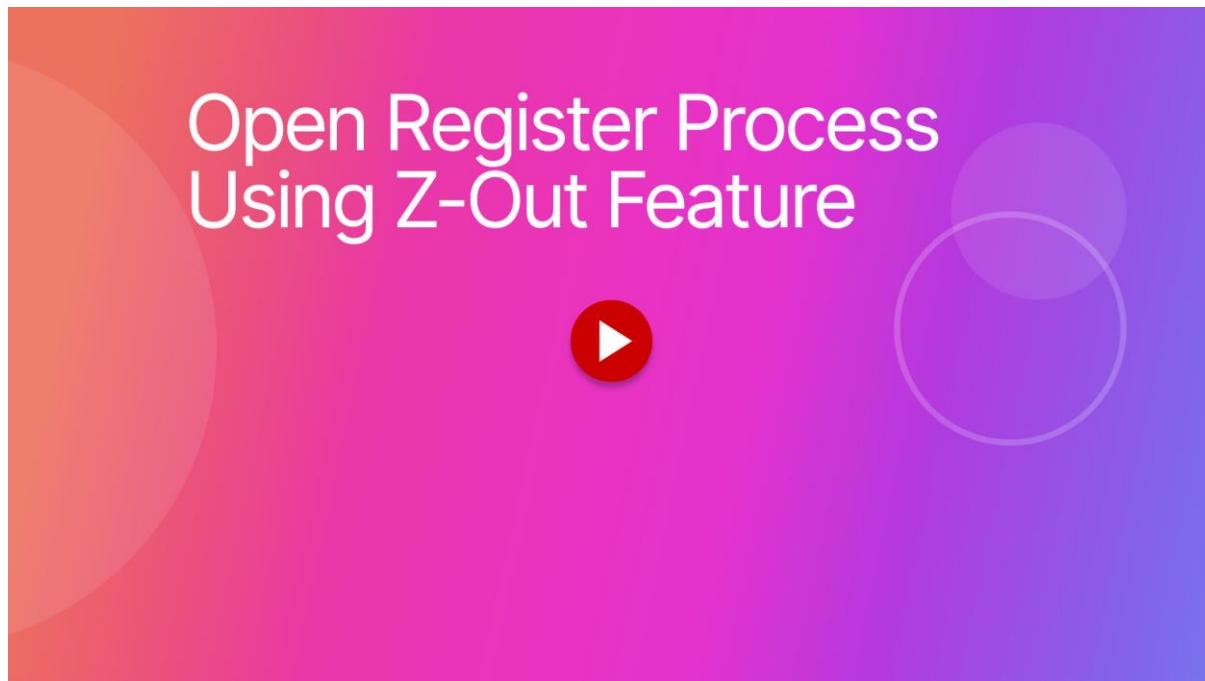


Open Register Process Using Z-Out Feature

[Click here to watch](#)



This article explains how to open the register using the Z-Out feature

Go to [desktop-u8sf34u:8080](#)

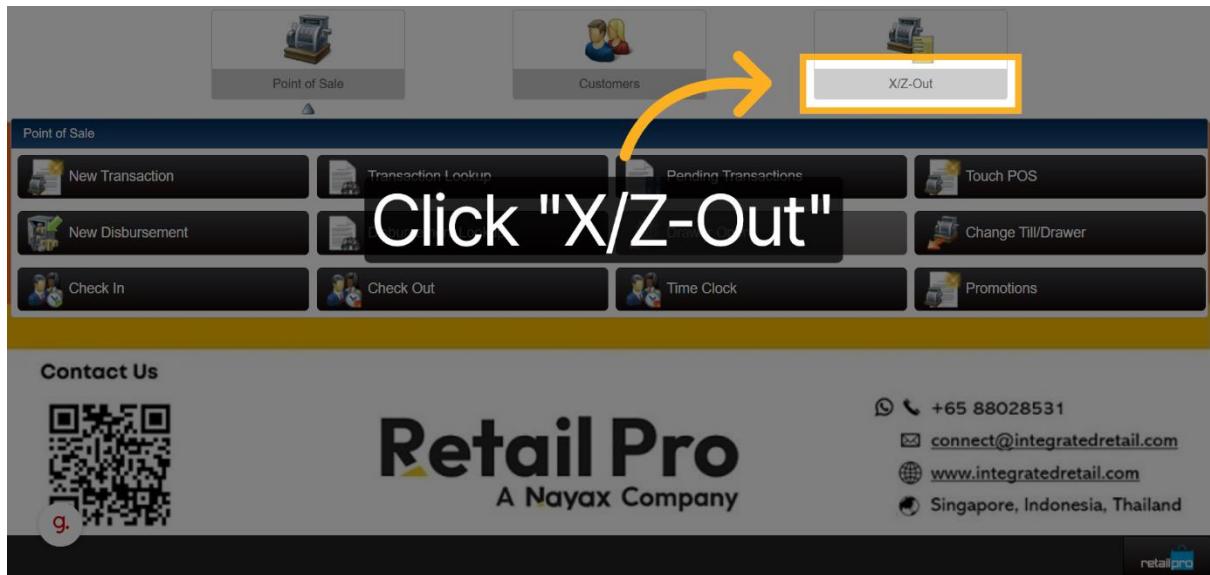
1. Introduction

You will learn the step-by-step process to complete this task efficiently.

The screenshot shows the Retail Pro POS interface. At the top, there are three icons: 'Point of Sale' (cash register), 'Customers' (two people), and 'X/Z-Out' (cash register with a red bar). Below the icons is a navigation bar with the following options: Point of Sale, New Transaction, Transaction Lookup, Pending Transactions, Touch POS; New Disbursement, Disbursement Lookup, Drawer Open, Change Till/Drawer; Check In, Check Out, Time Clock, Promotions. At the bottom left is a QR code with a red 'g.' logo. The bottom right features the Retail Pro logo 'Retail Pro A Nayax Company' and contact information: +65 88028531, connect@integratedretail.com, www.integratedretail.com, Singapore, Indonesia, Thailand. The Retail Pro logo also includes a small shopping bag icon.

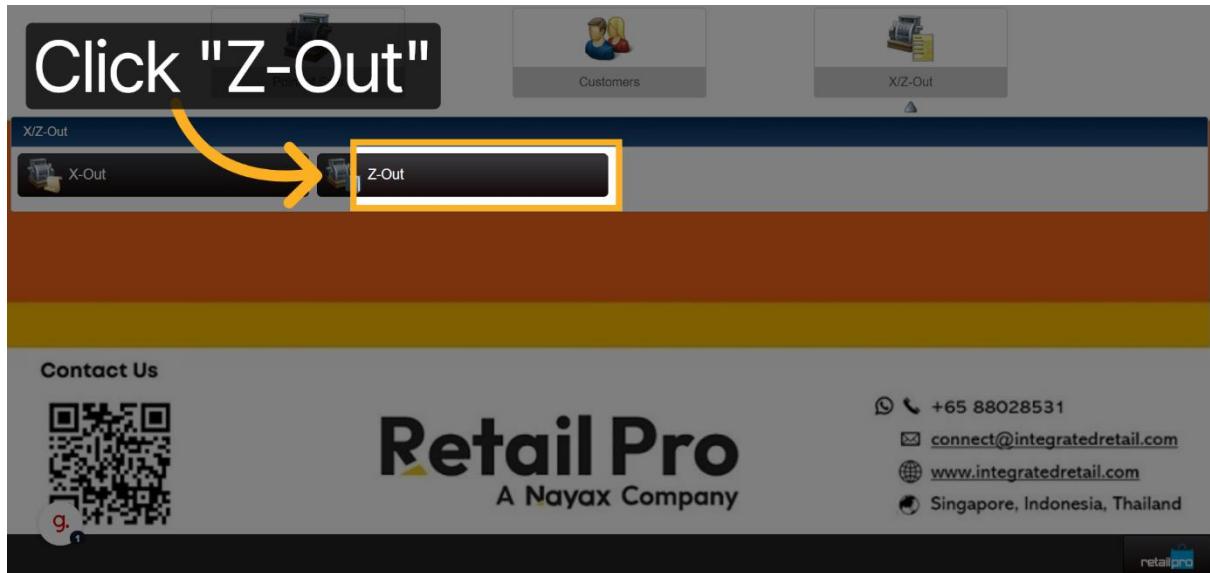
2. Click X/Z-Out Option

Click the X/Z-Out option to begin the process.



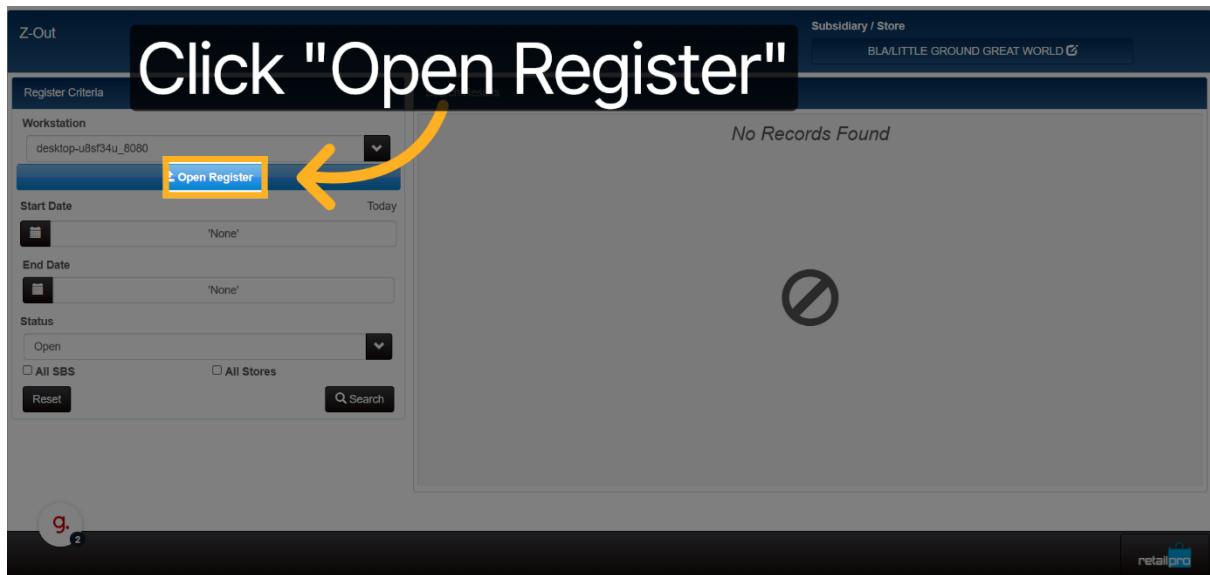
3. Select Z-Out Feature

Click the Z-Out feature to proceed to the register opening steps.



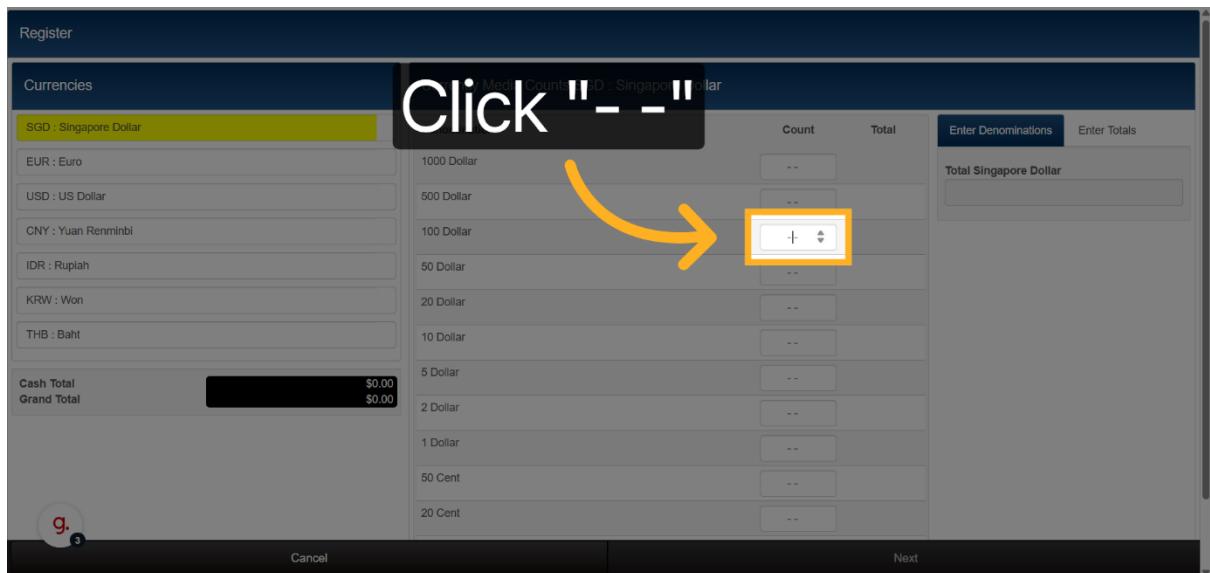
4. Open Register Selection

Click the Open Register button to initiate the register opening.



5. Click First Dropdown

Click the first dropdown menu to select the appropriate option.



6. Enter First Quantity

Enter the quantity of 1 in the first input field.

Register

Currencies
SGD : Singapore Dollar
EUR : Euro
USD : US Dollar
CNY : Yuan Renminbi
IDR : Rupiah
KRW : Won
THB : Baht
Cash Total \$0.00
Grand Total \$0.00

Currency Media Counts SGD : Singapore Dollar

Denomination	Count	Total
1000 Dollar	--	
500 Dollar	--	
100 Dollar	+ -	
50 Dollar	--	
20 Dollar	--	
10 Dollar	--	
5 Dollar	--	
2 Dollar	--	
1 Dollar	--	
50 Cent	--	
20 Cent	--	

Enter Denominations Enter Totals
Total Singapore Dollar

g. Cancel Next

7. Click Second Dropdown

Click the second dropdown menu to choose the next option.

Register

Currencies
SGD : Singapore Dollar \$100.00
EUR : Euro
USD : US Dollar
CNY : Yuan Renminbi
IDR : Rupiah
KRW : Won
THB : Baht
Cash Total \$100.00
Grand Total \$100.00

Currency Media Counts SGD : Singapore Dollar

Denomination	Count	Total
500 Dollar	--	
100 Dollar	--	
50 Dollar	1	\$100.00
20 Dollar	--	
10 Dollar	--	
5 Dollar	--	
2 Dollar	--	
1 Dollar	--	
50 Cent	--	
20 Cent	--	

Enter Denominations Enter Totals
Total Singapore Dollar \$100.00

Click "- -"

g. Cancel Next

8. Enter Second Quantity

Enter the quantity of 1 in the second input field.

Register

Currencies		Currency Media Counts SGD : Singapore Dollar		
SGD : Singapore Dollar	\$100.00			
EUR : Euro				
USD : US Dollar				
CNY : Yuan Renminbi				
IDR : Rupiah				
KRW : Won				
THB : Baht				
Cash Total	\$100.00			
Grand Total	\$100.00			

Denomination Count Total

Enter Denominations Enter Totals

Total Singapore Dollar \$100.00

g. 6

Cancel Next

9. Click Third Dropdown

Click the third dropdown menu to select another option.

Register

Currencies		Currency Media Counts SGD : Singapore Dollar		
SGD : Singapore Dollar	\$150.00			
EUR : Euro				
USD : US Dollar				
CNY : Yuan Renminbi				
IDR : Rupiah				
KRW : Won				
THB : Baht				
Cash Total	\$100.00			
Grand Total	\$100.00			

Denomination Count Total

Enter Denominations Enter Totals

Total Singapore Dollar \$150.00

Click "---"

A yellow arrow points from the text "Click \"---\"" to the third dropdown menu in the "10 Dollar" row.

g. 6

Cancel Next

10. Enter Third Quantity

Enter the quantity of 10 in the third input field.

Register

Currencies		Currency Media Counts SGD : Singapore Dollar		
SGD : Singapore Dollar	\$150.00			
EUR : Euro				
USD : US Dollar				
CNY : Yuan Renminbi				
IDR : Rupiah				
KRW : Won				
THB : Baht				
Cash Total	\$150.00			
Grand Total	\$150.00			

Denomination Count Total

1000 Dollar	--	
500 Dollar	--	
100 Dollar	1	\$100.00
50 Dollar	1	\$50.00
20 Dollar	--	
10 Dollar	+ -	
5 Dollar	--	
2 Dollar	--	
1 Dollar	--	
50 Cent	--	
20 Cent	--	

Enter Denominations Enter Totals
Total Singapore Dollar \$150.00

g. 7 Cancel Next

11. Click Fourth Dropdown

Click the fourth dropdown menu to continue the selection process.

Register

Currencies		Currency Media Counts SGD : Singapore Dollar		
SGD : Singapore Dollar	\$250.00			
EUR : Euro				
USD : US Dollar				
CNY : Yuan Renminbi				
IDR : Rupiah				
KRW : Won				
THB : Baht				
Cash Total	\$250.00			
Grand Total	\$250.00			

Denomination Count Total

1000 Dollar	--	
500 Dollar	--	
100 Dollar	1	\$100.00
50 Dollar	1	\$50.00
20 Dollar	--	
10 Dollar	10	\$100.00
5 Dollar	--	
2 Dollar	--	
1 Dollar	--	
50 Cent	--	
20 Cent	--	

Enter Denominations Enter Totals
Total Singapore Dollar \$250.00

Click "- -" → + -

g. 7 Cancel Next

12. Enter Fourth Quantity

Enter the quantity of 10 in the fourth input field.

Register

Currencies	
SGD : Singapore Dollar	\$250.00
EUR : Euro	
USD : US Dollar	
CNY : Yuan Renminbi	
IDR : Rupiah	
KRW : Won	
THB : Baht	
Cash Total	\$250.00
Grand Total	\$250.00

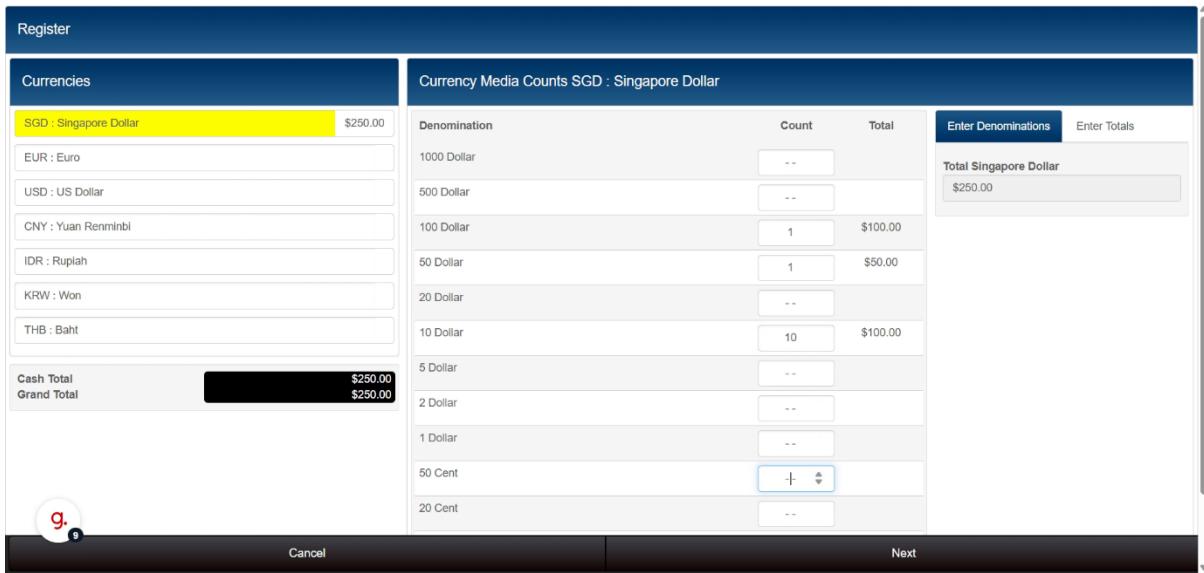
Currency Media Counts SGD - Singapore Dollar

Denomination	Count	Total
1000 Dollar	--	
500 Dollar	--	
100 Dollar	1	\$100.00
50 Dollar	1	\$50.00
20 Dollar	--	
10 Dollar	10	\$100.00
5 Dollar	--	
2 Dollar	--	
1 Dollar	--	
50 Cent	+ -	
20 Cent	--	

Enter Denominations Enter Totals
Total Singapore Dollar \$250.00

g. 6

Cancel Next



13. Click Next Button

Click the Next button to proceed to the following step.

Register

Currencies	
SGD : Singapore Dollar	\$255.00
EUR : Euro	
USD : US Dollar	
CNY : Yuan Renminbi	
IDR : Rupiah	
KRW : Won	
THB : Baht	
Cash Total	\$255.00
Grand Total	\$255.00

Currency Media Counts SGD - Singapore Dollar

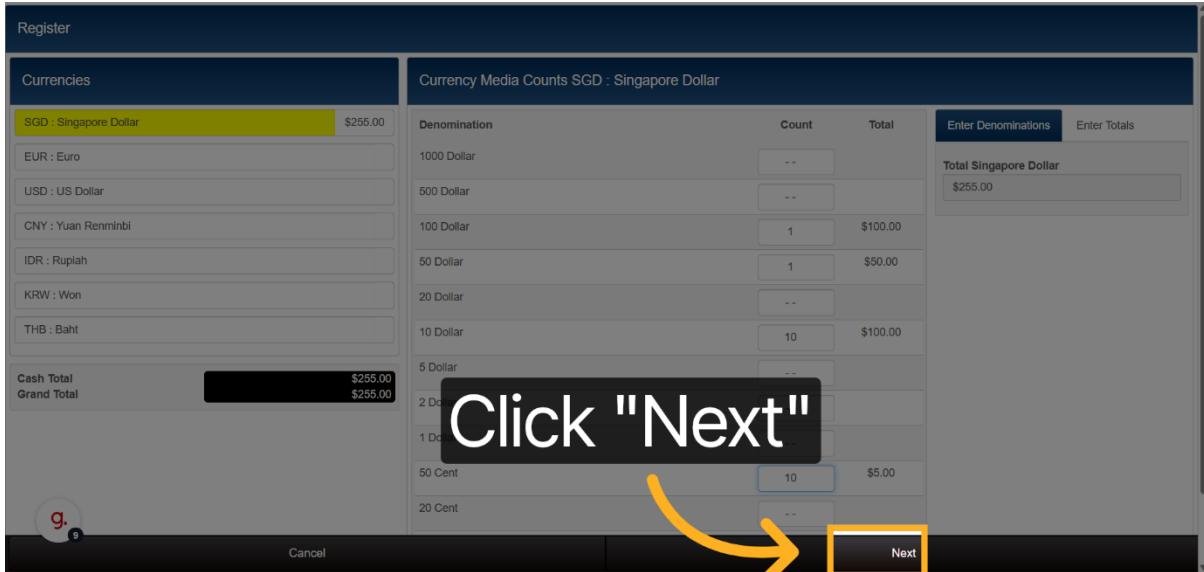
Denomination	Count	Total
1000 Dollar	--	
500 Dollar	--	
100 Dollar	1	\$100.00
50 Dollar	1	\$50.00
20 Dollar	--	
10 Dollar	10	\$100.00
5 Dollar	--	
2 Dollar	--	
1 Dollar	--	
50 Cent	10	\$5.00
20 Cent	--	

Enter Denominations Enter Totals
Total Singapore Dollar \$255.00

g. 6

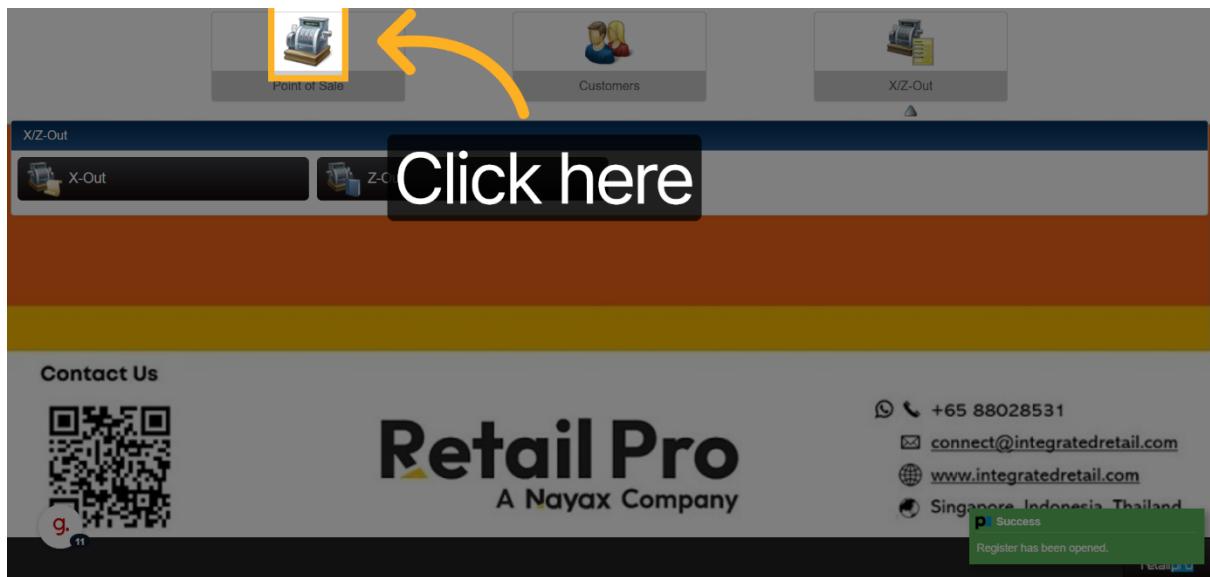
Click "Next"

Cancel Next



14. Click Confirmation Area

Click here to confirm and complete the register opening process.



You have successfully opened the register using the Z-Out feature by following the step-by-step selection and entry process. For more information, refer to related articles on register management and Z-Out operations.

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