

CLOVER - Sales Report

View a full Sales Report to see the most important numbers for this reporting period.

To generate a sales report:

1. On a web browser, log in to the [Web Dashboard](#).
2. At the left, click **Reporting**. The Sales Overview page opens and shows information for today in a Trends View. If you want to read about trends, you're in the right place now and you can skip the next step.
3. Click **Sales Report** in the navigation bar to generate a comprehensive sales report with all the numbers.
4. Use the Calendar to choose one of the reporting periods for the report you've selected, or set a **Custom Date Range**. For a custom date range, choose a **Start Date** and time and an **End Date** and time and click **Done**. To see your report right now, choose a reporting period of 3 months or less.
5. Generate your report:
 - If you chose a reporting period that's shorter than 3 months, the report opens now.
 - If you chose a reporting period that's longer than 3 months, confirm the requested time range in the form that opens, and then click **Submit Request**. You'll get an email when this report is ready to read. You can view requested reports for 7 days. Between 8 and 14 days, you can still get the report again from the Requested Reports history list. After that, you'll need to start a new request.
6. The amount collected should reflect/balance the same amount listed under Credit Card for your VEND reports.



Sales Overview

Jul 1, 2020 12:00 am - Jul 15, 2020 11:59 pm

Filters: none

Sales Summary

No payments made during this time period.

Top 5 Tender Types

No payments made during this time period.

Top 5 Card Types

No payments made during this time period.

This is the printed Sales overview report from the online Clover dashboard. This is acceptable to submit.

Sales Overview

Jul 16, 2020 12:00 AM - Jul 31, 2020
11:59 PM

Sales Summary

Gross Sales	\$37.50
Refunds	\$0.00
Net Sales	\$37.50
Gift Card	
Activations and	
Loads	\$0.00
Tips	\$0.00
Amount Collected	\$37.50

Sales by Tender Types

Credit Card

Transactions	1
Sales Total	\$37.50
Refunds	\$0.00
Manual Refunds	\$0.00
Amount Collected	\$37.50

Total

Transactions	1
Sales Total	\$37.50
Refunds	\$0.00
Manual Refunds	\$0.00
Amount Collected	\$37.50

Sales by Card Types

Visa

Transactions	1
Sales Total	\$37.50
Refunds	\$0.00
Manual Refunds	\$0.00
Amount Collected	\$37.50

Total

Transactions	1
Sales Total	\$37.50
Refunds	\$0.00
Manual Refunds	\$0.00
Amount Collected	\$37.50

Report generated at Aug 7, 2020 1:53:15 AM

VAN BUREN COUNTY EXTENSION
215 E PAW PAW # 201 PAW PAW, MI
MID 277027970590



This is a printed sales overview from the Clover device. One shows sales/activity, the other shows nothing. Either this printed report or the report from the dashboard are acceptable to submit.

Sales Overview

Jul 16, 2020 12:00 AM - Jul 31, 2020
11:59 PM

Sales Summary

No Payments made during this time period

Sales by Tender Types

No Payments made during this time period

Sales by Card Types

No Payments made during this time period

Report generated at Aug 6, 2020 2:53:47 PM

BENZIE COUNTY EXTENSION
GOVT CENTER 648 COURTESY BLDG, ANTON MI
MID 277027921492



This is a payments report printed from the online dashboard. This is **not** the correct report to print as it doesn't show all activity/data that we need.

 Note: This list shows payments created during this time period.

Search

Filter By

Employee **Online Or Offline** **Payment Result**

All Employees Online and Offline All payment results

Tender Type **Card Type** **Device**

All Tenders All card types All Devices

Card Transaction

All card transactions

Show payments with totals between: \$ and \$ [Update](#)

Start:  01-Jul-2020 12:00 am

End:  15-Jul-2020 11:59 pm

Payments Tools

 Analytics  Round Up for Schools

Created	Trans #	Tender	Amount	Tip Amount	Employee	Application	Details
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