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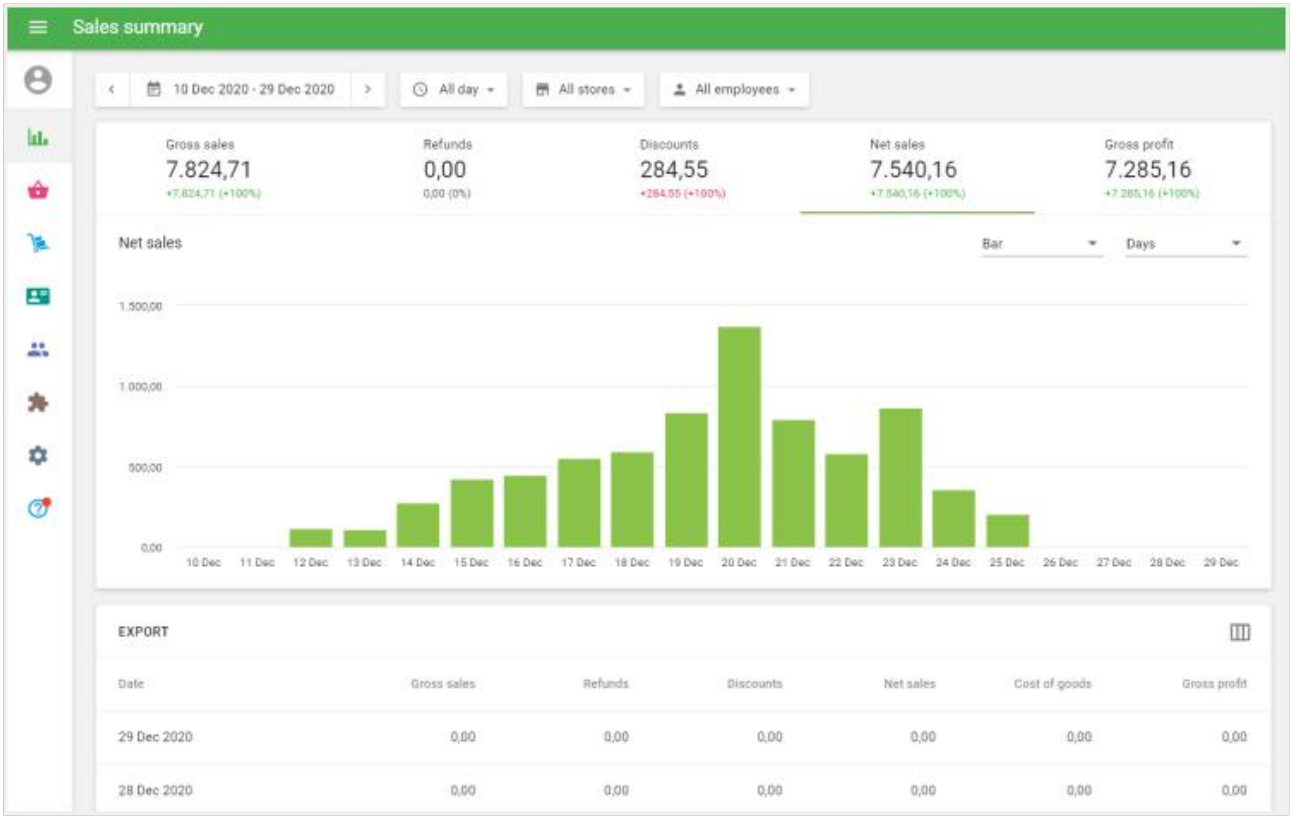
Sales Summary Report in the Back Office

https://help.loyverse.com/help/sales-summary-report-back-office · Updated January 8, 2026

Video
https://www.youtube.com/watch?v=KvtocjryOpw

The **Sales Summary** report provides an overview of your store's key sales metrics and helps you quickly evaluate business performance for a selected period.

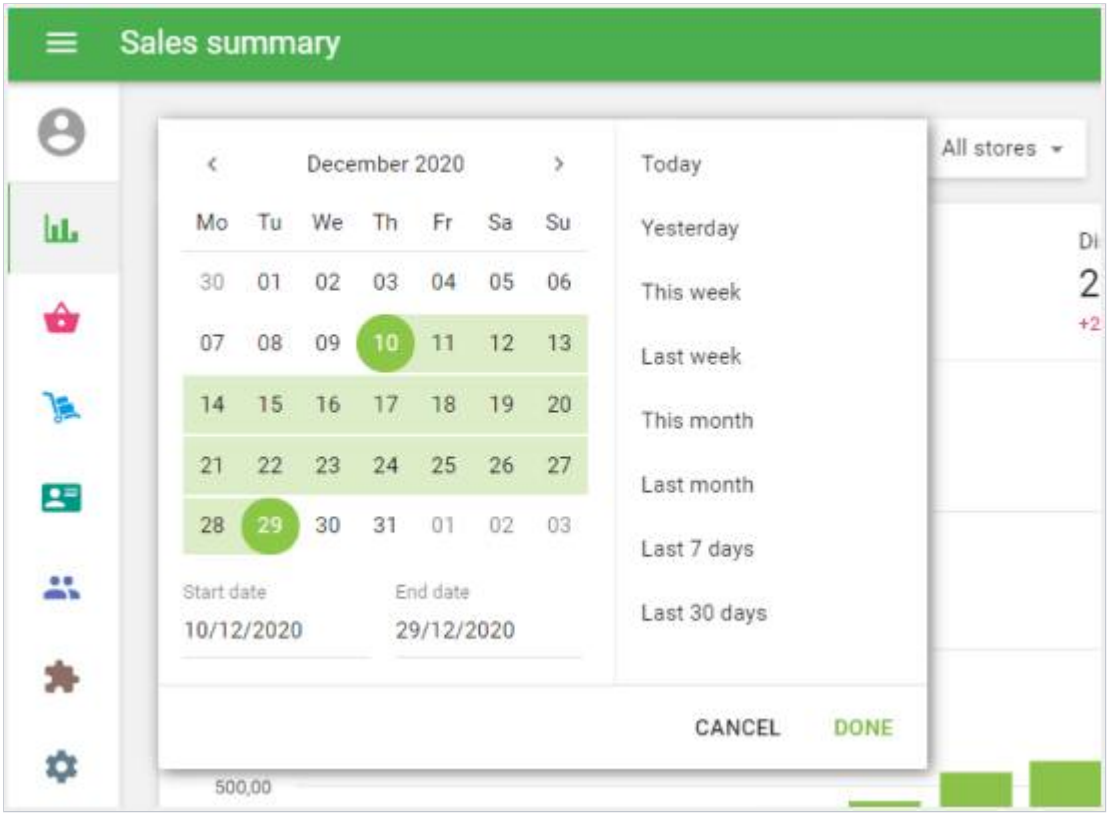
When you open the **Back Office**, the **Sales Summary** section is displayed by default and shows the most important sales information at a glance.



1. Report Filters

At the top of the report, you can configure filters to refine your data:

- **Period:** Today, Yesterday, This week, This month, or a **Custom** date range
- **Stores:** Select one or multiple stores (if you manage several locations)
- **Employees:** Filter sales by one or multiple employees



Note:
By default, access to sales data is limited to the **last 31 days**.
Start a free trial or subscribe to **Unlimited Sales History** to analyze sales for any time period.

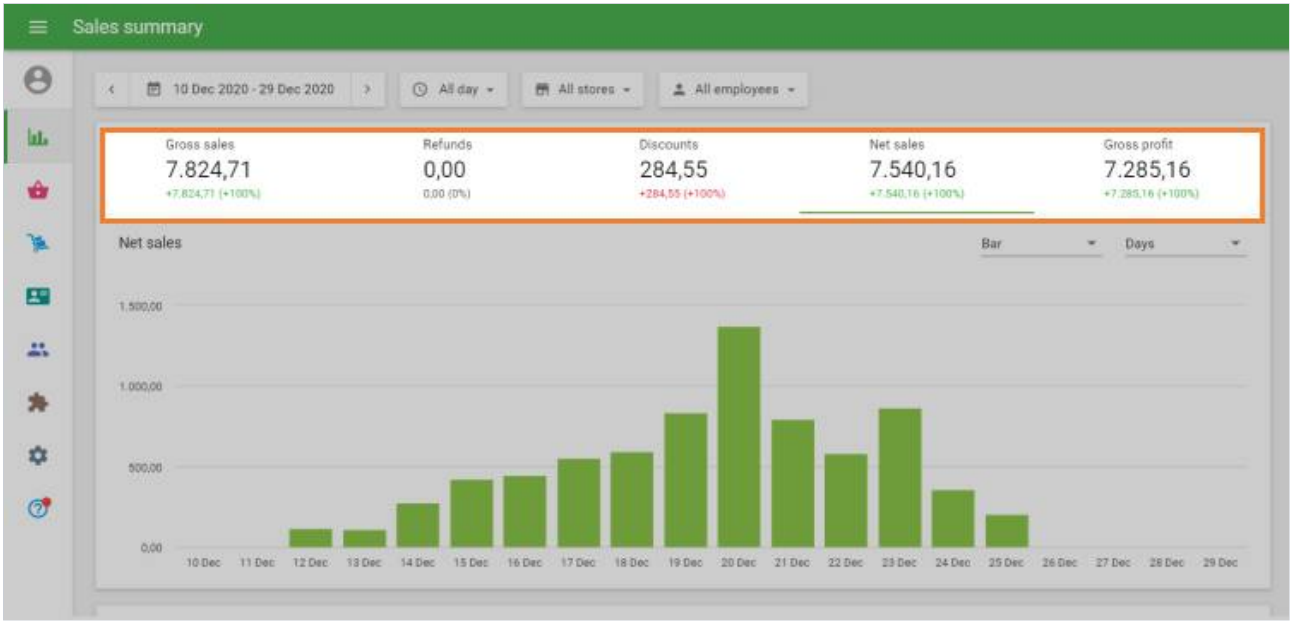
2. Key Sales Metrics

The Sales Summary includes tabs with the main sales indicators:

- **Gross sales**
- **Refunds**
- **Discounts**
- **Net sales**
- **Gross profit**

Below each value, you can see a comparison showing how much the result increased or decreased compared to the **previous equivalent period**.

Clicking on any metric opens a chart with detailed data for the selected period.



3. Definitions of Sales Metrics

Gross Sales

Gross sales represent the total revenue **before discounts and refunds**.

Calculation rules:

- Calculated as the sum of item prices **before discounts, tips, and taxes**
- If tax is **included** in the item price, it is included in Gross Sales
- Taxes **added on top of the price** are not included
- Modifier costs are included
- Discounts are not included

Refunds

Refunds represent the total value of returned items.

Calculation rules:

- Calculated as the sum of returned item prices **before discounts, tips, and taxes**
- If tax is included in the item price, it is included in the refund amount

Discounts

Discounts show the total value of all discounts applied.

Calculation:
Total discounts on sales receipts minus total discounts on refund receipts

Net Sales

Net sales reflect the actual revenue after reductions.

Formula:

Net Sales = Gross Sales – Discounts – Refunds

Gross Profit

Gross profit shows how much you earned after deducting the cost of goods sold.

Formula:

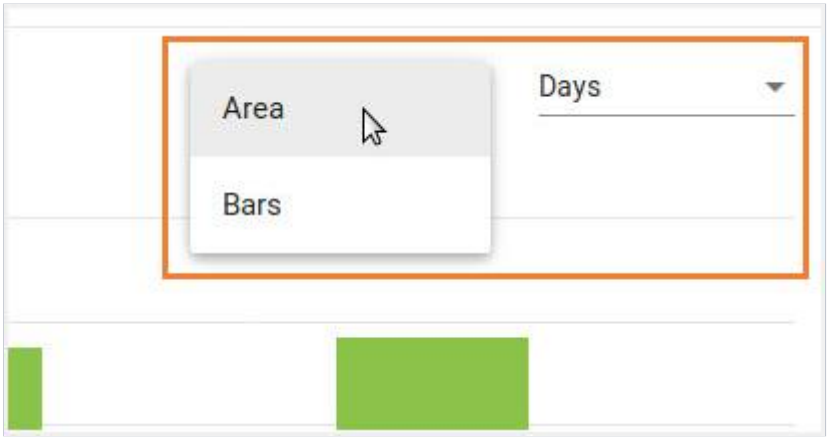
Gross Profit = Net Sales – Cost of Goods

4. Sales Charts

In the chart view, you can customize how data is displayed:

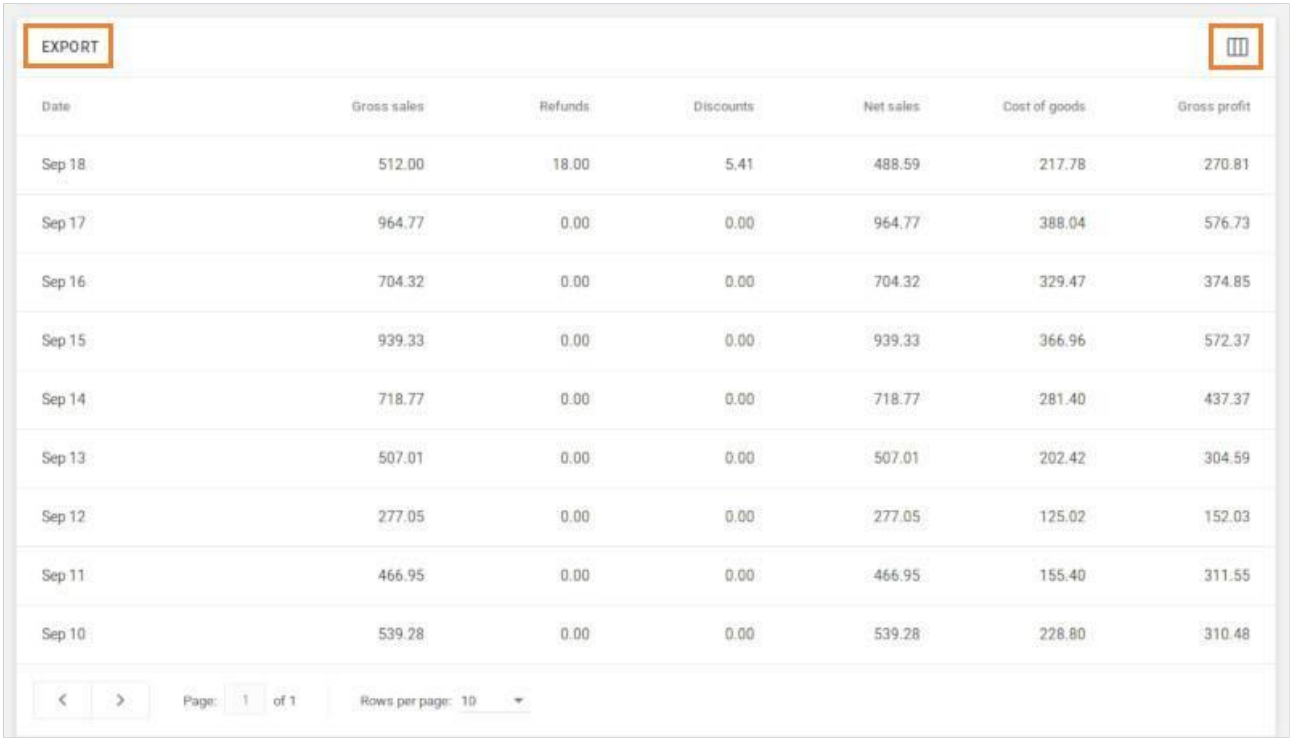
- **Chart type:** Area or Bars
- **Grouping:** Hourly, Daily, Weekly, Monthly, Quarterly, or Yearly

This helps analyze sales trends over different time periods.



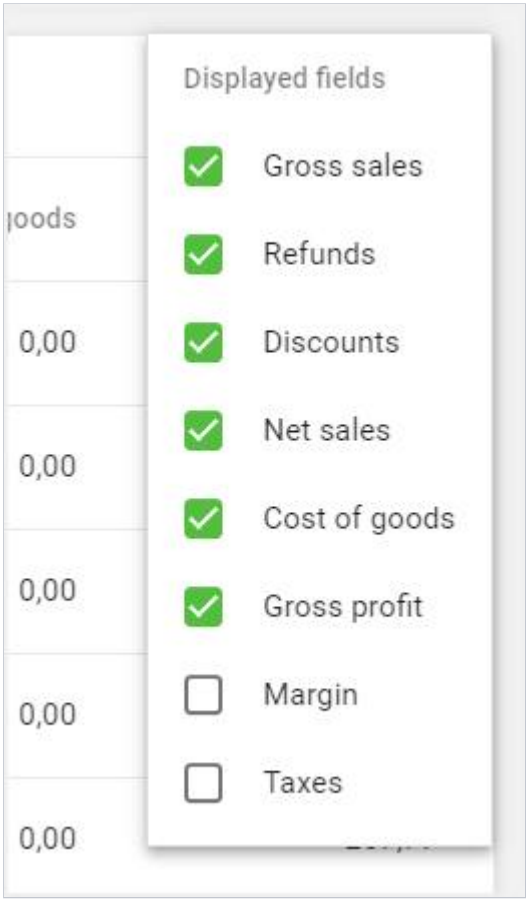
5. Sales Summary Table

At the bottom of the page, you'll find a table with sales summary values broken down **by day**.



You can:

- **Export** the Sales Summary report by clicking the Export button
  Note: Exporting sales reports is available with the **Unlimited Sales History** subscription.
- **Customize columns** using the three-vertical-lines icon on the right side of the table header



See also:

Sales Report by Category

Receipts Section in the Reports in the Back Office