

Transactions Report Guide

Note: DTiQ's Transactions Report feature requires an active POS Data Subscription.

Content

This guide will provide insight into the following:

- How to Access the Transactions Report
- How to Navigate the Transactions Report
- <u>Show Register Actions</u>
- Neighboring Transactions (+/- 5 Trans., +/- ALL)

How to Access the Transactions Report

To access the Transactions Report, click the Reports tile, then click Transactions.





Note: For a more comprehensive breakdown of **Suspicious Transactions**, check out the **Suspicious Transactions Report**.

How to Navigate the Transactions Report

In the Transactions Report, you can see the following information for each location:

- Location
- Date
- Revenue
- Register
- Employee
- Type
- Number
- Gross
- Net
- Tax
- Discount
- Cash
- Credit
- Third party
- Check
- Other
- Deleted
- Comment

III 🗘 Т 🔍 П	ile sear	ch																Notifications
Transactions																		∎ T % ◊ ≯
Filter summary	D	ate: Latest Sort by: D	ite (Descending)															CLEAR FILTERS
Location	¥ \$	Date Y	🕈 Revenue 🍸 🌣	Register 🍸 🌣	Employee 🍸 🌼	Туре 🍸 🌼	Number 🍸 🌣	Gross 🍸 🗢	Net 🍸 🌣	тах 🍸 🌣	Discount 🝸 💠	Cash 🍸 💠	Credit 🍸 🔅	Third party 🝸 🔅	Check 🍸 🔅	Other 🍸 🌼	Deleted 🝸 💠	Comment 🍸 🌼
		07/01/2024 10:17:27 A	M COUNTER	Register 0	300	🖾 Sale	2317	\$4,74	\$4.38	\$0.36		\$4,74						
		07/01/2024 10:17:16 A	M COUNTER	Register 0	001	Sale	5916	\$9.07	\$8.51	\$0.56				\$9.07				
		07/01/2024 10:17:14 A	M COUNTER	1	124	Sale	2878	\$8.09	\$7.59	\$0.50			\$8.09					
		07/01/2024 10:17:14 A	M COUNTER	1	205	🖬 Sale	810	\$5.37	\$5.00	\$0.37			\$5.37					
		07/01/2024 10:17:08 A	M COUNTER	1	950	Sale Sale	55	\$8.95	\$8.39	\$0.56			\$8.95				\$14.88	
		07/01/2024 10:17:02 A	M COUNTER	Register 0	001	Sale	3366	\$22.45	\$20.79	\$1.66				\$22.45				
		07/01/2024 10:16:54 A	M COUNTER	1	218	Sale	8687	\$5.40	\$5.00	\$0.40			\$5.40					
		07/01/2024 10:16:31 A	M COUNTER	Register 1	299	EEI Sale	5915	\$11.40	\$10.69	\$0.71		\$11.40						

To open the filter on the **Date** column, click the **Filter** icon.

ITransactions							
Filter summary		Da	ite: L.	Sort by: [Date	(Descending)	
Location	T	٠	Date	Σ	-	Revenue 🔻 🌲	Regi
			07/02/2024	03:38:52	PM	DRIVE THRU	12
			07/02/2024	03:09:14	PM	COUNTER	1
			07/02/2024	03:09:03	PM	COUNTER	1

A box will pop up. Choose your desired date, then click **APPLY**.

ate: Latest	Sort by:)ate (Des	cending)			
Date	₹	▼ Rev	enue 🔻	Regis	ter 🏹	Employe
FROM	24	Yest	erday		-	~
<		Jul	× 202	4 ~		>
Мо	Ти	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18		20	21
22	23	24	25	26	27	28
29		31		2		
				CANCEL		APPLY
				4.0		

You can also search for a transaction number by clicking the **Filter** icon in the **Number** column, then entering the transaction number.



To view the details for a particular transaction, click anywhere on the line of the transaction. The digital receipt for the transaction will pop up on the right side of the screen. In this receipt, you will see data such as the name of the **Location**, **ORDER #**, **PRODUCTS**, **TOTAL**, and **PAYMENT**, to name a few.

			0 Notifications
	🔤 T 🗞	¢ 7	Actions +/- 5 Trans. +/- 5 All Video
	CLEAF	R FILTERS	🍽 Suspicious 🛛 🍽 Not suspicious
dit 🔻 🌲	Third party $\overline{\gamma} \Leftrightarrow$	Check	
	\$9.07		SALE
\$8.09			LOCATION:
\$5,37			ORDER NUMBER: 810 ORDER DATE: 7/1/2024 10:17:14 AM
\$8.95			VIDEO DATE: 7/1/2024 10:17:32 AM
	\$22.45		CASHIER: 205 (205)
\$5.40	\$22.45	-	REGISTER: 1 (1)
\$5.40			2 BISCUITS 1 x \$5.00
		-	>> BISC S/E/C 1 x \$0.00
			>> BISC S/E/C 1 x \$0.00
			SUBTOTAL SUBTOTAL
\$12.52			TAX: \$0.37
\$6.26			TOTAL: \$5.37
			PAYMENTS
\$28.65			CREDIT CARD: \$5.37
\$7.67			
\$8.63			
\$17.02			
\$7.60			
\$7.50			
\$7.50			
⇒7.50			
	View 1 - 2	25 of 50	▼Prev. ▲Next 🖺 PDF 💽 Copy

You can also view video footage of the transaction by clicking the **Video** button on the digital receipt.

Video:														2 8	Actions +/- 5 Trans. +/- 5	4 Video	
						0 A00 OI	CHANGE CAMERAS	7							In the second second	Not suspic	lous
				F#	Int FOS 1 Intersection of the second seco		SIONE BTODILE GU CTS CONSISTENTS	2, 32.59					-	>	SA LOATION: DORES MURES: 3225 ORDES AURT: 7/2/30A VIGO DATE: 7/2/30A VIGO DATE: 7/2/30A REGISTER: 1 (1) PROD CIS BURGER SH CORE 	109:14 PH 3:09:47 PH UCTS	× 52.59 × 51.29 × 51.49 53.88 50.26 54.14
07.02	02:45:00	PM I	1	03:00	1.00 PM	03:	09:50 PM	03.15.00 PM		i.		03:30:00 PM	1	_	CASH: CHANGE:		\$4.14 \$0.00
ດ ແ∭ ⊯(•					07/02/2024	03:09:50:145 PM				SD . H	D 1h 🖌 🔵	*) 🛱	• ••			
Transactions													E 7 %	0 7			
Filter summary	y C	late: Latest Sort by: Date	(Descending)														
Location	Y O	Date 🔻 🕶	Revenue Y 0	Register 🔨 🛛	Table 🕆 🄍 Er	mployee ID 🝸	Employee T	Manager ID	◎ Manager T	◎ Туре Т	Number 🍸	● Gross Ÿ ●	Net T 0 T	Tax Y 4			
		07/02/2024 03:38:52 PM	DRIVE THRU	12	00	01	001			🗃 Sale	07	\$13.21	\$12.39	\$0.8			
		07/02/2024 03:00:14 PM	COUNTER	1	30	00	300			(Sale	3225	\$4,14	\$3.88	\$0.2			
		07/02/2024 03:09:03 PM	COUNTER	1	30	00	300			ED Sale	3065	\$5.33	\$5.00	\$0.3			
		07/02/2024 03:09:03 PM	COUNTER	1	26	61	261			CED Sale	5458	\$5.95	\$5.58	\$0.3		1	-
		07/02/2024 03:08:54 PM	COUNTER	1	25	99	299			CEI Sale	9573	\$9.80	\$9.19	\$0.6	Prev. ▲Next ■PDF	Copy	
←		46 						A	10.								Need Help?

Show Register Actions

Note: The Register Actions feature is only available for certain POS integrations.

Click the **Actions** button, located in the upper left-hand corner of the digital receipt, to see a transaction breakdown by action performed at the point-of-sale register. This feature can save you time when reviewing video of a transaction by allowing you to go directly to the moment of payment.

	🔤 🕇 🗞 🤇	Actions +/- 5 Trans. +/- 5 All Video	×
		Suspicious 🔎 Not suspicious	
¢	Third party 🔻 🗘 C		_
21			
18		SALE	-
		LOCATION:	
		ORDER NUMBER: 5221	
		VIDEO DATE: 7/2/2024 2:41:42 PM	
36	-	CASHIER: 297 (297)	
		REGISTER: 1 (1)	

ORDER NUMBER: 3221 ORDER DATE: 07/02/2024 VIDEO DATE: ASHIER: 297 REGIS: 7: 1	02:41:34 PM
NEW REGISTER: 1	02:41:33 PM
REGISTER REGISTER: 1	02:41:33 PM
EMPLOYEE REGISTER: 1	02:41:33 PM
PRODUCT ADDED REGISTER: 1	02:41:33 PM
	02-41-24 DM

Click the **Show receipt** button to go back to the digital receipt.



While viewing the digital receipt, you can also click the following buttons:

- 1. **Actions** to view Register Actions (if applicable)
- 2. +/- 5 Trans. to view the previous and next 5 transactions
- 3. +/- All to view all previous or next transactions
- 4. Video to view camera footage of the transaction
- 5. **Prev.** to view the previous transaction
- 6. Next to view the next transaction
- 7. **PDF** to download a PDF of the digital receipt
- 8. Copy to share the digital receipt

Actions +/- 5 Trans. +/- 5 All Video
Suspicious 💌 🍽 N. t Suspicious
LOCATION: ORDER NUMBER: 3221 ORDER DATE: 7/2/2024 2:41:34 PM VIDEO DATE: 7/2/2024 2:41:42 PM
REGISTER: 1 (1)
PRODUCTS ROUND UP DONATION 1 x \$2.00 \$ Buffalo Sauce 1 x \$0.25
SUBTOTAL: \$2.25 TAX: \$0.02
TOTAL: \$2.27 PAYMENTS
CASH: \$2.27 CHANGE: \$0.00
5 6 7 8
1 1 1 1
▼Prev. ▲Next 🖹 PDF 🖪 Copy

Neighboring Transactions (+/- 5 Trans, +/- 5 ALL)

When reviewing transactions, you can easily find what happened before and after the transaction by clicking the **+/- 5 Trans.** button located on the upper right-hand side of the digital receipt (next to the **Actions/Show receipt** button). Once selected, you will see **5 transactions that occurred before** the selected transaction and **up to 5 transactions that occurred after** the selected transaction **on that register**.

Actions +/- 5 Trans. +/- 5 All 🖿 Video
SALE
LOCATION:
ORDER NUMBER: 7381
ORDER DATE: 6/27/2024 9:02:52 AM
VIDEO DATE: 6/27/2024 9:03:17 AM
CASHIER: 350 (350)
REGISTER: 10 (10)
PRODUCTS
BISC SAUSAGE 1 × \$2.09
SM HASHBROWN 1 × \$2.09
TOTAL
SUBTOTAL: \$4.18
TAX: \$0.28
TOTAL: \$4.46
PAYMENTS
CREDIT CARD: \$4.46
💌 Prev. 🔺 Next 🖹 PDF 🖪 Copy

The +/- 5 All button helps to review transactions from all registers. Once selected, you will see 5 transactions that occurred before the selected transaction and up to 5 transactions that occurred after the chosen transaction from all registers.

Actions +/- 5 Trans. +/- 5 All IVideo
SALE
LOCATION:
ORDER NUMBER: 7381
ORDER DATE: 6/27/2024 9:02:52 AM
VIDEO DATE: 6/2//2024 9:03:1/ AM
REGISTER: 10 (10)
PRODUCTS
BISC SAUSAGE 1 × \$2.09
SM HASHBROWN 1 × \$2.09
TOTAL
SUBTOTAL: \$4.18
TAX: \$0.28
IUTAL: \$4.46
CREDIT CARD: \$4.46
▼Prev. ▲Next 🖺 PDF 🖪 Copy

For additional information or questions please contact DTiQ Support at support@dtiq.com or your Customer Success Manager at csr@dtiq.com.



800.933.8388 |<u>info@dtiq.com</u> | www.DTiQ.com