

Closing the day across several POS terminals

Consolidated Z reports

ESTIMATED TIME 10 minutes

A venue running more than one terminal closes the day once, not once per terminal. The pending reports are combined into a consolidated X report, checked, and then finalised into a Z report that closes the day off.

Closing the day across several POS terminals

<https://www.youtube.com/watch?v=6zIs-nAP5Ps>

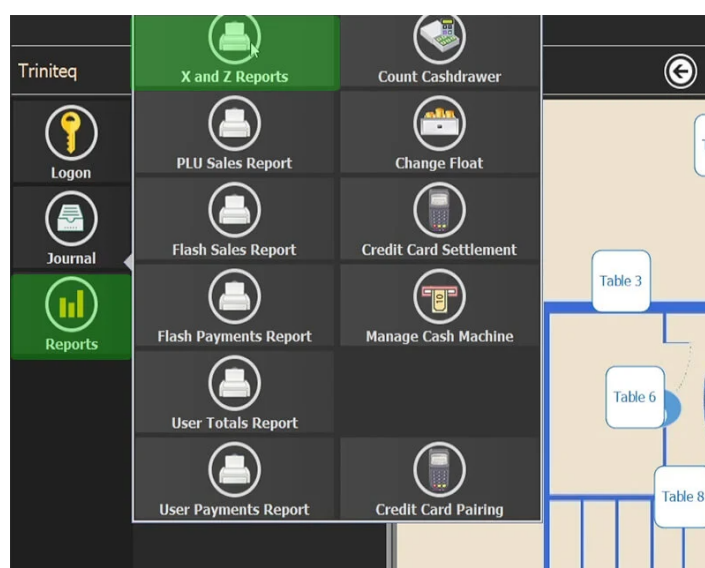
Before you start

- Every terminal finished with for the day.
- A POS login with access to **Reports**.

1

Open the reports

Sign in to the POS and go to **Reports → X and Z Reports**.



2

Combine the pending reports

The screen lists every report generated through the day. Double-click each pending POS report to add it to a **Consolidated X Report**, so all the figures sit in one place.

CONSOLIDATED X REPORT
Trading Date: 21/10/2024

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
EPFPOS	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

3

Check the totals

Read the consolidated X report. Fix anything that looks wrong before you go on — once it is finalised it cannot be reopened.

CONSOLIDATED X REPORT
Trading Date: 21/10/2024

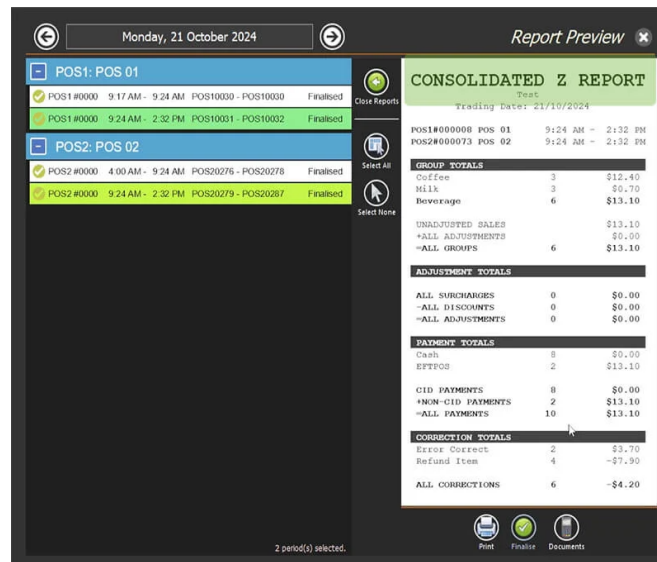
TAX TOTALS		
GST SALES		\$13.10
GST TOTAL (INC)		\$1.19
TOTAL INCLUSIVE TAX		\$1.19
TOTAL TAX		\$1.19

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

4 Finalise it

Press **Finalise**. The consolidated X report becomes a consolidated Z report, which closes the day off.



5 Print it, if you keep a paper copy

Use the print button for a hard copy.

There is also a printable version: [PowerEPOS Guide — EOD Multiple POS Terminals](#).

6 Need a hand? Contact Triniteq Support

NEED A HAND? CONTACT TRINITEQ SUPPORT

Phone **1300 784 276**

Email **support@triniteq.com**

Our support team is here to help.