Questions?
Call us at **1-877-270-3475**
or
Log in to Silver Back Office to chat with a representative

Visit NCRSilver.com

"To know I can check and see how the store is doing even without being there is very helpful."
Reveille Joe Coffee, *Coffee Shop*

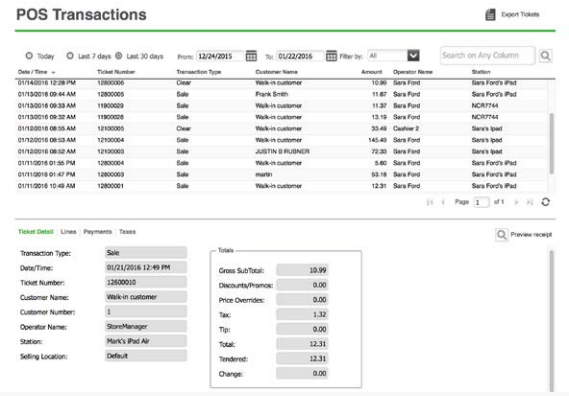
Both NCR Silver

NCR Silver Pro

Browse by categories
Welcome
NCR Silver
NCR Silver Pro
Restaurant Edition

POS Transactions

Use POS Transactions to find details of all transactions in the history of your store. This screen is also helpful if you ever need to confirm that a transaction took place.



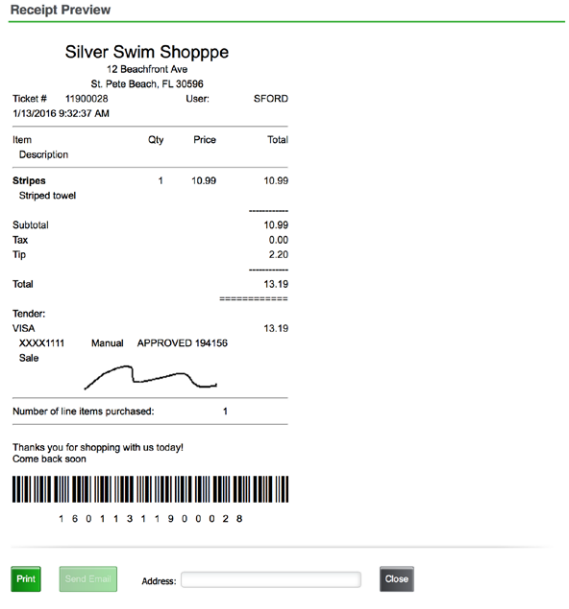
The timestamp shown for the POS transactions are based on the timezone of the POS device where the transaction occurred.

1. Select **RESULTS > POS TRANSACTIONS** and then choose the specific transactions you want to see by selecting one of the default timeframes or by entering a specific timeframe and clicking . You can also search for a specific ticket by any of the column names in the grid. You can also sort the grid by the transaction type (**All**, **Sale, Return**, **Pay In**, **Pay Out**, **Clear**) using the **Filter By** dropdown.

2. Select any transaction and the details of that ticket will display at the bottom of the screen. The **Ticket Detail** tab will show you exactly which POS operator made the sale and which POS station they used. Click on the **Lines** tab for the ticket's line item detail. Click on the

Payments tab to see form(s) of payment. You can also click on the **Taxes** tab to see taxes paid on the ticket.

3. Click **Preview Receipt** to view the receipt for the highlighted transaction at the top.



4. You can also print and email the previewed receipt. Before emailing the receipt, make sure you have typed the correct email address in the **Address** field.

5. To export your transactions into a reportable file format, use the **Export** button at the top of the screen. This will download two .csv files containing the same transactions included in your search results. The first .csv file will contain ticket summary and payment information. The second will include the line details from each of the tickets.

pos transactions, back office, transaction history

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