

Z REPORT

All Blind Close/X/Z/ZZ reports are register specific.

Report Date 12/20/2012
 Report Time 3:09:34 PM
 Register # 1
 Batch # 47
 Batch Status Closed
 Start Date 12/20/2012
 Start Time 3:00:51 PM
 Date 12/20/2012
 Time 3:09:33 PM

Date report was run. Will include all sales in this batch.

Start time/date of batch in this report.

Closing time/date of batch in this report.

Total of what was entered as the Starting Amounts.

Total sales during shift. Does NOT include returns

Total sale of gift cards during shift.

Subtotal of above section

Paid Out (to vendor) will show up as a positive.
 Paid In (add change) will show up as negative.

Total returns during the shift.

For all transactions tendered as AR (House Charge)

Will show as positive even though money was removed from drawer.

Payments made by a customer on their

Subtotal of above section

What was entered in POS as closing

Amount that the drawer is over or short

Total of all sales from all tender types during the shift

Total change given during shift.

Breakdown of all taxes collected during shift.

Amounts entered at opening

Opening Total \$100.00
 Sales \$11.50
 Returns (\$5.00)
 Tax \$0.39
 Shipping \$0.00
 Debit Surcharge \$0.00
 Cash Back Fee \$0.00
 Paid on Layaway \$0.00
 Paid to Account \$0.00
 Deposit Made \$0.00
 Vouchers \$200.00
 Total \$306.89

Paid Out \$0.00
 Dropped \$0.00
 Layaway Closed \$0.00
 Paid on Account \$0.00
 Deposit Redeeme \$0.00
 Closing Total \$200.00
 Total \$200.00

Over / Short (\$106.89)

Total Tendered \$206.89
 Total Change \$0.00
 Discounts (\$2.00)
 Cost of Goods \$44.86
 Commission \$0.00
 Customer Count 4
 No Sales 1
 Aborted Trans 0

Tax Collected:
 Pa Sales Tax \$0.00
 WV General Merc \$0.39
 WV Grocery Tax \$0.00
 WV Hot Food \$0.00
 WV Wine & Beer \$0.00
 WV Wine Tax \$0.00

Credit Card \$0.00 (open)
 Cash \$100.00 (open)
 Check \$0.00 (open)
 EBT \$0.00 (open)
 WIC \$0.00 (open)
 Gift Card \$0.00 (open)
 Coupon \$0.00 (open)

Credit Card \$0.00 (shift)
 Cash \$202.12 (shift)
 Check \$0.00 (shift)
 EBT \$0.00 (shift)
 WIC \$0.00 (shift)
 Gift Card \$4.77 (shift)
 Coupon \$0.00 (shift)

Credit Card	\$0.00	(close)
Cash	\$200.00	(close)
Check	\$0.00	(close)
EBT	\$0.00	(close)
WIC	\$0.00	(close)
Gift Card	\$0.00	(close)
Coupon	\$0.00	(close)

Amounts entered at closing. Cash/Coupons should be counted as cash. Credit Cards DO NOT need to be entered if they are integrated.

Credit Card	\$0.00	(even)
Cash	(\$102.12)	(short)
Check	\$0.00	(even)
EBT	\$0.00	(even)
WIC	\$0.00	(even)
Gift Card	(\$4.77)	(short)
Coupon	\$0.00	(even)

Totals (over or short) what you opened with +/- what was done during the shift compared to the amounts entered at closing.
*Note: If closing amounts are not entered, the tender will always be short

Credit Card	0	(count)
Cash	3	(count)
Check	0	(count)
EBT	0	(count)
WIC	0	(count)
Gift Card	1	(count)
Coupon	0	(count)

Transaction count totals by tender type

Department Sales:

Gift Card Sales	\$0.00	0%
Cigarettes	\$6.50	100%
Tobacco	\$0.00	0%
Cigars	\$0.00	0%
Smokers	\$0.00	0%
Misc	\$0.00	0%
Grocery	\$0.00	0%
General Merchand	\$0.00	0%
Newspaper Mags	\$0.00	0%
Lottery	\$0.00	0%
Coupons	\$0.00	0%
Prepared Food	\$0.00	0%
Money Order	\$0.00	0%
=====	=====	=====
	\$6.50	100%

Sales totaled by department.
*Note: Gift Cards sales should not count as a sale, but as a liability (in accounting program)

Hourly Sales:

6:00:00 AM	\$0.00	0
7:00:00 AM	\$0.00	0
8:00:00 AM	\$0.00	0
9:00:00 AM	\$0.00	0
10:00:00 AM	\$0.00	0
11:00:00 AM	\$0.00	0
12:00:00 PM	\$0.00	0
1:00:00 PM	\$0.00	0
2:00:00 PM	\$0.00	0
3:00:00 PM	\$6.50	3
4:00:00 PM	\$0.00	0
5:00:00 PM	\$0.00	0
6:00:00 PM	\$0.00	0
7:00:00 PM	\$0.00	0
8:00:00 PM	\$0.00	0
9:00:00 PM	\$0.00	0
10:00:00 PM	\$0.00	0
11:00:00 PM	\$0.00	0
12:00:00 AM	\$0.00	0
1:00:00 AM	\$0.00	0
2:00:00 AM	\$0.00	0
3:00:00 AM	\$0.00	0
4:00:00 AM	\$0.00	0
5:00:00 AM	\$0.00	0
=====	=====	=====
	\$6.50	3

***Notes**

Z Report:
Whenever you want to close the batch/shift for a particular register, run this report. It will display all totals as described in this document.

X Report:
Same as a Z Report but does not close the batch/shift. Also, does not include closing amounts, therefore your closing totals will show as short.

ZZ Report:
A consolidation of all the Z Reports (from specific register) from the previously run ZZ until the report is run. This will also **close** the **current** batch/shift and start a new one. (Make sure the register has been closed out **before** running this report)

Blind Close Out:
Will close the current batch, but will not generate a Z report. After the blind close is done, you must log into RMS Manager to complete the closing process. (see blind close out instructions for details)

