



## 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:

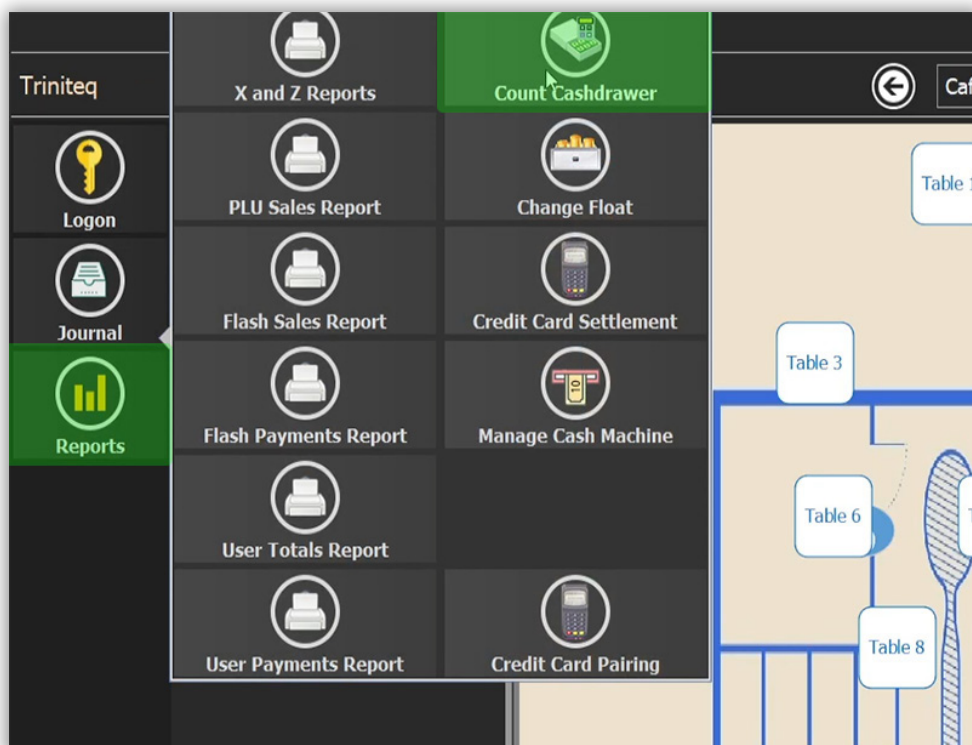
- Declare the cash in the cash drawer
- Make a correction to the declared cash

### Before you begin:

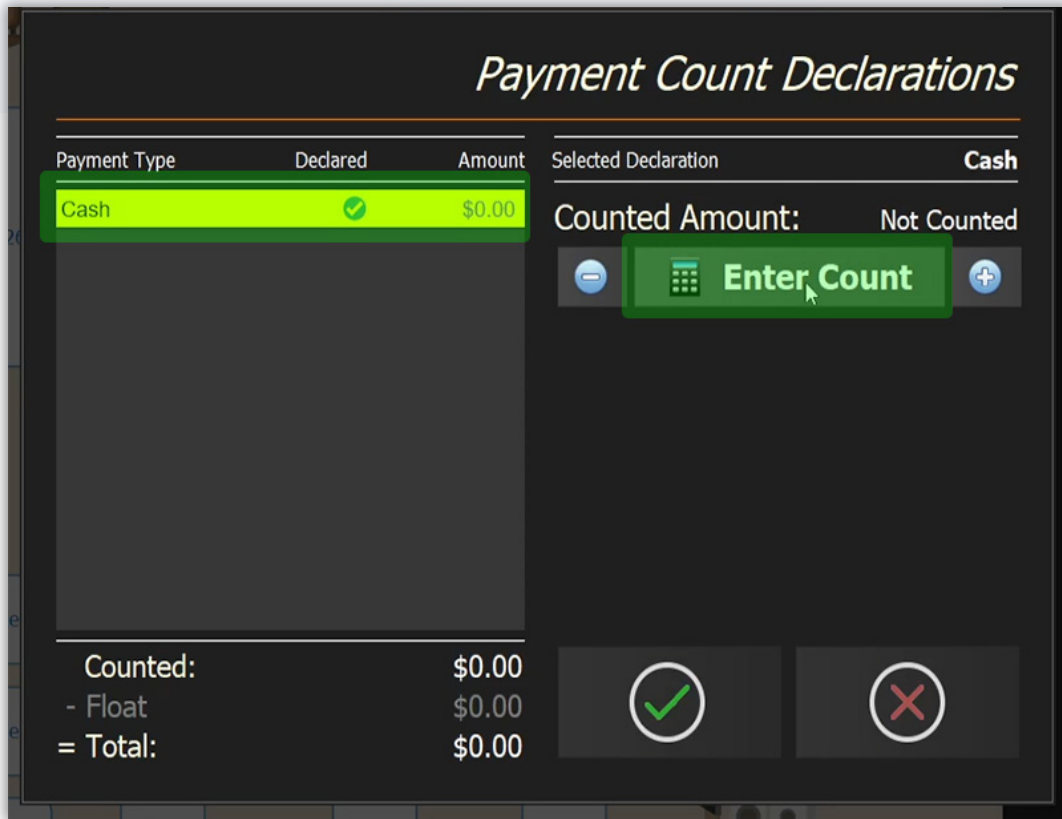
Ensure you have the necessary permissions to access **Reports**.

## 1. Declare the Cash in the Cash Drawer

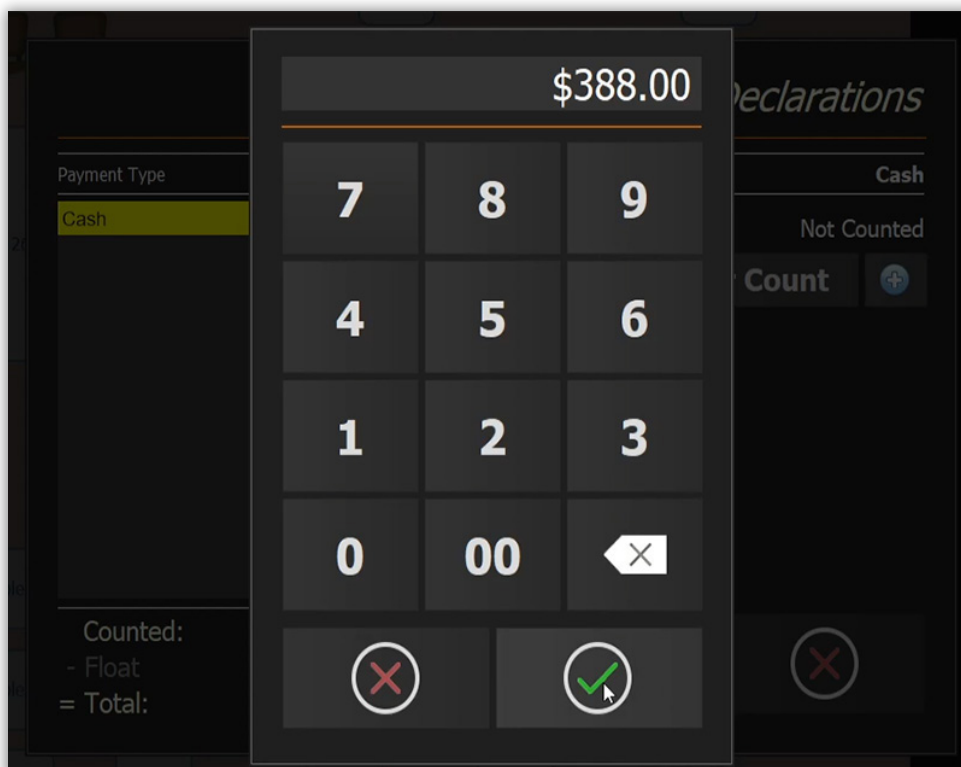
1. Log in to the POS system, select **Reports** and **Count Cashdrawer**.



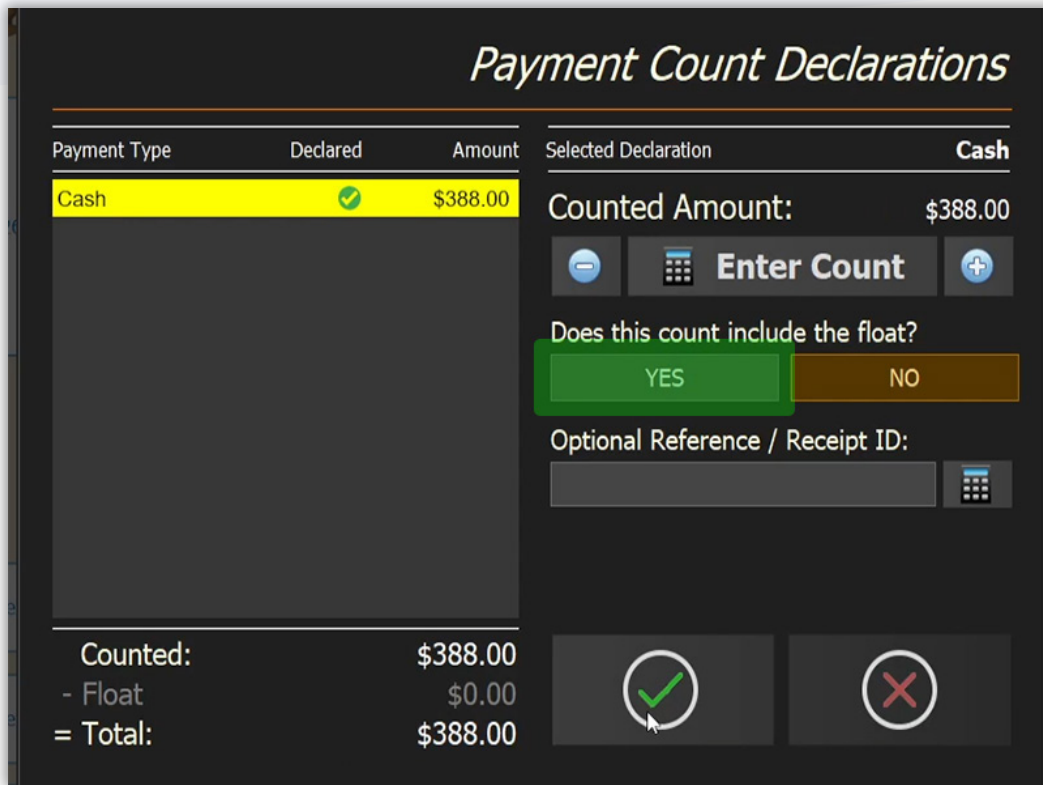
2. Select *Cash* then *Enter Count*.



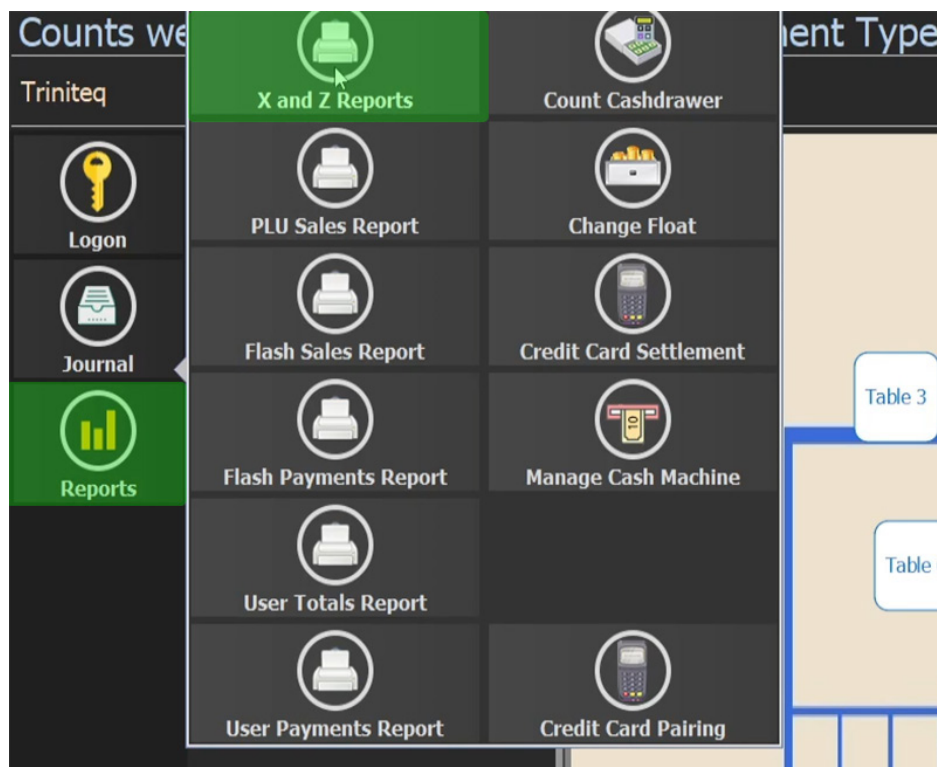
3. Enter the total amount of cash in the cash drawer.



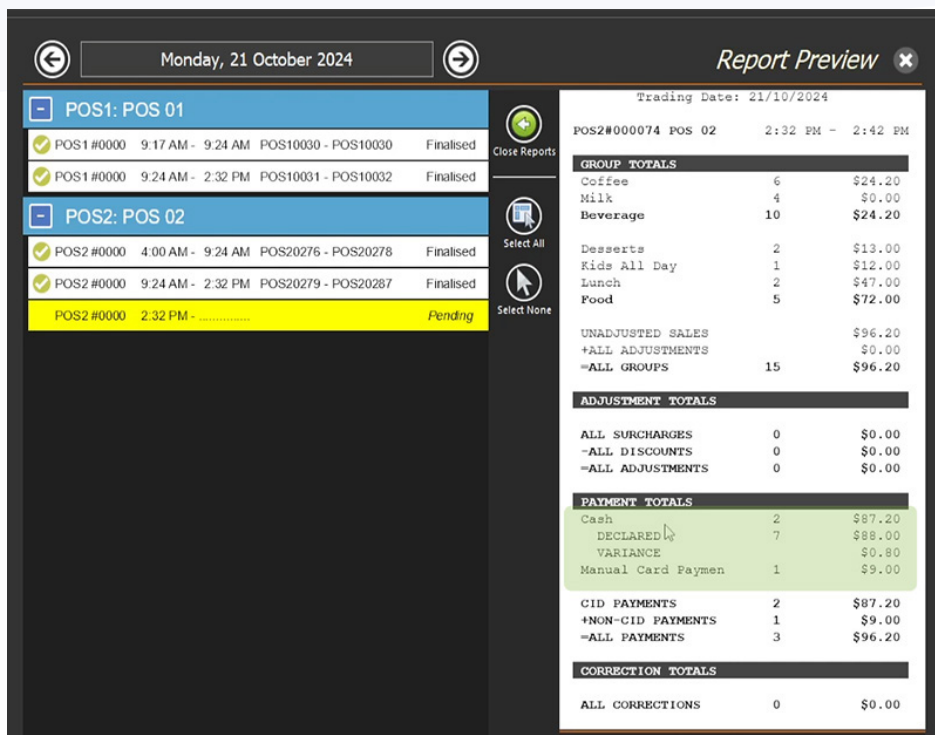
4. If your count includes the float, select **Yes**. The POS will deduct the float amount from the cash declaration. Click the green tick to save and close.



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

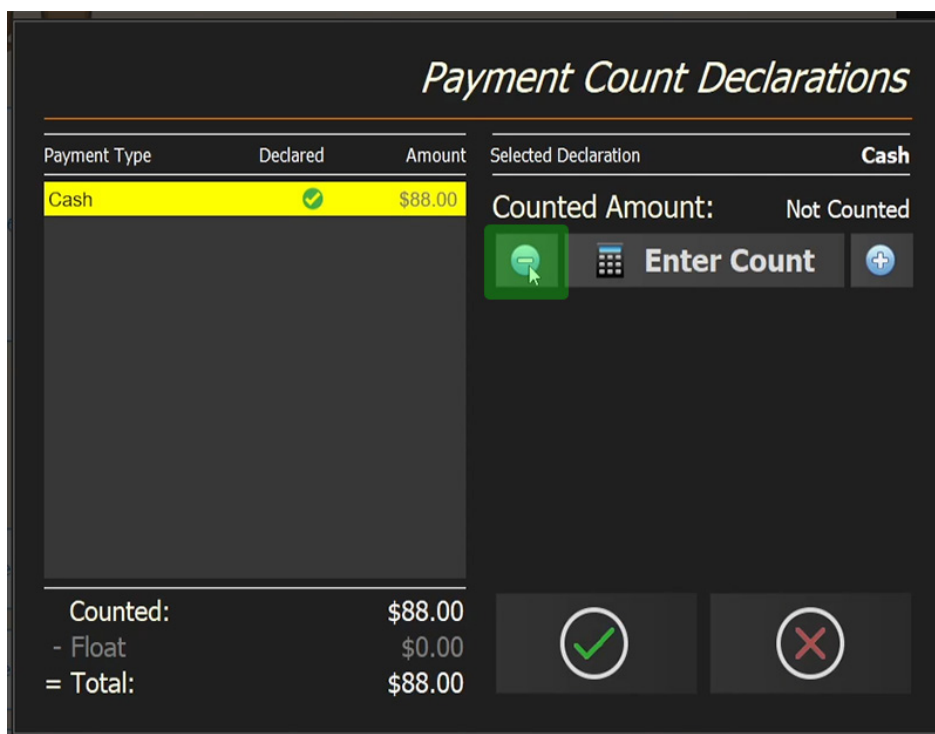


6. Check the **Payment Totals**. If they are correct then click the **green tick** to finalise the report. If there is a variance follow the next steps.

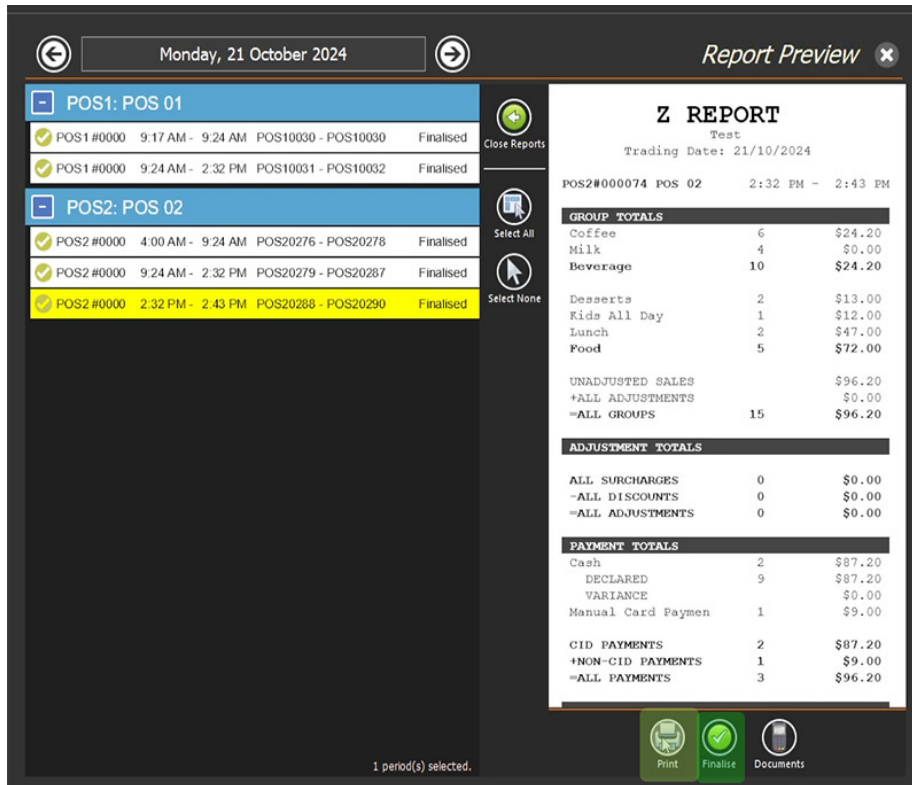


## 2. Make a Correction to the Declared Cash

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.



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!



Monday, 21 October 2024 Report Preview

**POS1: POS 01**

- ✓ POS1 #0000 9:17 AM - 9:24 AM POS10030 - POS10030 Finalised
- ✓ POS1 #0000 9:24 AM - 2:32 PM POS10031 - POS10032 Finalised

**POS2: POS 02**

- ✓ POS2 #0000 4:00 AM - 9:24 AM POS20276 - POS20278 Finalised
- ✓ POS2 #0000 9:24 AM - 2:32 PM POS20279 - POS20287 Finalised
- ✓ POS2 #0000 2:32 PM - 2:43 PM POS20288 - POS20290 Finalised

1 period(s) selected.

### Z REPORT

Test  
Trading Date: 21/10/2024

POS2#000074 POS 02 2:32 PM - 2:43 PM

GROUP TOTALS		
Coffee	6	\$24.20
Milk	4	\$0.00
<b>Beverage</b>	<b>10</b>	<b>\$24.20</b>
Desserts	2	\$13.00
Kids All Day	1	\$12.00
Lunch	2	\$47.00
<b>Food</b>	<b>5</b>	<b>\$72.00</b>
UNADJUSTED SALES		\$96.20
+ALL ADJUSTMENTS		\$0.00
<b>=ALL GROUPS</b>	<b>15</b>	<b>\$96.20</b>

ADJUSTMENT TOTALS		
ALL SURCHARGES	0	\$0.00
-ALL DISCOUNTS	0	\$0.00
<b>=ALL ADJUSTMENTS</b>	<b>0</b>	<b>\$0.00</b>

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
<b>=ALL PAYMENTS</b>	<b>3</b>	<b>\$96.20</b>

Print Finalise Documents

## Need more info?

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

### Triniteq Support

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