

Portal

Release Update v4.30.20– July 9, 2024

New + Improved

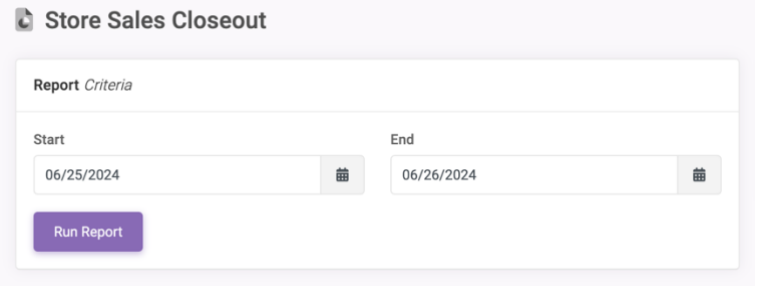
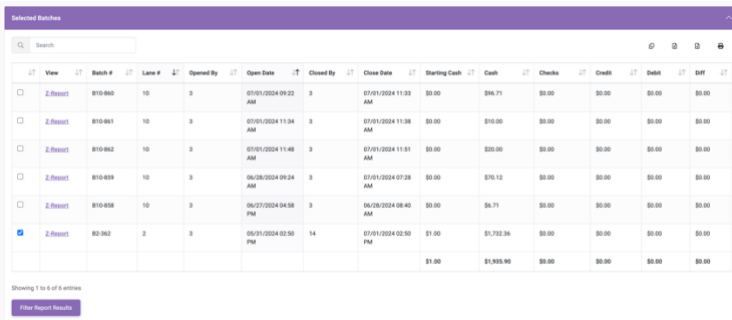
New Store Sales Closeout Report

We're excited to release out the new "Store Sales Closeout" Report. This report will help simplify and give quick visibility into all the batches that were closed for the day. In the past, you'd have to add up the results from each Z-report to reconcile all the batches for the day, but now the Store Sales Closeout report will do that for you. Some of the highlights of the report are:

- Can easily search for batches by a date range
- Can easily choose which batches to include (and exclude) in the results
- Can see the results from all the batches totaled by lane, and totaled for the whole store
- Can export the results

The following will dive a little deeper into what the report can do, and what it provides.

The first part is the ability to easily search for results by the date range. The default date range will be set so the current date is the end date and the previous day as the start date. But any date range can be searched, so long as it doesn't exceed a range of 90 days. Any batch that was closed within that range will automatically display in the results.

View	Batch #	Lane #	Opened By	Open Date	Closed By	Close Date	Starting Cash	Cash	Checks	Credits	Debit	Diff
<input type="checkbox"/>	Z.Report 010-060	10	3	07/01/2024 09:22 AM	3	07/01/2024 11:33 AM	\$0.00	\$96.71	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Z.Report 010-061	10	3	07/01/2024 11:34 AM	3	07/01/2024 11:38 AM	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Z.Report 010-062	10	3	07/01/2024 11:46 AM	3	07/01/2024 11:51 AM	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Z.Report 010-059	10	3	06/26/2024 09:24 AM	3	07/01/2024 07:28 AM	\$0.00	\$70.12	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Z.Report 010-058	10	3	06/27/2024 04:58 PM	3	06/28/2024 08:40 AM	\$0.00	\$6.71	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	Z.Report 00-062	2	3	05/01/2024 02:50 PM	14	07/01/2024 02:50 PM	\$1.00	\$1,792.26	\$0.00	\$0.00	\$0.00	\$0.00
							\$1.00	\$1,935.90	\$0.00	\$0.00	\$0.00	\$0.00

After results are displayed, you're given the flexibility to narrow the results within the same date range by choosing which batches you want included (or excluded). This is a great feature particularly when wanting to drill down to a specific batch to further investigate anything. By default, this section is collapsed, so just:

1. select the "Selected Batches" header to expand and see all the batches in the date range, then
2. check/uncheck the ones you want to see or not see
3. select the "Filter Report Results" button to reflect the changes in the results

The moment results are displayed, a “**Summary of Results**” section will populate. This will show:

Summary of Results		
12 Batches	\$103,120.88 Lane 1	\$1,912.44 Lane 2

- the total number of closed batches included in the results
- each lane with the total net sales for that lane

The “**Results**” section provides a great summary of key information taken from the closed batches within the date range. The results display in report form, where they are totaled by lane, and by the whole store.

Results	Lane 1	Lane 2	Store Total
Sales Activity			
# Sales	27	48	75
# Returns	4	4	8
Sales Summary			
Gross Sales	\$131,721.55	\$2,262.58	\$133,984.13
Discounts	\$28,144.33	\$48.74	\$28,193.07
Returns	\$456.34	\$81.40	\$537.74
Total Net Sales	\$103,120.88	\$1,912.44	\$105,033.32
Net Non Taxable Sales	\$2,269.24	\$9.99	\$2,279.23
Net Taxable Sales			
Net City Tax Sales	\$100,725.38	\$543.99	\$101,269.37
Net County Tax Sales	\$76,716.68	\$1,205.65	\$77,922.33
Net State Tax Sales	\$4.00	\$1,165.45	\$1,169.45
Tax Collected			
City Tax Collected	\$8,312.18	\$41.89	\$8,354.07
County Tax Collected	\$1,705.62	\$26.75	\$1,732.37
State Tax Collected	\$0.00	\$16.97	\$16.97
Total Tax Collected	\$10,017.80	\$195.61	\$10,213.41
Liabilities Sales			
Gift Cards	\$20.00	\$195.00	\$215.00
Store Credit	\$20.00	\$0.00	\$20.00
Bottle Deposit	\$1.22	\$0.01	\$1.23
Total Liabilities Sales	\$41.22	\$195.01	\$236.23
Payment Summary			
Cash Deposit	\$2,716.80	\$1,007.49	\$3,724.29
Check Deposit	\$66.59	\$16.23	\$82.82
Credit Deposit	\$115,243.46	\$122.95	\$115,366.41
Debit Deposit	\$41.12	\$0.00	\$41.12
EBT Deposit	\$100.00	\$0.00	\$100.00
Bottle Deposit	\$0.00	\$0.00	\$0.00
Coupon	\$1.00	\$17.00	\$18.00
Gift Card	\$16.00	\$805.21	\$821.21
Store Credit	\$89.16	\$0.00	\$89.16
Rewards	\$1.00	\$0.00	\$1.00
Non Refundable Rewards	\$0.00	\$0.00	\$0.00
Payments Total	\$118,249.95	\$2,269.48	\$120,519.43
Adjustments			
Cash Over/Short	-\$0.36	\$0.00	-\$0.36
No Sale Open Till	-\$0.00	\$0.00	-\$0.00

Below are some changes and definitions related to the results:

- **# Returns:** can now see the total # of returns
- **Gross Sales:** total before discounts and returns (excludes liabilities)
- **Discounts:** does not include discounts from returns
- **Returns:** can now see total net sales for returns (includes discounts)
- **Net Sales:** total after discounts and returns
- **Liability Sales:** total after discounts and returns
- **Payment Summary Section:** each payment in this section reflects what is to be deposited, thus, it requires you to enter the closing payment amounts while closing a batch on the point of sale to get accurate results
- **Cash Over/Short:** the total difference between what was expected to be in the cash drawer versus what was counted
- **No Sale Open Till:** the total taken in/out from all no sales transactions

There are 4 ways to export information from this report:

- Copy
- Excel
- CSV
- PDF

