

POWEREPOS GUIDE

End of Day Z Report with Cash Declaration



In this guide, we'll walk you through the step-by-step process of closing out your day using a *Z Report*, with accuracy and ease. A *Z Report* is typically run at the end of a shift or business day. It 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, declare cash, 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.

Learning areas:

- Declare the cash in the cash drawer
- Make a correction to the declared cash

Before you begin:

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

1. Declare the Cash in the Cash Drawer

1. Log in to the POS system, select *Reports* and *Count Cashdrawer*.





2. Select *Cash* then *Enter Count*.

		Pay	ment Count Decla	orations
Payment Type	Declared	Amount	Selected Declaration	Cash
Cash	0	\$0.00	Counted Amount:	Not Counted
			😑 🛛 🔠 Enter Cou	nt 💮
Counted		¢0.00		-
- Float		\$0.00	\bigcirc (\mathbf{X}
= Total:		\$0.00		

3. Enter the total amount of cash in the cash drawer.

			\$388.00	eclarations		
Payment Type Cash	7	8	9	Cash Not Counted		
	4	5	6	Count 💮		
	1	2	3			
	0	00	×			
Counted: - Float = Total:	$\overline{\mathbf{X}}$		$\langle \rangle$			



4. If your count includes the float, select **Yes**. The POS will deduct the float amount from the cash declaration. Click the green tick to save and close.

Payment Type	Declared	Amount	Selected Declaration	Cas
Cash	0	\$388.00	Counted Amount:	\$388.00
			😑 🛛 🧮 Enter Count	(
			Does this count include the float	:?
			YES N	0
			Optional Reference / Receipt ID	:
Counted:		\$388.00		$\mathbf{}$
- Float - Total:		\$0.00 \$388 00		9

5. Go to *Reports* then *X* and *Z* Reports.





6. Check the *Payment Totals*. If they are correct then click the *green tick* to finialise the report. If there is a variance follow the next steps.

6	Monday, 21 (October 2024	9		Re	eport Pre	view 🗙
- POS1 P	OS 01				Trading Date:	21/10/2024	
POS1#0000	9.17 AM - 9.24 AM	POS10030 - POS10030	Finalised		POS2#000074 POS 02	2:32 PM	- 2:42 PM
01001#0000	5.117Am - 5.247Am	1001000 -1001000	T Indilocu	Close Reports	GROUP TOTALS		
POS1 #0000	9:24 AM - 2:32 PM	POS10031 - POS10032	Finalised		Coffee	6	\$24.20
					Milk	4	\$0.00
POS2: P	OS 02				Beverage	10	\$24.20
POS2 #0000	4:00 AM - 9:24 AM	POS20276 - POS20278	Finalised	Select All	Desserts	2	\$13.00
V. 002.10000		· · · · · · · · · · · · · · · · · · ·	, manoou		Kids All Day	1	\$12.00
POS2 #0000	9:24 AM - 2:32 PM	POS20279 - POS20287	Finalised		Lunch	2	\$47.00
				Select None	Food	5	\$72.00
POS2 #0000	2:32 PM		Pending		UNAD TUSTED SALES		\$96.20
					+ALL ADJUSTMENTS		\$0.00
					=ALL GROUPS	15	\$96.20
					ADJUSTMENT TOTALS		
					ALL SURCHARGES	0	\$0.00
					-ALL DISCOUNTS	0	\$0.00
					=ALL ADJUSTMENTS	0	\$0.00
					PAYMENT TOTALS		
					Cash	2	\$87.20
					DECLARED	7	\$88.00
					VARIANCE		\$0.80
					Manual Card Paymen	1	\$9.00
					CID PAYMENTS	2	\$87.20
					+NON-CID PAYMENTS	1	\$9.00
					-ALL PAYMENTS	3	\$96.20
					CORRECTION TOTALS		
					ALL CORRECTIONS	0	\$0.00

2. Make a Correction to the Declared Cash

1. To correct the payment totals go to *Reports*, then *Count Cashdrawer*. Click the *minus button* and enter the previously declared amount (without the float) to bring it back to zero. Then the green *tick* to save.

		Pay	rment Count De	clarations
Payment Type	Declared	Amount	Selected Declaration	Cash
Cash	0	\$88.00	Counted Amount:	Not Counted
			🗬 🖩 Enter (Count 💮
Countradi		+00.00		
- Float		\$88.00 \$0.0 <u>0</u>		\mathbf{X}
= Total:		\$88.00		



- 2. Next follow steps 1 4 to enter the correct cash amount.
- 3. Then follow steps 5 6 to check the Payment Totals.
- 4. Once everything matches up, we finalise our Z Report and print it. Now our shift or day is successfully closed off!

6	Monday, 21 October 2024	9		Re	port Prev	iew 🗴
- POS1: F	POS 01			Z BEL	ORT	
📀 POS1 #0000	9:17 AM - 9:24 AM POS10030 - POS10030	Finalised	Close Reports	Te	st	
O POS1 #0000	9:24 AM - 2:32 PM POS10031 - POS10032	Finalised		Trading Date:	21/10/2024	
	000.00			POS2#000074 POS 02	2:32 PM -	2:43 PM
- P052: F	-OS 02			GROUP TOTALS		
POS2 #0000	4:00 AM - 9:24 AM POS20276 - POS20278	Finalised	Select All	Coffee	6	\$24.20
-				MILK	10	\$0.00
POS2 #0000	9:24 AM - 2:32 PM POS20279 - POS20287	Finalised		beverage	10	\$24.20
DODD #0000	0.00 DM 0.10 DM D0000000 D0000000	Circolinged	Select None	Desserts	2	\$13.00
9 POS2 #0000	2.32 PM - 2.43 PM POS20288 - POS20290	Finalised		Kids All Day	1	\$12.00
				Lunch	2	\$47.00
				Food	5	\$72.00
				UNADJUSTED SALES		\$96.20
				+ALL ADJUSTMENTS		\$0.00
				=ALL GROUPS	15	\$96.20
				ADJUSTMENT TOTALS		
				ALL SURCHARGES	0	\$0.00
				-ALL DISCOUNTS	0	\$0.00
				=ALL ADJUSTMENTS	0	\$0.00
				PAYMENT TOTALS		
				Cash	2	\$87.20
				DECLARED	9	\$87.20
				VARIANCE		\$0.00
				Manual Card Paymen	1	\$9.00
				CID PAYMENTS	2	\$87.20
				+NON-CID PAYMENTS	1	\$9.00
				=ALL PAYMENTS	3	\$96.20
	1 per	iod(s) selected.		Print Finali	se Documents	

Need more info?

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

Triniteq Support

1300 784 276

□ <u>support@triniteq.com</u>

Triniteq Sales

✓ <u>1300 784 666</u>
✓ <u>sales@triniteq.com</u>