



POWEREPOS GUIDE

End of Day Z Report for Multiple POS Terminals



In this guide, we'll walk you through the step-by-step process of closing out your day using a *Consolidated Z Report*. A *Z Report* provides a complete summary of all transactions and resets the totals to zero, helping to track daily performance and manage financial records. We'll show you how to finalise sales from multiple POS terminals and generate a *Z Report*, ensuring your business wraps up each day seamlessly.

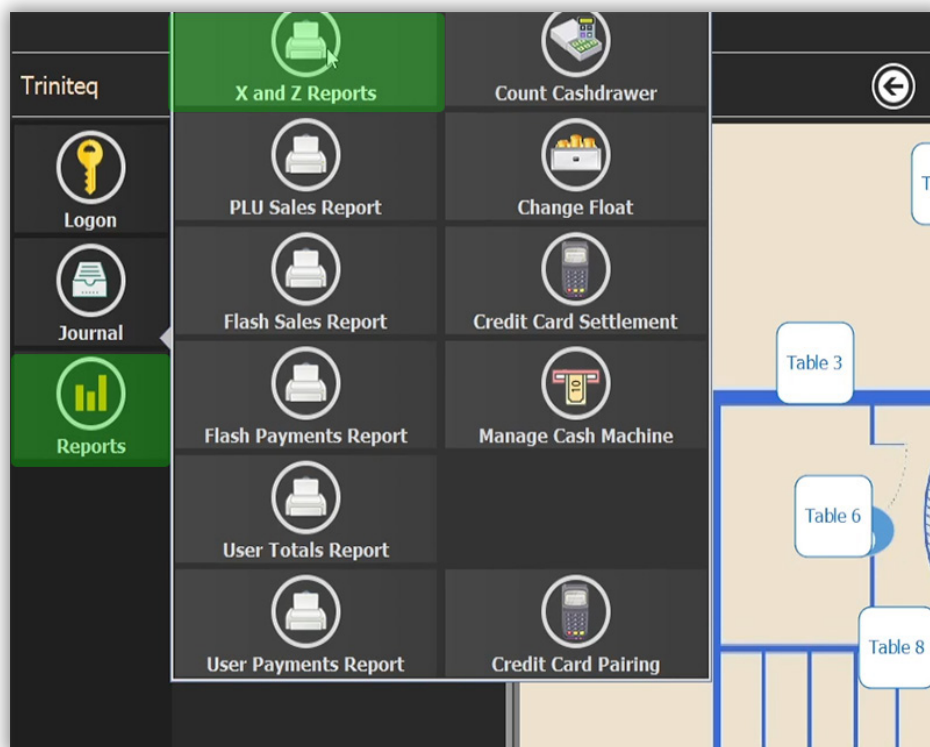
You can also [watch the video](#) or [view this guide](#) in our [PowerEPOS Training Centre](#).

Before you begin:

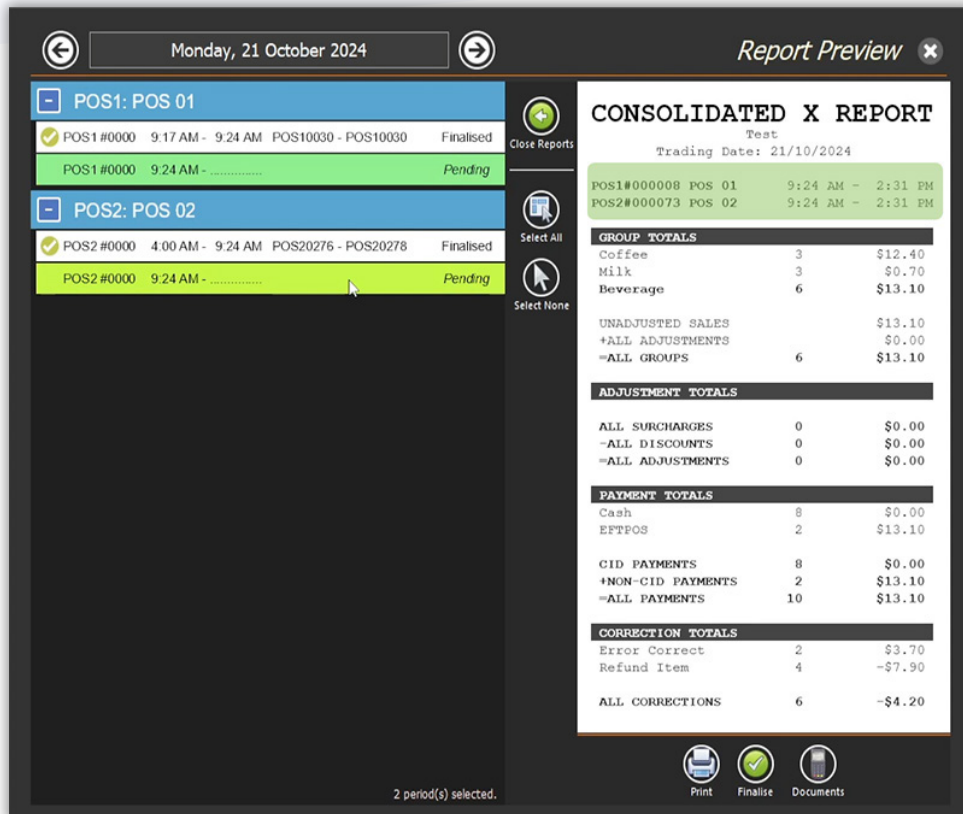
Ensure you have the necessary permissions to access *Reports*.

1. Run a Consolidated Z Report

1. Log in to the POS system, select *Reports* and *X and Z Reports*.



2. Here we see all reports generated throughout the day. To finalise the day, we double-click on each pending POS report, combining them into a Consolidated X Report. This allows us to see all figures in the one report.



Monday, 21 October 2024

Report Preview

CONSOLIDATED X REPORT
Test
Trading Date: 21/10/2024

POS1#000008 POS 01 9:24 AM - 2:31 PM
POS2#000073 POS 02 9:24 AM - 2:31 PM

GROUP TOTALS		
Coffee	3	\$12.40
Milk	3	\$0.70
Beverage	6	\$13.10
UNADJUSTED SALES		\$13.10
+ALL ADJUSTMENTS		\$0.00
=ALL GROUPS	6	\$13.10

ADJUSTMENT TOTALS		
ALL SURCHARGES	0	\$0.00
-ALL DISCOUNTS	0	\$0.00
=ALL ADJUSTMENTS	0	\$0.00

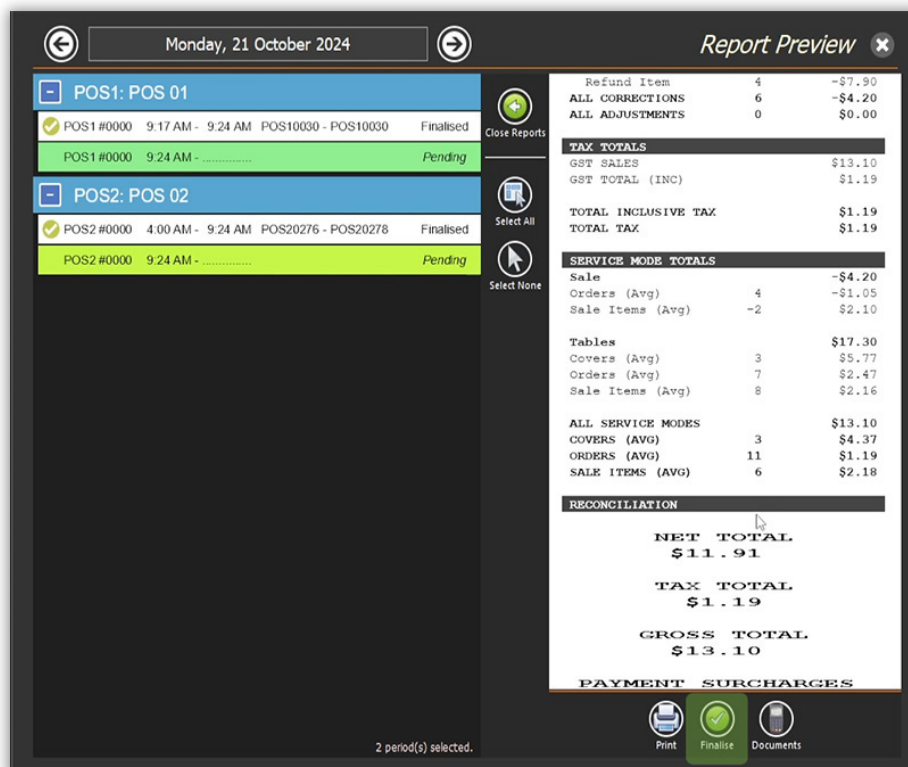
PAYMENT TOTALS		
Cash	8	\$0.00
EFTPOS	2	\$13.10
CID PAYMENTS	8	\$0.00
+NON-CID PAYMENTS	2	\$13.10
=ALL PAYMENTS	10	\$13.10

CORRECTION TOTALS		
Error Correct	2	\$3.70
Refund Item	4	-\$7.90
ALL CORRECTIONS	6	-\$4.20

2 period(s) selected.

Print Finalise Documents

3. We check our totals, and once we are happy that the X Report is accurate, we select *Finalise*.



Monday, 21 October 2024

Report Preview

Refund Item 4 -\$7.90
ALL CORRECTIONS 6 -\$4.20
ALL ADJUSTMENTS 0 \$0.00

TAX TOTALS	
GST SALES	\$13.10
GST TOTAL (INC)	\$1.19
TOTAL INCLUSIVE TAX	\$1.19
TOTAL TAX	\$1.19

SERVICE MODE TOTALS	
Sale	-\$4.20
Orders (Avg)	4 -\$1.05
Sale Items (Avg)	-2 \$2.10
Tables	\$17.30
Covers (Avg)	3 \$5.77
Orders (Avg)	7 \$2.47
Sale Items (Avg)	8 \$2.16
ALL SERVICE MODES	\$13.10
COVERS (AVG)	3 \$4.37
ORDERS (AVG)	11 \$1.19
SALE ITEMS (AVG)	6 \$2.18

RECONCILIATION

NET TOTAL
\$11.91

TAX TOTAL
\$1.19

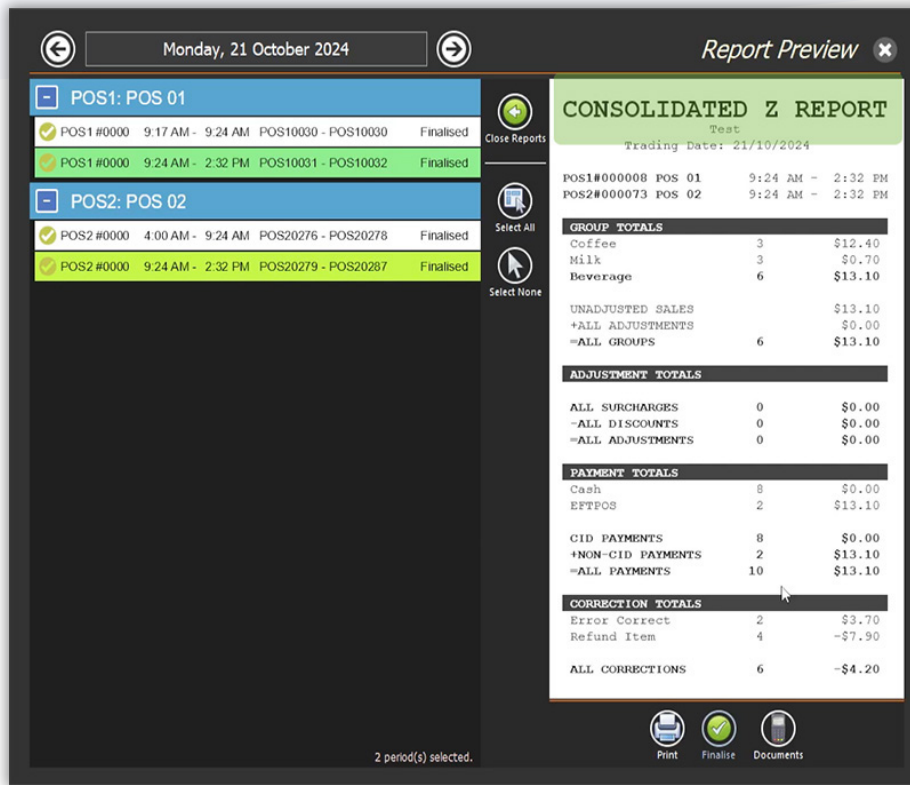
GROSS TOTAL
\$13.10

PAYMENT SURCHARGES

2 period(s) selected.

Print Finalise Documents

4. This action converts the *Consolidated X Report* into a *Consolidated Z Report*, officially closing off our day.



5. If required, use the *Print* button to print a hard copy of the report.

Need more info?

If you still have questions or need further help, please contact us.

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