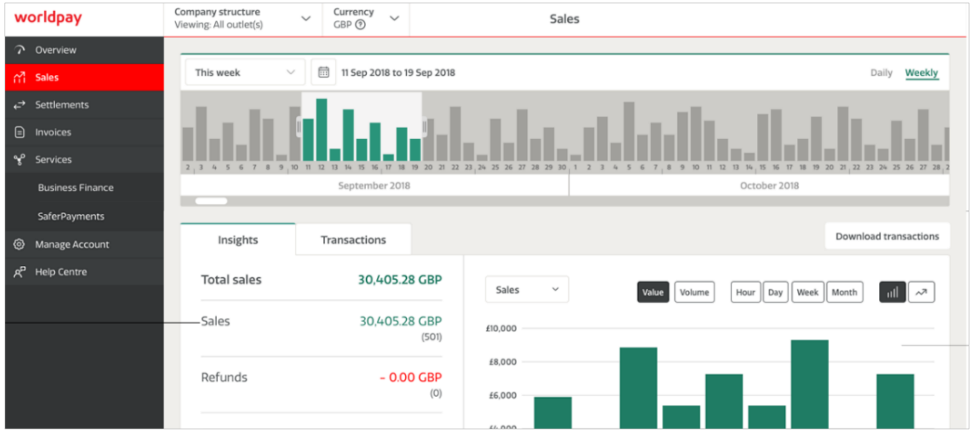
How to view and download a transactions breakdown

1. Select ‘Sales’ from the left-hand menu.

2. Select the ‘Transactions’ tab.

Here you will see a list and details for all your transactions in time/date order. The date-range can be altered using the timeline bar by clicking on it to select the date range you want to see. Specific information can be searched for using the filter option on this tab. View transactions for the whole company or specific outlet by selecting from the ‘Company structure’ drop-down above the timeline.



3. Once the transactions you need have been selected, click “Download transactions” to the right of the tabs and Confirm download when prompted. An Excel file containing the transaction data for your chosen date range should now be downloading to your device.