

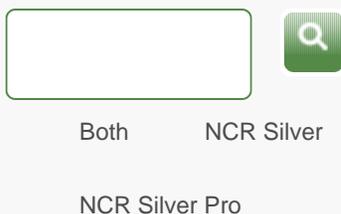


Questions?
 Call us at **1-877-270-3475**
 or
 Log in to Silver Back Office to
 chat with a representative

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*



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.

Browse by categories

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- NCR Silver
- NCR Silver Pro
- Restaurant Edition

POS Transactions						
Date / Time	Ticket Number	Transaction Type	Customer Name	Amount	Operator Name	Station
01/14/2016 12:38 PM	12800000	Clear	Walk-in customer	10.98	Sara Ford	Sara Ford's iPad
01/13/2016 09:44 AM	12800000	Sale	Frank Smith	11.87	Sara Ford	Sara Ford's iPad
01/13/2016 08:38 AM	11800000	Sale	Walk-in customer	11.20	Sara Ford	NCR7744
01/13/2016 08:32 AM	11800000	Sale	Walk-in customer	13.18	Sara Ford	NCR7744
01/13/2016 08:55 AM	12100000	Clear	Walk-in customer	35.40	Customer 2	Sara's iPad
01/13/2016 08:53 AM	12100004	Sale	Walk-in customer	142.40	Sara Ford	Sara's iPad
01/13/2016 08:52 AM	12100003	Sale	JUSTIN B RUNNER	72.25	Sara Ford	Sara's iPad
01/11/2016 01:58 PM	12800004	Sale	Walk-in customer	8.80	Sara Ford	Sara Ford's iPad
01/11/2016 01:47 PM	12800000	Sale	martin	58.18	Sara Ford	Sara Ford's iPad
01/11/2016 10:48 AM	12800001	Sale	Walk-in customer	12.20	Sara Ford	Sara Ford's iPad

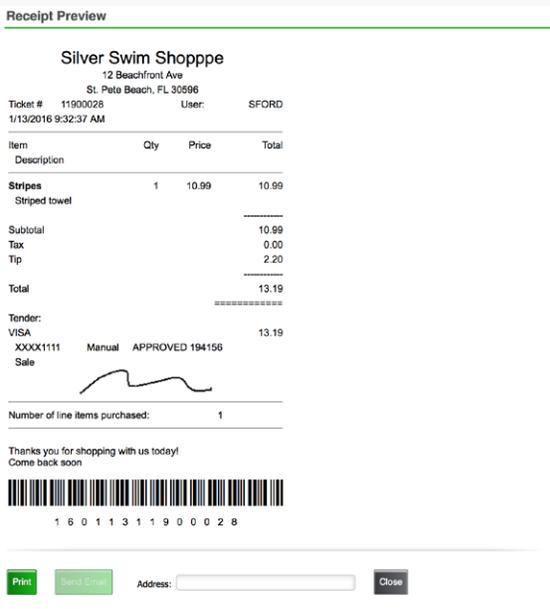
Ticket Detail		Payments		Taxes	
Transaction Type:	Sale				
Date / Time:	01/11/2016 12:49 PM				
Ticket Number:	12800002				
Customer Name:	Walk-in customer				
Customer Number:	1				
Operator Name:	StoreManager				
Station:	Mark's iPad Air				
Selling Location:	Default				
		Totals			
		Gross SubTotal:		19.99	
		Discount/Amount:		0.00	
		Price Overrides:		0.00	
		Tax:		1.32	
		Tip:		0.00	
		Total:		12.31	
		Tendered:		12.31	
		Change:		0.00	

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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