POS – Module 4 – X and Z Reports

The Z Report

Let's begin by taking a look at what is contained in a Z report.

1. Date and time the report was run.
2. Identification information, including:
   - Register name (from Business Defaults)
   - Batch profile (name of the employee, or profile, to whom this batch was assigned).
   - Batch status (open or closed).
   - Start and Closing (if applicable) date and time.
3. Item totals. This includes:
   - The original opening total ("till").
   - Amount of sales, returns, and voided transactions.
   - Tax.
   - Overall total.
4. Change totals. This includes:
   - Amounts paid out.
   - Added cash.
   - Dropped cash.
   - Closing total.
   - Overall total.
5. Cash Drawer Expected.
   - This is a very important figure!
   - This represents the amount of cash that should be in the drawer, based on all amounts recorded in and out.
6. Discounts, No Sales, and a Void Count (the number of actual voids made, not the amount).
7. Tax collected.
8. Total amount taken in, broken down by payment method (cash, check, and credit cards listed individually).

Z Report

Report Date	02-Jun-2010	1
Report Time	1:05:19 AM	
Register	Main Register	
Batch Profile	Employee	
Batch Status	Closed	
Start Date	02-Jun-2010	2
Start Time	12:54:04 AM	
Closing Date	02-Jun-2010	
Closing Time	1:01:24 AM	
Opening Total	$100.00	
Item Sales	$577.00	
Item Returns	$0.00	3
Void Transactions	$0.00	
Tax	$57.70	
Total	$734.70	
Paid Out	($10.00)	4
Added Cash	$10.00	
Dropped	($200.00)	
Closing Total	$0.00	
Total	$424.98	
Cash Drawer Expected	$424.98	5
Discounts	$0.00	
No Sales	0	6
Void Count	0	
Tax Collected:		
Sales Tax	$57.70	7
Cash	$524.98	
Check	$21.95	8
American Express	$87.78	
Cash	2 (count)	
Check	1 (count)	9
American Express	1 (count)	

Hourly Sales :

12:00:00 AM	$577.00	4	
1:00:00 AM	$0.00	0	10
	==========		
	$577.00	4	

Cash Drawer History:

02-Jun-2010 12:54:04 AM Open
Batch Opened : We are having the two-for-one special today!
02-Jun-2010 12:59:29 AM Added
Cash Added : $10 added in ones - needed more change. 11
02-Jun-2010 01:00:21 AM Dropped
Cash Drop : Locked in vault - starting to accumulate too much cash in drawer.
02-Jun-2010 01:00:39 AM Payout
Cash Payout : Loaned to David for lunch – he will pay it back tomorrow.

*- Details and totals are calculated at the time of printing and may have been adjusted since the batch closing date.

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9. Total count of cash, check, and credit card (broken down by type of credit card) transactions.
10. Hourly sales, broken down by hours of the day.
11. Detailed cash drawer history, showing exact dates, times, events, and notes.

The X Report

- The X Report is identical to the Z report, except it can be printed while a batch is still open.
- The X Report can be used to gain a "snapshot" of a batch at any time while it is open.
- Once a batch is closed, only the Z report can be run. The X report is no longer available.

Running Reports

To run an X Report:

1. Remember that an X Report can only be run while a batch is open.
2. Click the **X Report** button.
3. The X Report appears. It can be viewed on screen, printed, or exported.

To run a Z Report with a batch still open:

1. While a batch is still open, click the **Z Report** button.
2. You will receive a warning that viewing the Z Report will close the batch. If you are certain you wish to close the batch and run the Z Report, click **Yes** (otherwise click **No**).
3. If you select **No**, you will be returned to other POS functions, and the batch will not be closed.
4. If you select **Yes**, the batch is closed, and the Z Report is displayed.

To run a Z Report after the batch has been closed:

1. Click **Find Report**.
2. Enter the date range (or specific date) for which you want to see the Z Report.
3. A list of all matching Z Reports will be displayed. Select one by clicking directly on it.
4. The Z Report preview will appear. It can be viewed on screen, printed, or exported.

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