

Chapter 5 :

Managing Reporting

- [Daily Sales](#)
- [Fulfilled Sales](#)
- [Buyback Sales](#)
- [Sales Incentives](#)
- [Top Monthly Sales](#)

Daily Sales

To view Daily Sales,

- 1. Click **Reporting**
- 2. Click **Daily Sales**
- 3. **Daily Sales Report**

Daily Sales Report×

Type *

From *

dd/mm/yyyy

To *

dd/mm/yyyy

Format *

☒ PDF

☐ CSV

☐ Excel

Cancel

Generate Report

Generate Report.

4. If admin choose the PDF format, the Daily sales report will appear as below:



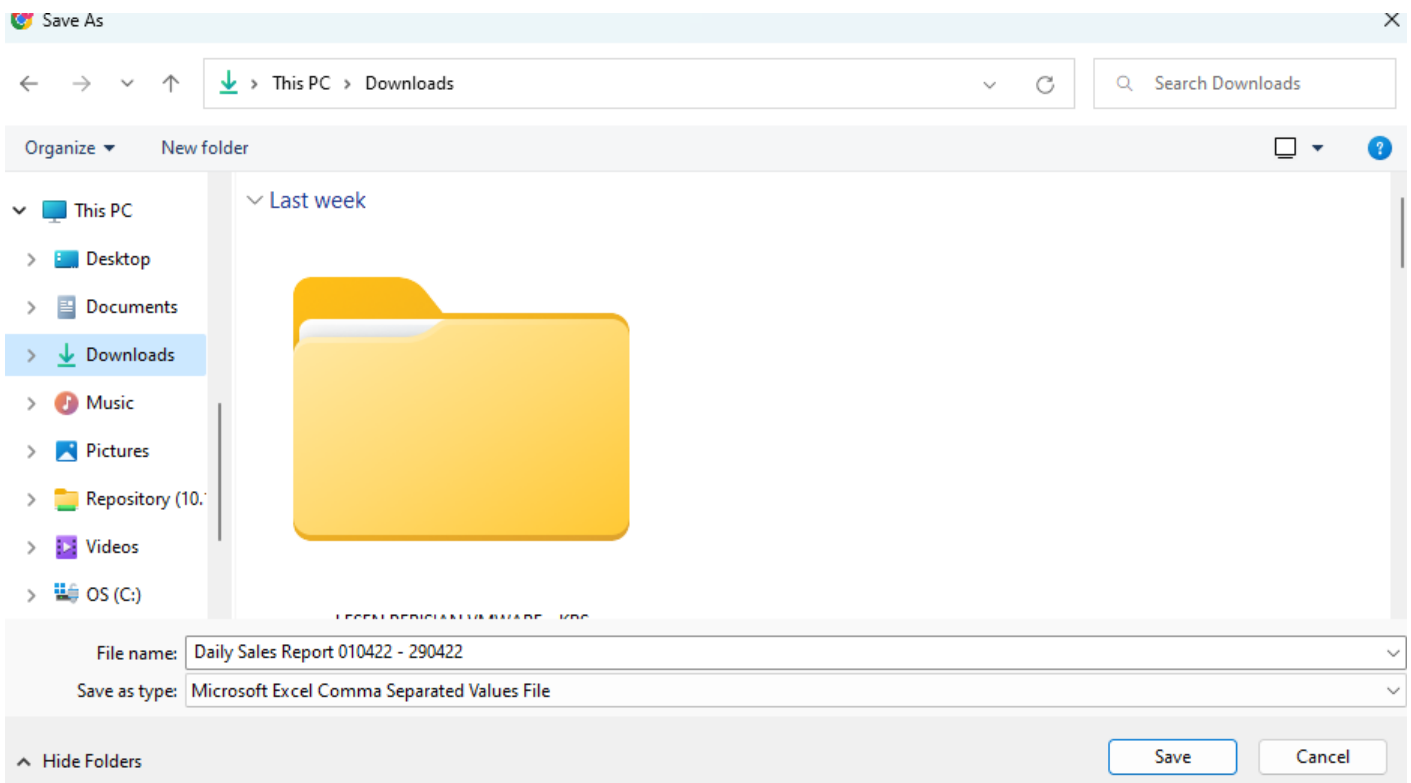
DAILY SALES REPORT

OUTRIGHT PURCHASE 01/04/2022 - 29/04/2022

Metalin
KBSE Bullion Sdn Bhd
No. 1-11-2 Presit Alam
Pusat Perdagangan Worldwide
Persiaran Akuatik, Seksyen 1
40100 Shah Alam, Selangor, Malaysia

Date	Orders	Weight (g)	Premium (MYR)	Shipment (MYR)	Sales (MYR)
18/04/2022	1	1.0000	10.00	0.00	308.00
Total Orders					1
Total Weight					1.0000g
Total Premium					MYR 10.00
Total Shipment					MYR 0.00
Total Sales					MYR 308.00

5. If admin choose either CSV or Excel, the report will automatically be download to the pc.



Fulfilled Sales

To view Fulfilled Sales,

1. Click **Reporting**
2. Click **Fulfilled Sales**
3. **Fulfilled Sales Report**

Fulfilled Sales Report



Type *

Outright Purchase



From *

01/06/2022



To *

30/06/2022



Format *



PDF



CSV



Excel

Cancel

Generate Report

Generate Report.

4. The fulfilled Sales Report will appear as below:

FULFILLED SALES REPORT

OUTRIGHT PURCHASE 01/06/2022 - 30/06/2022

Metalink

KBSE Bullion Sdn Bhd
No. 1-11-2 Presit Alami
Pusat Perdagangan Worldwide 2
Persiaran Akuatik, Seksyen 13
40100 Shah Alam, Selangor, Malaysia

Date	Orders	Weight (g)	Premium (MYR)	Shipment (MYR)	Sales (MYR)
03/06/2022	1	1.0000	10.00	0.00	308.00
07/06/2022	1	1.0000	10.00	0.00	296.00
08/06/2022	1	5.0000	10.00	10.00	1,449.00
Total Orders					3
Total Weight					7.0000g
Total Premium					MYR 30.00
Total Shipment					MYR 10.00
Total Sales					MYR 2,053.00

Buyback Sales

To view Buyback Sales,

1. Click **Reporting**

2. Click **Buyback Sales**

3. **Buyback Sales Report**

Buyback Sales Report

×

Type *

▼

From *

dd/mm/yyyy

📅

To *

dd/mm/yyyy

📅

Format *

☒ PDF

☐ CSV

☐ Excel

Generate Report.

Cancel

Generate Report

4. The **Buyback Sales Report** will appear as below:



BUYBACK SALES REPORT

OUTRIGHT PURCHASE 01/04/2022 - 08/06/2022

Metalink

KBSE Bullion Sdn Bhd
No. 1-11-2 Presit Alami
Pusat Perdagangan Worldwide 2
Persiaran Akuatik, Seksyen 13
40100 Shah Alam, Selangor, Malaysia

Date	Buybacks	Weight (g)	Sales (MYR)
Total Transactions			0
Total Weight			0.0000g
Total Sales			MYR 0.00

Sales Incentives

To view Sales Incentives Report,

- 1. Click **Reporting**
- 2. Click **Sales Incentives**
- 3. **Sales Incentives** | for this report can be

Sales Incentives

Type *

Outright Purchase

From *

02/06/2022

To *

08/06/2022

Cancel

Generate Report

- 4. The Sales Incentives will appear as below:



SALES INCENTIVES REPORT

OUTRIGHT PURCHASE

Metalink

KBSE Bullion Sdn Bhd
No. 1-11-2 Presit Alami
Pusat Perdagangan Worldwide 2
Persiaran Akuatik, Seksyen 13
40100 Shah Alam, Selangor, Malaysia

Date	Order ID	Customer	Amount (MYR)	Incentive (MYR)
03/06/2022	#00000005	MET00000093	308.00	0.00
07/06/2022	#00000007	MET00000093	296.00	5.92
08/06/2022	#00000008	MET00000093	1,449.00	28.98
Total Sales				MYR 2,053.00
Total Sales Incentives				MYR 34.90

Top Monthly Sales

To view Top Monthly Sales Report,

- 1. Click **Reporting**
- 2. Click **Top Monthly Sales**
- 3. **Top Monthly Sales Report** Pop up will appear. Fill up all the required section . Then click **Generate Report**.

Top Monthly Sales

Type *

Personal Sales

Group Sales

Personal & Group Sales

Top 10

Year *

Format *

☒ PDF

☐ CSV

☐ Excel

Cancel

Generate Report

- 4. The report will be generated as below:

TOP 10 MONTHLY SALES

PERSONAL & GROUP SALES 04/2022

Metalink

KBSE Bullion Sdn Bhd
No. 1-11-2 Presit Alami
Pusat Perdagangan Worldwide 2
Persiaran Akuatik, Seksyen 13
40100 Shah Alam, Selangor, Malaysia

No.	Customer	Personal Sales (MYR)	Group Sales (MYR)	Total Sales (MYR)
1	MET00000093 MADEEHAH RASID	308.00	0.00	308.00
2	MET00000092 HAFIFI MASOD	0.00	0.00	0.00