

# Transaction Journal Report

The Transaction Journal is used to investigate, view, and print specific transactions performed at POS.

### Hints and Tips

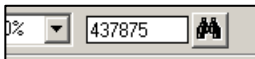
- ✓ Use the Electronic Audit Utility (BOS **Tools** menu) if you need to analyse transactions in greater detail. It's also easier to re-print the receipt for an individual transaction.
  - Refer to [BGEN -01c Electronic Audit Utility](#).
- ✓ The report lists all transactions details, including:
  - transaction number
  - time of the transaction
  - the till the transaction was processed
  - the operator who processed the transaction
  - the items that were purchased in the transaction.
- ✓ Transaction level data is only kept for 6 months. Daily Sales data is kept for 18 months.
  - Your system may have purging rules in the background, which reduce these retention timeframes.

1.	From the BOS <b>Reports</b> menu, select <b>Security</b> , then <b>Transaction Journal</b> report.																										
2.	Select the required parameters:																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Parameter</th> <th style="width: 30%;">Value</th> <th style="width: 40%;">Result</th> </tr> </thead> <tbody> <tr> <td rowspan="2"><b>Commented Transactions Only</b></td> <td>Blank</td> <td>Data returns for all transactions.</td> </tr> <tr> <td>Y</td> <td>Will only return transactions with POS Comments added (if enabled in POS Config).</td> </tr> <tr> <td><b>End Date</b></td> <td colspan="2">The end date you wish to review till (inclusive); select a date option or type a date as dd/mm/yyyy.</td> </tr> <tr> <td><b>Operator Code</b></td> <td colspan="2">Type the Operator login ID if you want to only show transactions for this operator.</td> </tr> <tr> <td><b>Start Date</b></td> <td colspan="2">The start date you wish to review from; select a date option or type a date as dd/mm/yyyy.</td> </tr> <tr> <td><b>Store Number</b></td> <td colspan="2">If running this report on the HOS, type the Store Number to only return transactions done at this store. Leave blank to return transaction from all stores.  If running this report on the BOS, you leave it blank.</td> </tr> <tr> <td rowspan="2"><b>Till Number</b></td> <td>Blank</td> <td>Data returns for all tills.</td> </tr> <tr> <td>Till Number i.e [1]</td> <td>Will only return transactions from this register.</td> </tr> </tbody> </table>			Parameter	Value	Result	<b>Commented Transactions Only</b>	Blank	Data returns for all transactions.	Y	Will only return transactions with POS Comments added (if enabled in POS Config).	<b>End Date</b>	The end date you wish to review till (inclusive); select a date option or type a date as dd/mm/yyyy.		<b>Operator Code</b>	Type the Operator login ID if you want to only show transactions for this operator.		<b>Start Date</b>	The start date you wish to review from; select a date option or type a date as dd/mm/yyyy.		<b>Store Number</b>	If running this report on the HOS, type the Store Number to only return transactions done at this store. Leave blank to return transaction from all stores.  If running this report on the BOS, you leave it blank.		<b>Till Number</b>	Blank	Data returns for all tills.	Till Number i.e [1]	Will only return transactions from this register.
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**Hints and Tips**

✓ The report groups transactions by date, time, till, and operator, and displays products in scanned order.

✓ Use the **search binoculars** to find a specific transaction i.e. enter a stock code, description, or transaction total value.



- Each click of the binoculars will highlight the next match.

✓ To print a specific transaction, take note of the page it's displayed on, so that when you click print you can enter this page number as the print range (you'll have to cut any non-relevant transactions off the printout).

✓ All fields are GST inclusive.

✓ [\*] against the extended **Sale** price indicates that the item attracts GST

✓ **Discounts** no longer display separately, they are reflected in the **Retail** price. This only displays for historical reporting of transactions performed in earlier versions of the software.

3. Click

Transaction Journal

Store : 0003    Fire Dock    Report Date : 21/12/2011    Time : 10:57am

Selection Parameters    Start Date : 20/12/2011    Operator Id : All    Commented Transactions Only: No  
 End Date : 20/12/2011    Till Number : All

Date	Stock Code	FAN	Description	Retail	Qty	Cost	Sale	Weight	
<b>20/12/2011    Transaction : 125910    Time : 07:05    Till : 11    Operator : 2647    Vaishali Sevak</b>									
	027654	0000050432738	SUPERKINGS MENTHOL 200X20	\$11.20	1	9.36	11.20 *		
<b>Transaction : 125910</b>							<b>1</b>	<b>\$9.36</b>	<b>\$11.20</b>
							\$0.00 Discount	\$0.00 Rounding	\$11.20 Cash
<b>20/12/2011    Transaction : 125911    Time : 07:07    Till : 11    Operator : 2647    Vaishali Sevak</b>									
	437875	0070330600065	BIC LIGHTER CHILD GRD DESP	\$1.80	1	1.09	1.80 *		
	041878	9310077212932	B/GOLD WHITE SUGAR 1KG	\$1.61	1	1.55	1.61		
	004512	0000093330620	JPS RED 200X25	\$14.15	2	22.86	28.30 *		
<b>Transaction : 125911</b>							<b>4</b>	<b>\$25.50</b>	<b>\$31.71</b>
							\$0.00 Discount	-\$0.01 Rounding	\$50.00 Cash
									-\$18.30 Change
<b>20/12/2011    Transaction : 126599    Time : 22:57    Till : 11    Operator : 7002    Charlie Auditors</b>									
	D611452	9310199014452	D/FARM MILK F/CREAM PET 1L	\$2.35	1	1.87	2.35		
	602705	0000093215343	WINFIELD GOLD 200X25	\$14.99	1	14.41	14.99 *		
	372724	9300681008649	FOUNTAIN SCESQZ TOMATO 500ML	\$1.99	1	1.68	1.99		
	308953	9310072000282	ARN CHOC TIM TAM 200GM	\$2.99	1	2.77	2.99 *		
	393835	9300632071531	SPREEL/ULT LAVENDER 500GM	\$2.94	1	1.74	2.94 *		
	D157147	9339423003550	T/TOP BRD S/BELST SWICH MN400GM	\$2.39	1	1.57	2.39		
	079376	0000093208932	BEN/HEDGES CLASSIC H/PK 200X20	\$12.99	1	12.03	12.99 *		
<b>Transaction : 126599</b>							<b>7</b>	<b>\$36.08</b>	<b>\$40.64</b>
							\$0.00 Discount	\$0.00 Rounding	\$40.64 EFTPOS
<b>Store</b>				<b>Total :</b>	<b>20,516</b>	<b>\$59,430.44</b>	<b>\$83,329.82</b>		