

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

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## **POS Transactions**

confirm that a transaction took place.

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

Both NCR Silver

NCR Silver Pro

Browse	by	categories
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Welcome NCR Silver NCR Silver Pro Restaurant Edition

POS Trans	sactions					Export Tok	ietts
O Today O Last	7 days 🕲 Last 30 days	From: 12/24/2015	To: 01/22/2016	Filter by: Al	~	Search on Any Column	Q
Date / Time +	Ticket Number	Transaction Type	Customer Name	Amount	Operator Name	Station	
01/14/2016 12:28 PM	12800006	Ciear	Walk-in customer	10.99	Sara Ford	Sara Ford's IPad	
01/13/2016 09:44 AM	12800005	Sale	Frank Smith	11.67	Sara Ford	Sara Ford's IPad	
01/13/2016 09:33 AM	11900029	Sale	Walk-in customer	11.37	Sara Ford	NCR7744	
01/13/2016 09:32 AM	11900028	Sale	Walk-in customer	13.19	Sara Ford	NCR7744	1
01/12/2016 08:55 AM	12100005	Clear	Walk-in customer	33.49	Cashier 2	Sara's lpad	
01/12/2016 08:53 AM	12100004	Sale	Walk-in customer	145.49	Sara Ford	Serais lped	
01/12/2016 08:52 AM	12100003	Sale	JUSTIN B RUBNER	72.30	Sara Ford	Gara's load	_
01/11/2016 01:55 PM	12800004	Sale	Walk-in customer	5.60	Sara Ford	Sara Ford's Pad	
01/11/2016 01:47 PM	12800003	Sale	martin	53.18	Sara Ford	Sara Ford's IPad	- 1
Ticket Detail Lines Pr	numero Texas					O Preview	raceid
	doment of the						
Transaction Type:	Sale	- Totals					1
Transaction Type: Date/Time:	Sale 01/21/2016 12:49 PM	Gross Su	bTotal: 10	99			Ĩ
Transaction Type: Date/Time: Ticket Number:	Sale 01/21/2016 12:49 PM 12600010	Gross Su Discounts	bTotal: 16 N/Promos: 0	199			1
Transaction Type: Date/Time: Ticket Number: Customer Name:	Sale 01/21/2016 12:49 PM 12600010 Walk-in customer	Gross Su Discounts Price Ove	bTotal: 10 v/Promos: 0 rrides: 0	.99 .00			
Transaction Type: Date/Time: Ticket Number: Customer Name: Customer Number:	Sale 01/21/2016 12:49 PM 12600010 Walk-in customer 1	Gross Su Discounts Price Dec Tax:	bTotal: 10 VPromos: 0 errides: 0	199 100 132			
Transaction Type: Dete/Time: Ticket Number: Customer Name: Operator Name:	Sele 01/21/2016 12:49 PM 12600010 Walk-in customer 1 StoreManager	Gross Su Discount Price Ove Tax: Tip:	bTotal: 10 Whomos: 0 Intides: 0	199 100 100 32 100		3	
Transaction Type: Date/Time: Ticket Number: Customer Name: Customer Number: Operator Name: Station:	Sale 01/21/2016 12:49 PM 12600010 Walk-in customer 1 StoreManager Mark's iPad Air	Totala Gross Su Discounte Price Ove Tax: Tip: Total:	oTotal: 16 Whomos: 6 Intides: 6 1 1	99 00 00 32 00		3	
Transaction Type: Dete/Time: Ticket Number: Customer Name: Customer Number: Operator Name: Station: Selling Location:	Sale 01/21/2016 12:49 PM 12600010 Walk-In customer 1 StoreManager Mark's iPad Air Default	Totale — Gross Su Discounte Price Ove Tax: Tip: Total: Tendered	ti Difotali 16 Whomos: 6 Indes: 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	99 00 02 32 00 33 31		150	

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.

Tickets         11900028         User:         SFORD           11/13/2016 9:32:37 AM         User:         SFORD           Itim         Cly         Price         Total           Description         10.99         Total           Stripes         1         10.99         Total           Subtal         0.99         Total         Total           Total         10.99         Total         Total           Total         10.99         Total         Total           Total         13.19         Soloxia         Total           VISA         13.19         Soloxia         Total           XXXXX111         Manual         APPROVED 194156         Solo           Sale         1         Total         Total           XXXXX111         Manual         APPROVED 194156         Solo           Sale         1         Total         Total           Mumber of line items purchased:         1         Total         Total		12 Beachfront A 12 Beachfront A St. Pete Beach, FL 3	ve 30596			
Number of line Rems purchased:     Oty     Price     Total       Description     1     10.99     10.99       Striped toxel     1     10.99       Tox     0.00       Tox     0.00       Top     2.20       Total     13.19       XXXX1111     Manual     APPROVED 194156       Sale     1	Ticket # 119000 1/13/2016 9:32:37	028 AM	User:	SFORD		
Stripes         1         10.99         10.99           Shipot lowel	Item Description	Qty	Price	Total		
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Thanks you for shopping with us today!	Number of line iter	ms purchased:	$\sim_{1}$			
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	Come back soon					
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	160			-		

- 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.

