



# Transactions Report Guide

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

## Content

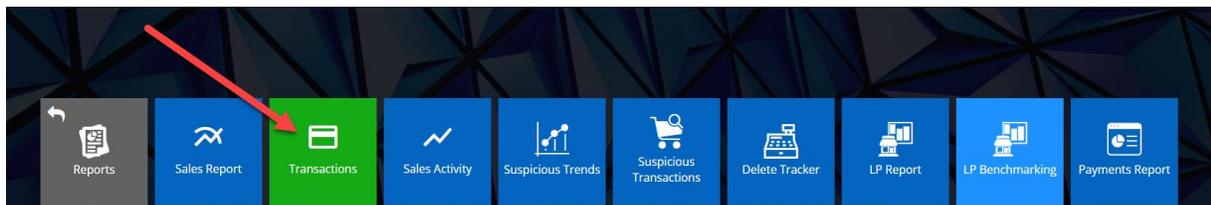
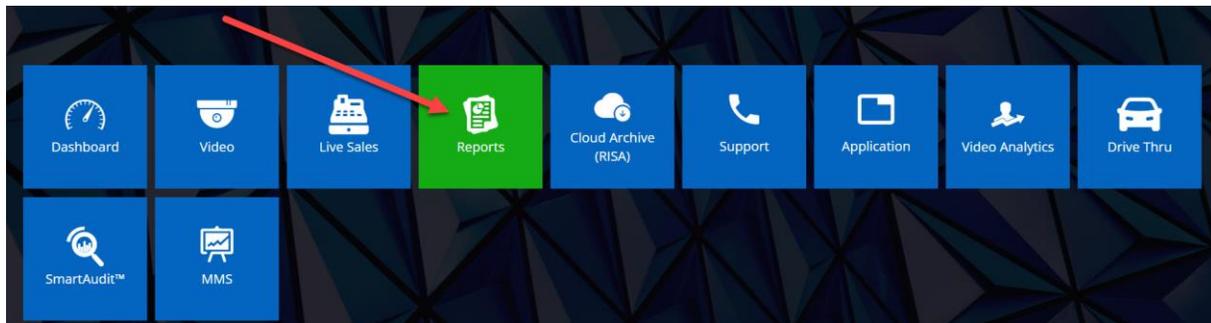
This guide will provide insight into the following:

- [How to Access the Transactions Report](#)
- [How to Navigate the Transactions Report](#)
- [Show Register Actions](#)
- [Neighboring Transactions \(+/- 5 Trans., +/- ALL\)](#)

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## 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**.

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## How to Navigate the Transactions Report

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

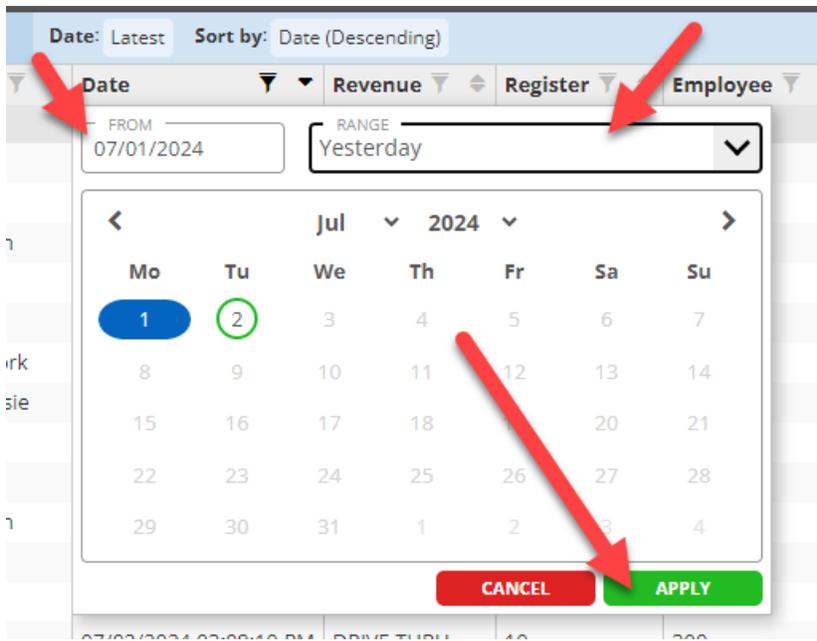
- Location
- Date
- Revenue
- Register
- Employee
- Type
- Number
- Gross
- Net
- Tax
- Discount
- Cash
- Credit
- Third party
- Check
- Other
- Deleted
- Comment

Location	Date	Revenue	Register	Employee	Type	Number	Gross	Net	Tax	Discount	Cash	Credit	Third party	Check	Other	Deleted	Comment
	07/01/2024 10:17:27 AM	COUNTER	Register 0	300	DD Sale	2317	\$4.74	\$4.38	\$0.36		\$4.74						
	07/01/2024 10:17:16 AM	COUNTER	Register 0	001	Sale	5916	\$9.07	\$8.51	\$0.56								
	07/01/2024 10:17:14 AM	COUNTER	1	124	Sale	2878	\$8.09	\$7.59	\$0.50				\$8.09	\$9.07			
	07/01/2024 10:17:14 AM	COUNTER	1	205	Sale	810	\$5.37	\$5.00	\$0.37				\$5.37				
	07/01/2024 10:17:08 AM	COUNTER	1	950	Sale	35	\$8.95	\$8.39	\$0.56				\$8.95				\$14.88
	07/01/2024 10:17:02 AM	COUNTER	Register 0	001	Sale	3366	\$22.45	\$20.79	\$1.66				\$22.45				
	07/01/2024 10:16:54 AM	COUNTER	1	218	Sale	8687	\$5.40	\$5.00	\$0.40				\$5.40				
	07/01/2024 10:16:31 AM	COUNTER	Register 1	299	DD Sale	5915	\$11.40	\$10.69	\$0.71		\$11.40						

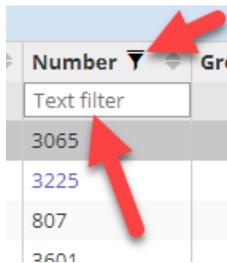
To open the filter on the **Date** column, click the **Filter** icon.

Location	Date	Revenue	Register
	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**.



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.



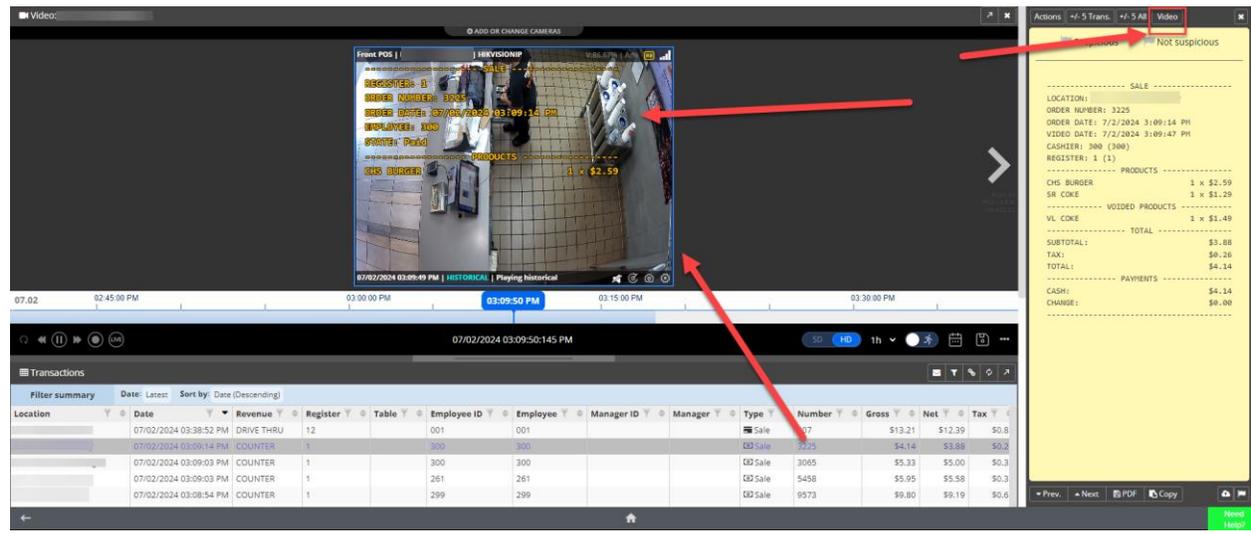
CLEAR FILTERS

dit	Third party	Check
	\$9.07	
\$8.09		
\$5.37		
\$8.95		
	\$22.45	
\$5.40		
\$12.52		
\$6.26		
\$28.65		
\$7.67		
\$8.63		
\$17.02		
\$7.60		
\$7.56		

Suspicious Not suspicious

----- SALE -----  
LOCATION: [REDACTED]  
ORDER NUMBER: 810  
ORDER DATE: 7/1/2024 10:17:14 AM  
VIDEO DATE: 7/1/2024 10:17:32 AM  
CASHIER: 205 (205)  
REGISTER: 1 (1)  
----- PRODUCTS -----  
2 BISCUITS 1 x \$5.00  
>> BISC S/E/C 1 x \$0.00  
>> BISC S/E/C 1 x \$0.00  
----- TOTAL -----  
SUBTOTAL: \$5.00  
TAX: \$0.37  
TOTAL: \$5.37  
----- PAYMENTS -----  
CREDIT CARD: \$5.37  
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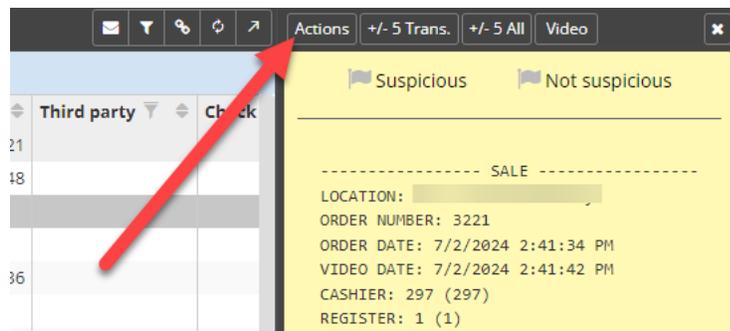
You can also view video footage of the transaction by clicking the **Video** button on the digital receipt.

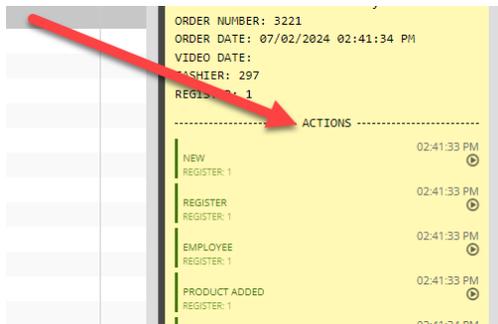


## Show Register Actions

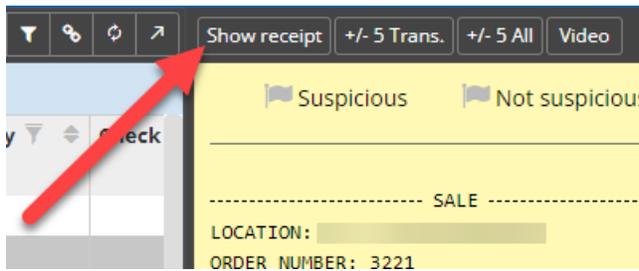
**Note:** The **Register Actions** feature is only available for certain POS integrations.

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.



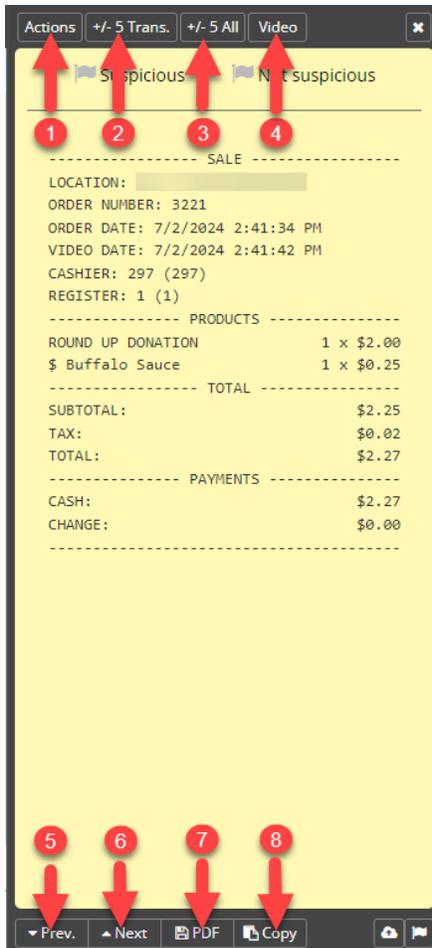


Click the **Show receipt** button to go back to the digital receipt.



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



## 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**.



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**.



For additional information or questions please contact **DTiQ Support** at [support@dtiq.com](mailto:support@dtiq.com)  
or your **Customer Success Manager** at [csr@dtiq.com](mailto:csr@dtiq.com).



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