



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

Store Summary Report

The Store Summary report provides an ongoing “check-in” of your store. The report was previously named the Daily Summary report, and you could only run the report for a single day. We’ve enhanced the report to allow you to select a date range and a selling location.

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1. Select **RESULTS > REPORTS > Daily Summary**.
2. Select the date range.
3. Select a selling location -- all locations or a single location.
4. Select .

4325 Alexander Drive Alpharetta, GA 30026		Wednesday, May 20, 2015 - Tuesday, May 26, 2015		
	Quantity	Total	Average	
Gross Sales	13	\$354.50	\$27.27	
Discounts	0	\$0.00	\$0.00	
Overrides	0	\$0.00	\$0.00	
Returns	1	\$10.00	\$10.00	
Net Sales	13	\$344.50	\$26.50	
Taxes	-	\$26.76	-	
Tips	0	\$0.00	\$0.00	
Gift Cards Sold	0	\$0.00	\$0.00	
Ticket Total	13	\$371.26	\$28.56	

Payment Types	Quantity	Tip Amount	Amount	Total Amount	Over/Short
CASH	15	\$0.00	\$371.26	\$371.26	4.12

	Quantity	Amount
Payins	0	\$0.00
Payouts	2	\$240.00
Cash Deposits	2	\$180.00

Tax Categories	Rate %	Taxable Subtotal	Amount
CO Tax	3.5000	\$3.25	\$0.11
Georgia Tax	3.5000	\$88.50	\$3.12
plastic bag	3.5000	\$8.00	\$0.28
Sales Tax	9.5000	\$244.75	\$23.25

No Sales	Quantity
	0

Discount Names	Quantity	Discount Amount

Price Overrides	Quantity	Reduction Amount

Cleared Tickets	Quantity	Cleared Amount
Cleared Tickets	5	\$62.65

Cleared Items	Quantity	Cleared Amount
Cleared Items	0	\$0.00

Offline Credit	Quantity	Amount

- Gross Sales** is your total sales before **Discounts**, **Overrides**, and **Returns**. **Net Sales** is your sales amount after **Discounts**, **Overrides**, and **Returns** have been applied. The **Ticket Total** equals the **Net Sales** plus **Taxes** and **Tips**. The **Average** is the average dollar amount for each line item or row. The **Average** is calculated by taking the total dollar amount for each line item and dividing it by the number of transactions (displayed in the **Quantity** column).
- The **Payment Types** section shows additional information for each payment type, including the number of transactions (**Quantity**), the **Tip Amount**, the sales **Amount**, and the **Total Amount**. The **Over/Short** for cash reflects the over or short for that day's close, if one took place. If there were multiple closes, the report would show the cumulative amount for the day.
- You can view the quantity and amount of any **Pay Ins**, **Pay Outs**, and **Deposits** from that day. If a close was not performed that day, the **Deposits** amount would show as \$0.00. If multiple closes occurred, the report would show the cumulative amount.
- The **No Sales** tells you the number of times a No Sale was performed.

- In the **Discount Names** section, you can find the name, **Quantity**, and **Discount Amount** of all discounts given at the point of sale.
- In the **Price Overrides** section, you can see how many overrides (by override reason) were made (**Quantity**) and the total amount of money that was reduced from retail value (**Reduction Amount**).
- In the **Clears** section, you can see the **Quantity** of clears and **Cleared amount** of cleared tickets and the **Quantity of Cleared items**.

Keywords: reports, store summary report, back office reports

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