Point of sale reports and the daily routine

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Point of sale reports and the daily routine

Review sales by cashier and item, check payments against the bank, and run a safe daily routine.

Intermediate · About 20 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

Included in the **Kuza** and **Enterprise** plans. It is not part of **Biashara**. Contact us if you want to upgrade.

Overview

Once the shift is closed, the sales are in your books. These reports help the manager and accountant check them.

Useful reports

Search for each in the search bar.

Report	What it tells you
POS Closing Entry list	Each shift: cashier, totals per payment method, difference
Sales Register	Every invoice for a period, with customer and tax
Item-wise Sales Register	Which items sold, in what quantity
Sales Analytics	Sales by item, customer or period
Stock Balance	What is left on the shelves
Payment Entry / Bank Reconciliation	Whether the M-Pesa and card receipts reached the bank

Steps: the end-of-day routine

1. The cashier **closes the shift** and records the cash count. See Opening and closing a shift.
2. The manager opens the **POS Closing Entry** for the day, checks the differences and reads the notes.
3. The accountant compares the **M-Pesa** total with the M-Pesa statement, and the **card** total with the bank settlement. See Bank accounts and bank reconciliation.
4. The cash is banked, and the deposit is recorded as a bank transaction.

5. The storekeeper checks the fast-moving items in **Stock Balance**, and reorders. See Stock reports.

Practical example

On Friday evening the manager sees three closing entries. One cashier has a difference of −KES 400, with no note. The manager asks about it the next morning, and reviews that cashier's sales and returns for the day.

Important notes

- Reconcile M-Pesa and card **every day**. Problems are easier to trace while they are fresh.
- Restrict reports and closing entries to managers and accountants.
- Keep your sales by cashier. It helps with training and honesty.

Common mistakes

- Looking only at totals, and never at the differences.
- Not banking cash daily.

Next steps

Return to Point of sale overview.

Related documentation

- Opening and closing a shift
- Bank accounts and bank reconciliation
- Stock reports
- Financial reports