possible:
 - 1) "Cashdesk". In case the product/service was purchased through the cash register in CAP.
 - 2) "Shell order". In case the order was made in Shell. Only goods that have been paid for are included in the report for the "Shell order" source.
- Cashier login – the login of the cashier, who sold the product. The report should include those sessions in which the shift start date/time \geq the report generation start date/time and the shift start date \leq the report generation end date/time. The indicators (restock, sold, write-off) take into account the division into cashiers. When goods or services are sold through the cash register, the "cashier login" field is filled out. In the case of a purchase from Shell, the field will be empty.
- Product category – the category of the goods. If the category is not specified, the value will be empty, if the product has several categories, they will be written through the separator ";".
- Product name. Only goods with at least one of the indicators (restock, write-off, sold) above zero are included in the report.
- Restock quantity – the number of goods added to the stock for the selected period.
- Write-off quantity – the number of items written off for the selected period.
- Restock price – the last purchase price.
- Restock price sum – is calculated as the quantity of the restocked goods multiplied by their price (as of the date of restocking).
- Total amount of goods – shows the balance of goods in the stock for the current date.
- Sold quantity – the number of goods, which were sold during the selected period.
- Selling price – the last sale price.

		<ul style="list-style-type: none"> • Sold price sum – is calculated as the number of goods, sold during the selected period, multiplied by the selling price. • Sold price sum in restock price – is calculated as the number of goods sold for the period multiplied by the last restock price. • Profit – is calculated as “Sold price sum” minus “Sold price sum in restock price”.
<p>Shop items stock</p>	<p>The report contains information about the balances of goods in the shop at the date of the report creation.</p>	<ul style="list-style-type: none"> • Product category – category of goods in the admin panel. In the case when a product belongs to several categories, the list of categories is displayed through the separator ";". • Vendor code. • Product name – all items added to the store are included in the report. The column is displayed empty if the name in the admin panel is not filled. • Actual quantity - shows the number of goods left in stock at the moment of the report creation. If there are no balances, the report displays 0. • Creation date - shows item creation date. • Selling price - the selling price of the goods in the shop.

<p>Occupancy by zones</p>	<p>The report displays a list of sessions that take place within the formation period for the selected venue. It can be generated by the name of a zone. If a zone is chosen, only data from that zone is included in the report.</p>	<ul style="list-style-type: none"> • Office name. • Session start date – falls within the specified period (the session should start no earlier than the report generation date and no later than the report generation date). • Session end date – does not affect report generation (if the session is not over, it is empty). • Office zone. • Workstation num. • User login – player’s login or a receipt number. • User age – the number of full years as of the date of the report generation. If the field is empty then the value is empty. • Tariff name – shows the type of rate: per-minute billing, pass session, or a postpaid session. • Amount of funds debited – calculated as the sum of all write-offs during the session. • Amount of replenishment – the amount of top-ups. If there were no balance top-ups within the session, the value is 0. Top-ups from the venue’s Map are not displayed. • Session duration – time in minutes that the client spent in Shell.
<p>Transactions</p>	<p>The report displays all transactions (sale of receipts for playing time or goods) that occurred in the venue for the selected period. Additionally, you can choose the operation type: sales or refunds.</p>	<ul style="list-style-type: none"> • Office name – the name of the venue where the transaction was made. • Period – time when the report was created. • Transaction date – the date when the transaction was made. Display format: DD-MM-YYYY. • Transaction code – transaction code for the processed check. • Operation type – displays 2 values. <ul style="list-style-type: none"> 1) If there was a purchase of a receipt – “check purchase”. 2) If there was a refund – “check refund <transaction number of the purchased receipt>”. • Operation sum – the amount of the receipt. If the receipt was returned, the amount is displayed with a minus. • Is cash – shows the payment method (cash or cashless).

<p>UAE Transactions report</p>	<p>Reports developed specifically for the UAE's requirements. Also, it is possible to choose the operation type: sales or returns.</p>	<ul style="list-style-type: none"> • LOCATION_CODE – default value. • TERMINAL_ID – cashdesk session ID. • SHIFT_NO – cashdesk session ID. • RCPT_NUM – receipt ID. • RCPT_DT – operation date. • BUSINESS_DT – operation date. • RCPT_TM – operation time. • INV_AMT – receipt amount. • TAX_AMT – the amount of tax deducted from the total amount of a receipt. The tax system can be managed in the Settings section. • RET_AMT – shows the returned amount on the specified receipt (if there was a refund). • DISC_AMT – default value. • OP_CUR – organization’s currency. • BC_EXCH – default value. • TRAN_STATUS – receipt operation (sale or refund).
<p>UAE Payment report</p>	<p>Reports developed specifically for the UAE's requirements. Also, it is possible to choose the operation type: sales or returns.</p>	<ul style="list-style-type: none"> • RCPT_DT – operation date. • RCPT_NUM – receipt ID. • PAYMENT_NAME – payment type (cash or cashless). • CURRENCY_CODE – organization’s currency. • EXCHANGE_RATE – default value. • TENDER_AMOUNT – the total sum of the transaction. • OP_CUR – organization’s currency. • BC_EXCH – default value. • PAYMENT_STATUS – receipt operation (sale or refund).

<p>UAE Item report</p>	<p>Reports developed specifically for the UAE's requirements. Also, it is possible to choose the operation type: sales or returns.</p>	<ul style="list-style-type: none">• RCPT_DT – operation date.• RCPT_NUM – receipt ID.• ITEM_CODE – item ID.• ITEM_NAME – item name.• ITEM_QTY – item quantity.• ITEM_PRICE – item price.• ITEM_CAT – the name of the category to which the product belongs.• ITEM_TAX – the amount of tax deducted from the total amount of a receipt. The tax system can be managed in the Settings section.• ITEM_TAX_TYPE – inclusive by default.• ITEM_NET_AMT – item price.• ITEM_DISC_AMT – default value.• OP_CUR – organization's currency.• BC_EXCH – default value.• ITEM_STATUS – receipt operation (sale or refund).
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