



## QB POS Z-Out August, 2014 QB POS v2013

In QB POS v2013 you can run a Z-Out Report to find out what your Daily Sales were for the day. If you have more than one workstation you can run the report for all workstations at once or for an individual workstation.

1. Go to End of Day and select the type of Report you want to run, either an X-Out, or a Z-Out Store Close or with Drawer Count.

Point of Sale - End of Day Process

Complete multiple closing procedures at the same time! Select **Start** to run all checked options.

**Run End of Day Report:**

Run **General - X-Out Status Report** for **Today**

Print Immediately (do not show preview)

**Back up your company data**

Safeguard your data by creating a backup copy at **Default location**

Include inventory pictures in backup

**Send data to remote stores**

Your default Store Exchange settings, defined in company preferences, will be used to send data to your remote stores.

**Exchange data with QuickBooks**

**Help** **Start** **Cancel**

Point of Sale - End of Day Process

Complete multiple closing procedures at the same time! Select **Start** to run all checked options.

**Run End of Day Report**

Run  for

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2. By default the Report runs for ALL workstations. But you can Modify the Report to run for a single or multiple workstations as you may need.
  - a. Select Modify
  - b. Select Filter Data
  - c. Select Workstation
  - d. Select Workstation number you want to see report for
  - e. Click OK then Save you see the report for that workstation only

Report Center

Overview All Reports **Z-Out Drawer Count** [X]

Modify Print Excel Refresh

Date: Custom From 7/9/2014 to 7/9/2014 Apply date range

Zoom: 100% First Previous Next Last

**Z-Out Drawer Count** Printed: 7/14/2014 11:02:31 AM

Date : 7/9/2014 12:00:00 AM to 7/9/2014 11:59:00 PM  
Workstation : 01 - MUSEUMSTORE

Sales Activity		Gross Sales	Gross Returns	Net
Non Taxable Sales :		91.37		91.37
Subtotal :		91.37		91.37
<b>Total activity :</b>		<b>91.37</b>	<b>0.00</b>	<b>91.37</b>
<b>Sales Adjustments</b>				
			Net Sales activity :	91.37

Modify a Report [X]

Date: Custom The date range you specify in the From and To fields

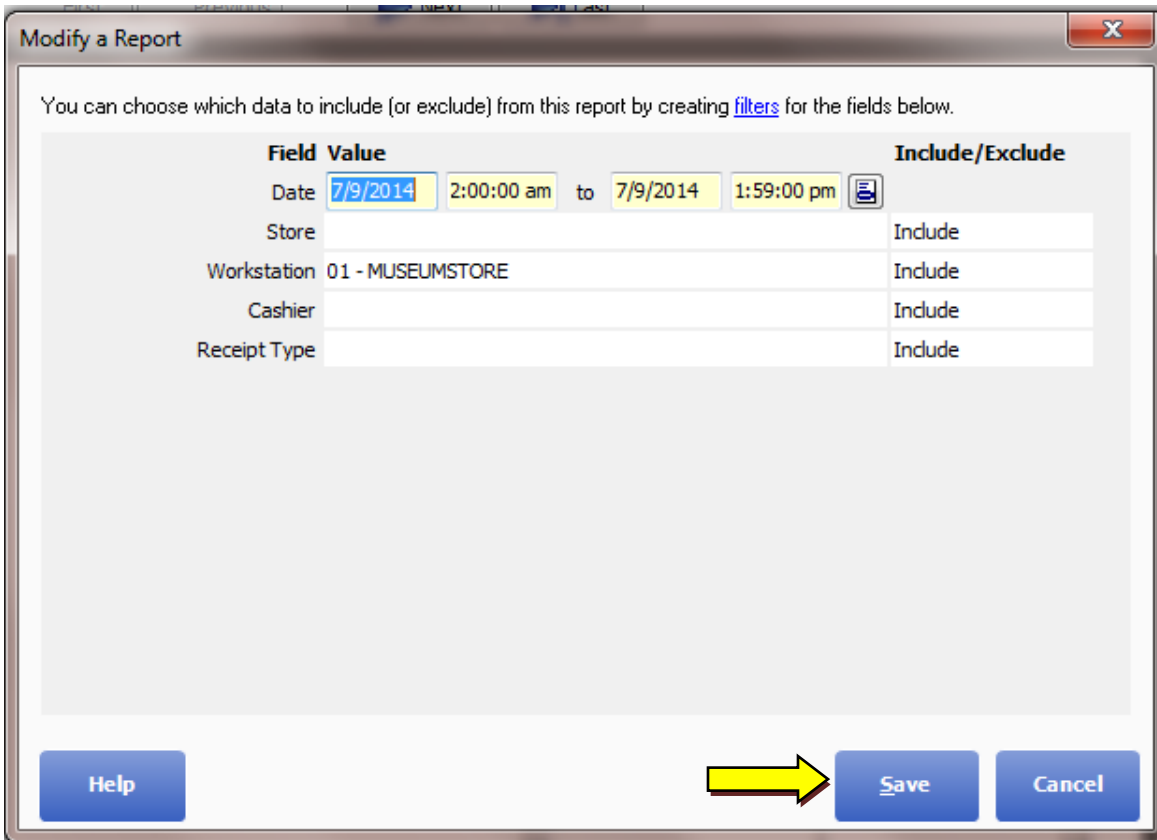
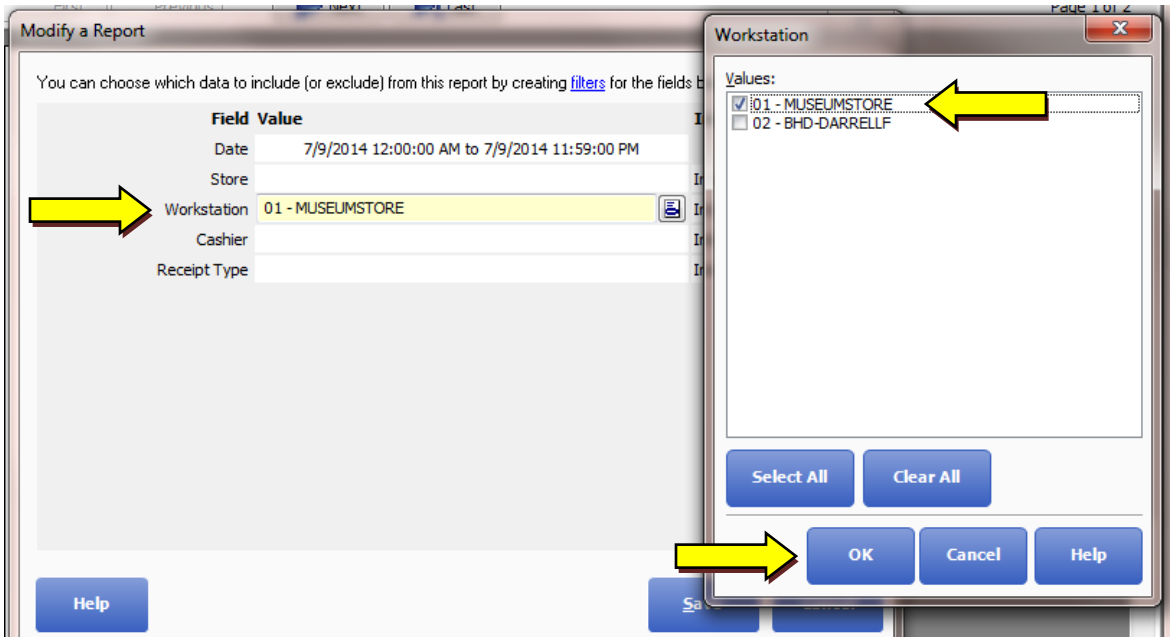
From: 7/9/2014 12:00 AM

To: 7/9/2014 11:59 PM

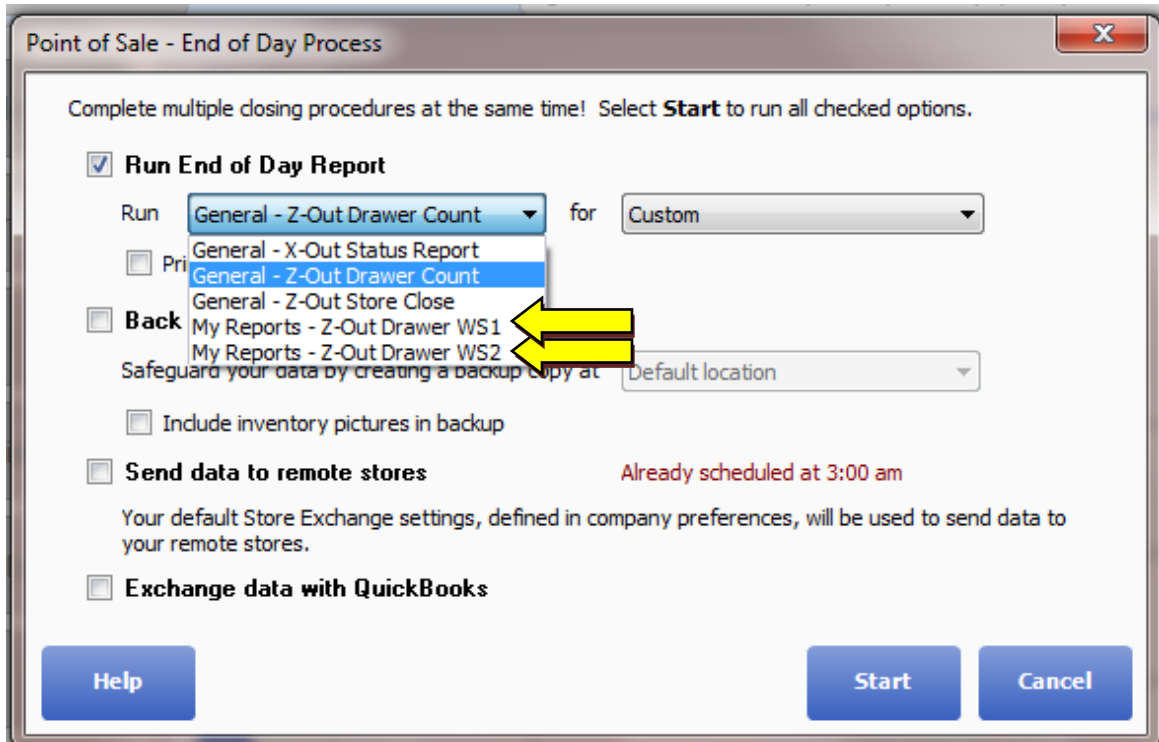
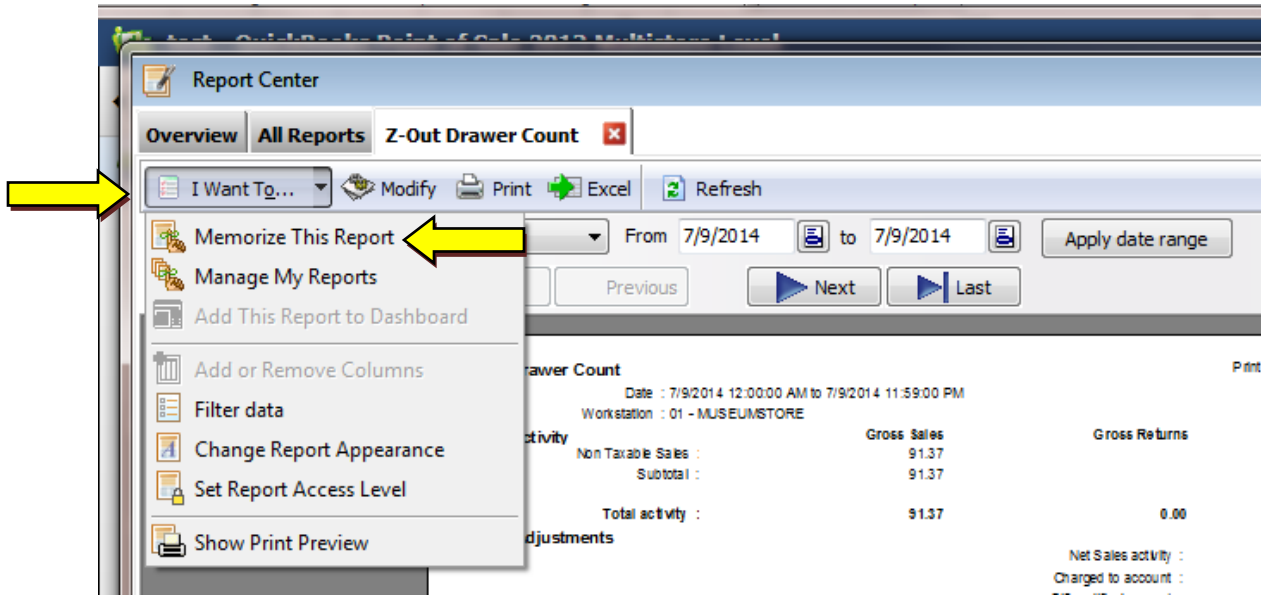
**Additional Options**

- Filter Data** - choose which data to include or exclude from this report.
- Change Report Appearance** - change the report appearance, such as page orientation, fonts, and header/footer fields.
- Set Report Access Level** - control which employees can run this report.

Help Revert Run Cancel



3. You can then choose I Want To... and save the report so can run it in the future without to re-apply the workstation filters



**Helpful Hint:** Now you can an individual workstation or all workstations quickly.