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.
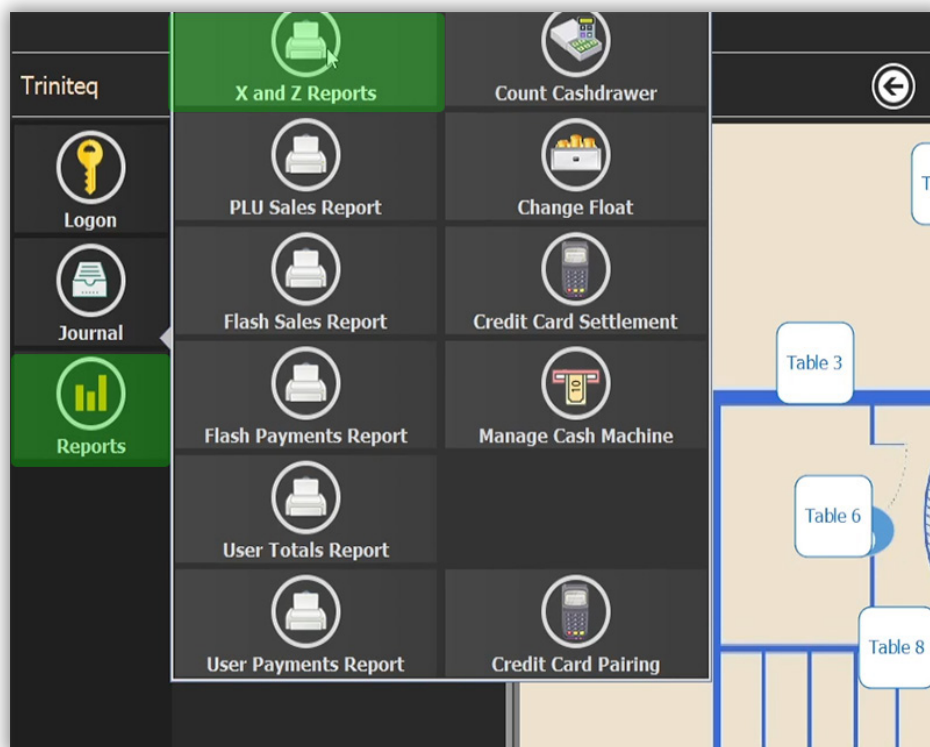
You can also [watch the video](#) or [view this guide](#) in our [PowerEPOS Training Centre](#).
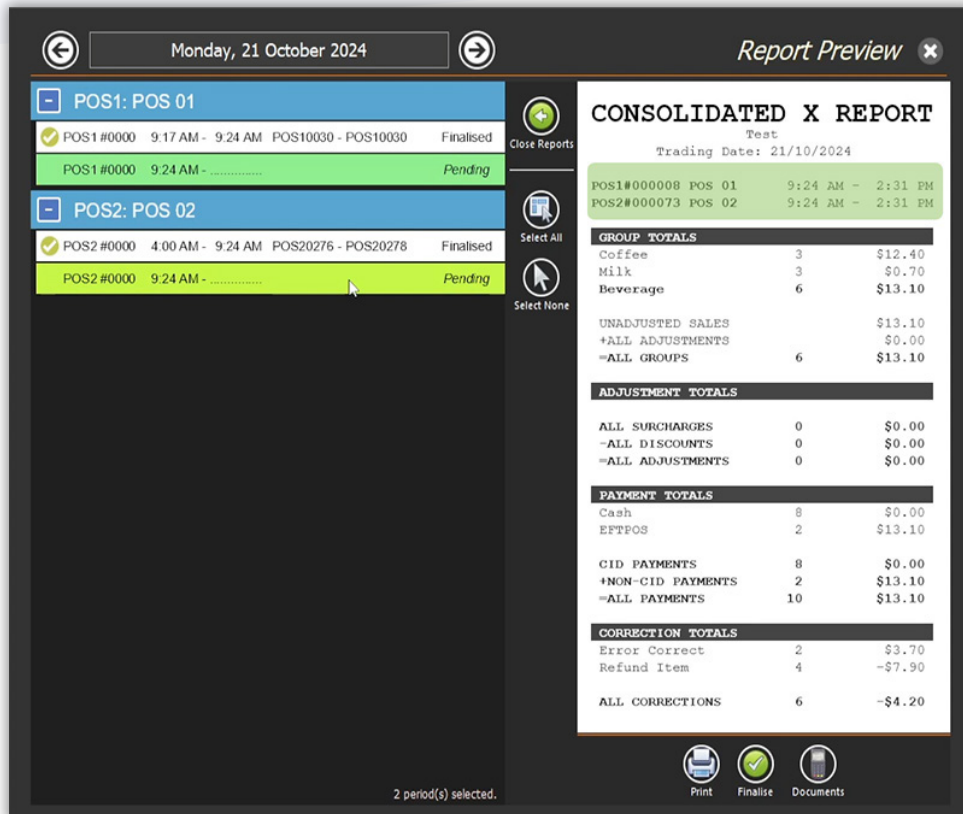
Before you begin:
Ensure you have the necessary permissions to access *Reports*.

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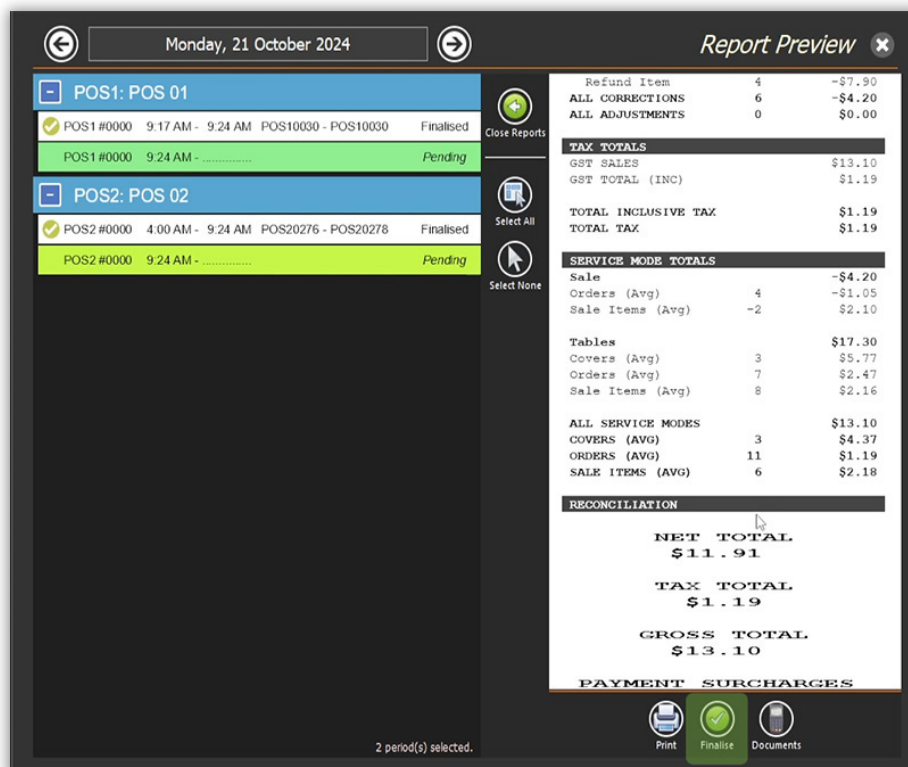
3. We check our totals, and once we are happy that the *X Report* is accurate, we select *Finalise*.

4. This action converts the *Consolidated X Report* into a *Consolidated Z Report*, officially closing off our day.
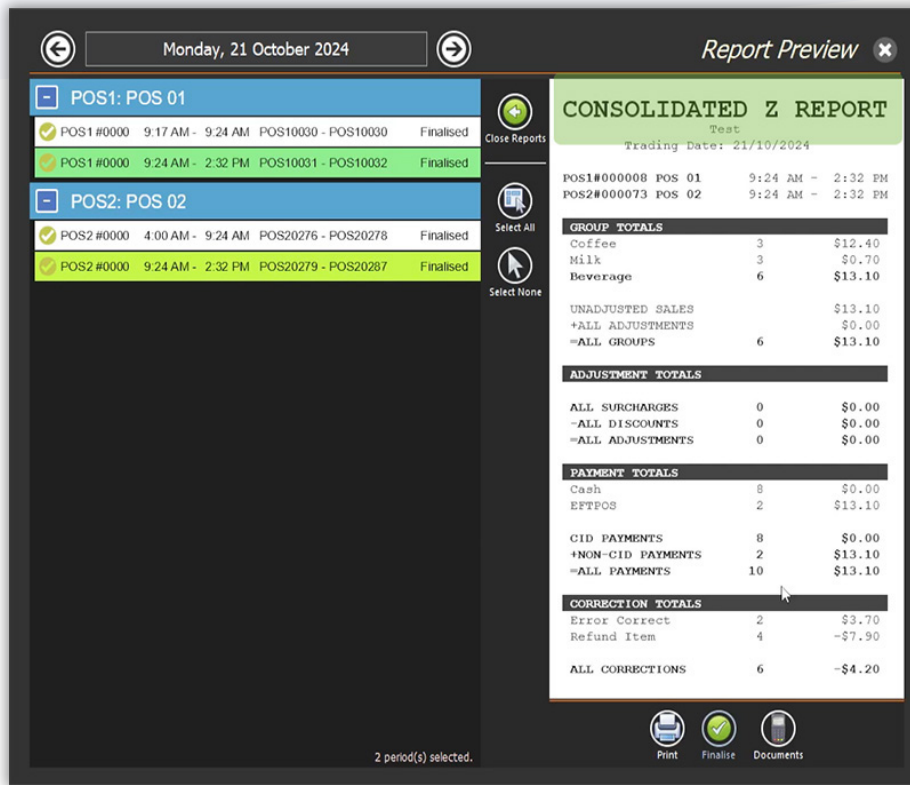
5. If required, use the *Print* button to print a hard copy of the report.

Need more info?

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

Triniteq Support
📞 1300 784 276
✉️ support@triniteq.com

Triniteq Sales
📞 1300 784 666
✉️ sales@triniteq.com