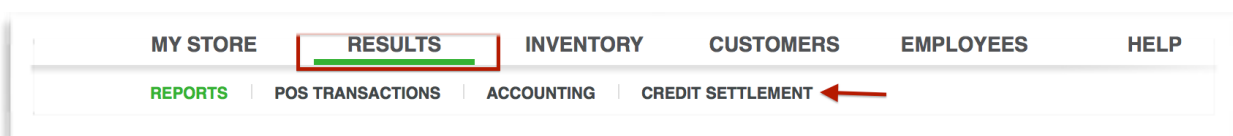# NCR SILVER
EXPORT CREDIT BATCH INFORMATION

Merchants can export their credit batch information to a reportable file format. Clicking on **Export** from the Credit Settlement page in the Back Office creates two .csv files containing batch information - a batch summary and batch detail. The summary file includes information such as Batch Number, total number of sales transactions and the total sales amount. The batch detail file contains transaction details for transactions that are included in each batch.

TO EXPORT:

- Log in to your Back Office.
- Navigate to **Credit Settlement**.

MY STORE	RESULTS	INVENTORY	CUSTOMERS	EMPLOYEES	HELP
REPORTS	POS TRANSACTIONS	ACCOUNTING	CREDIT SETTLEMENT		

- Select the date range for which you would like to export data.
- Click on **Export**. This will create a .csv file that contains the batch summary information (Credit Batch Summary.csv), and a .csv file that contains the transactions included in each batch (Credit Batch Detail.csv).

REPORTS   POS TRANSACTIONS   ACCOUNTING   CREDIT SETTLEMENT

Credit Settlement

Export

Batches | Failed | Advanced Search

○ Today   ○ Last 7 days   ○ Last 30 days   From: 11/22/15   To: 12/29/15

Batch Number	Sales Trans	Net Sales Amount	Return Trans	Return Amount	Total Trans	Total Amount	Status	Settlement Timestamp
5	16	18.05	0	0.00	16	18.05	Settled	12/19/2015 03:00 AM
4	16	420.85	0	0.00	16	420.85	Settled	12/18/2015 03:00 AM
3	1	0.71	0	0.00	1	0.71	Settled	12/17/2015 03:00 AM
2	2	3.14	0	0.00	2	3.14	Settled	12/16/2015 03:00 AM

Batch Number: 5   Settlement Timestamp: 12/19/2015 03:00 AM   Settle Batch

Transaction Details | Batch Totals by Pay Type

Void Transaction

NOTE: You can only export up to 2500 batches at a time.

NCR SILVER
EXPORT CREDIT BATCH INFORMATION

SNAPSHOTS

Credit Batch Summary

Batch Number	Sales Trans	Net Sales Amount	Return Trans	Return Amount	Total Trans	Total Amount	Status	Settlement Timestamp
5	16	18.05	0	0	16	18.05	Settled	12/19/15 3:00
4	16	420.85	0	0	16	420.85	Settled	12/18/15 3:00
3	1	0.71	0	0	1	0.71	Settled	12/17/15 3:00
2	2	3.14	0	0	2	3.14	Settled	12/16/15 3:00
1	5	57.35	0	0	5	57.35	Settled	12/15/15 3:00

Credit Batch Detail

Batch Numb	Trans ID	Date/Time	Trans Type	Description	Card Type	Acct Number	Exp Date	Amount	Auth Code	AVS	Card Holder	Ticket Number
5	47	12/18/15 9:05	SALE	M	VISA	XXXXXXXXXXXX1111	1215	1.27	887622	GOOD		13000001
5	48	12/18/15 9:06	VOID_SALE	M	VISA	XXXXXXXXXXXX1111	1215	1.07	990	GOOD		13000002
5	49	12/18/15 9:06	SALE	M	VISA	XXXXXXXXXXXX1111	1215	1.15	231995	GOOD		13000002
5	50	12/18/15 9:09	SALE	M	VISA	XXXXXXXXXXXX1111	1215	1.07	968567	GOOD		13200013
5	51	12/18/15 9:09	SALE	M	VISA	XXXXXXXXXXXX1111	1215	1.14	585908	GOOD		13000003
5	52	12/18/15 9:10	VOID_SALE	M	VISA	XXXXXXXXXXXX1111	1215	1.07	802651	GOOD		13100004