**Pulling A Cash Out Daily User Batch Report**

Clients can pull Daily User Batch reports from the reporting portal. Follow these steps:

1. Open [**portal.agiletix.com**](https://portal.agiletix.com/)**.**

2. **Login** with your user information.



3. Select**Reports** from the menu.



4. Open the**Accounting** category.



5. Select **Agent Cash Out/User Batch Audit**.



6. Choose the **User** from the drop-down menu.



7. Choose the **User Batch** date that you wish to pull.



8. Check **Include Sales by Event/Item Details**. This will pull all of the detail information that this user sold.



9. Click on the **PDF** button to pull the report.



10. Save to your computer.