

DAILY TRANSACTIONS

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The Daily Transactions report displays a detailed list of your transactions for the day. For each transaction you can view the transaction number, the client, the payment type, the checkout time, the terminal, the operator, and the amount. Having this detailed list at your fingertips can be useful for identifying any discrepancies that may have occurred.

You can also view a payment breakdown which shows your total takings for each payment type. The payment breakdown also shows your totals for different types of redemptions, such as series and gift certificates.

This report can be helpful for gaining insight into key financial data for a particular day. Please note that this report does not include expenses. This report includes payments made on sales only.

PAYMENT BREAKDOWN

This area shows your total for each payment type, as well as your totals for different types of redemptions.



Peppermint Park

Daily Transactions

Report Date: **Thursday, 13 October, 2016**

Trans No.	Client	Payment	Checkout	Terminal	Operator Name	Amount
1	Zoe Stevenson	Cash	1:37 PM	AUSNB067	Anna	\$192.00
2	Wendy Peterson	EFTPOS	1:37 PM	AUSNB067	Anna	\$80.00
3	Trevor Troung	Visa	1:38 PM	AUSNB067	Lucy	\$80.00
4	Taylor Rhodes	MasterCard	1:38 PM	AUSNB067	Lucy	\$358.55
5	William Black	Amex	1:38 PM	AUSNB067	Lucy	\$219.25
6	Quinn Parker	EFTPOS	1:41 PM	AUSNB067	Lucy	\$285.00
7	Alana Tam	EFTPOS	1:41 PM	AUSNB067	Anna	\$275.00
8	Charlie Gregson	Cash	1:42 PM	AUSNB067	Anna	\$135.00
9	Diana Watson	EFTPOS	1:42 PM	AUSNB067	Anna	\$104.00
10	Evelyn Cook	Visa	1:42 PM	AUSNB067	Anna	\$85.00
11	Oliver Jackson	MasterCard	1:43 PM	AUSNB067	Lucy	\$95.95
12	Shannon Watts	Amex	1:43 PM	AUSNB067	Lucy	\$220.32
13	Allison Tenby	Cash	1:43 PM	AUSNB067	Lucy	\$0.00
		Series Redemption				\$52.00
14	Freya Lee	Cash	1:44 PM	AUSNB067	Lucy	\$100.00
15	Colleen Allen	MasterCard	1:44 PM	AUSNB067	Anna	\$80.80
16	David Johnson	Cash	1:45 PM	AUSNB067	Anna	\$15.00
		Gift Certificate				\$25.00
17	Kayla Jones	Amex	1:46 PM	AUSNB067	Anna	\$153.00
18	Lily Carter	Cash	1:47 PM	AUSNB067	Anna	\$0.00
19	Allisa Cameron	Loyalty	1:48 PM	AUSNB067	Anna	\$50.00
\$2,605.87						

Payment Breakdown				
Cash	Cheque	Credit	EFTPOS	Other
\$442.00	\$0.00	\$1,292.87	\$744.00	\$0.00
Club Points	Gift Certificate	Gift Card / Loyalty	Series Redemption	Membership Redemption
\$0.00	\$25.00	\$50.00	\$52.00	\$0.00

Note: Expenses are not included. This Report includes payments made on sales only.
 Note: Figures are GST inclusive

- TRANS NO.**
The transaction number.
- PAYMENT**
The payment type that was used.
- CHECKOUT**
The time that the transaction was checked out.
- TERMINAL**
The name of the terminal that was used to process the transaction.
- OPERATOR NAME**
The employee who processed the transaction.
- AMOUNT**
The value of the transaction.