

Declaring cash and closing the day

Cash declaration and the Z report

ESTIMATED TIME 15 minutes

A Z report is run at the end of a shift or a day. It summarises every transaction and resets the totals to zero. Declaring the cash first is what lets the report show a true variance between what the POS expected and what is in the drawer.

Declaring cash and closing the day

<https://www.youtube.com/watch?v=i-FTsFzyec8>

Before you start

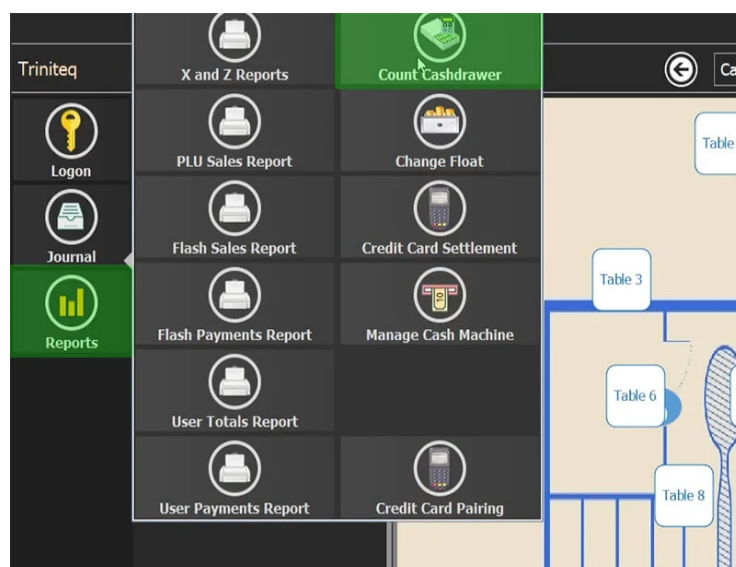
- The cash drawer counted.
- Whether your count includes the float.
- A POS login with access to **Reports**.

Declaring the cash

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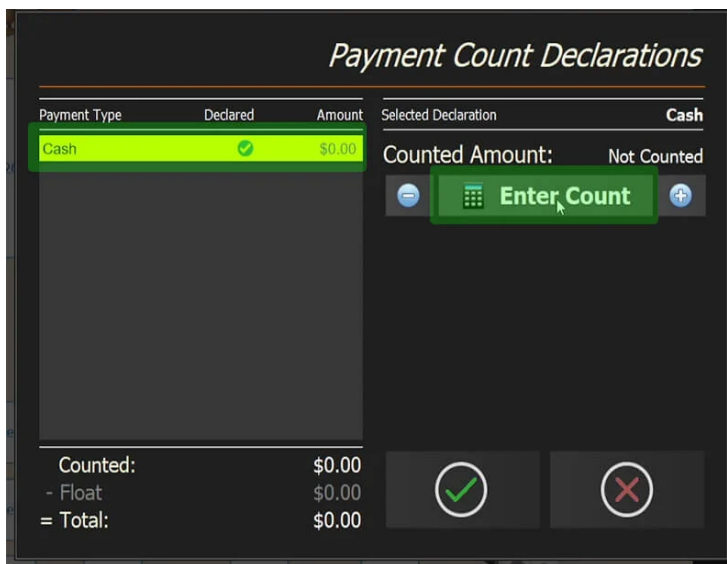
Open Count Cashdrawer

Sign in to the POS and go to **Reports** → **Count Cashdrawer**.



2 Start the count

Choose **Cash**, then **Enter Count**.



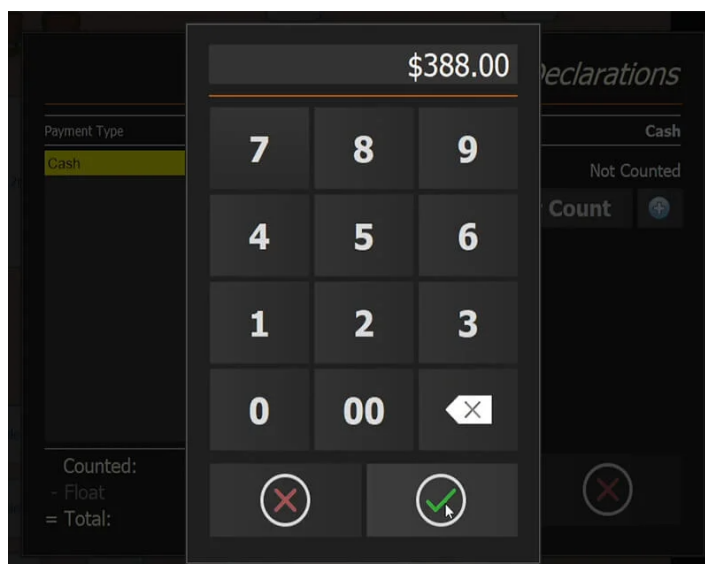
Payment Type	Entered	Amount
Cash	✓	\$0.00

Selected Declaration	Cash
Counted Amount:	\$0.00
Not Counted	\$0.00

Counted: \$0.00
- Float: \$0.00
= Total: \$0.00

3 Enter what is in the drawer

Type the total amount of cash in the drawer.

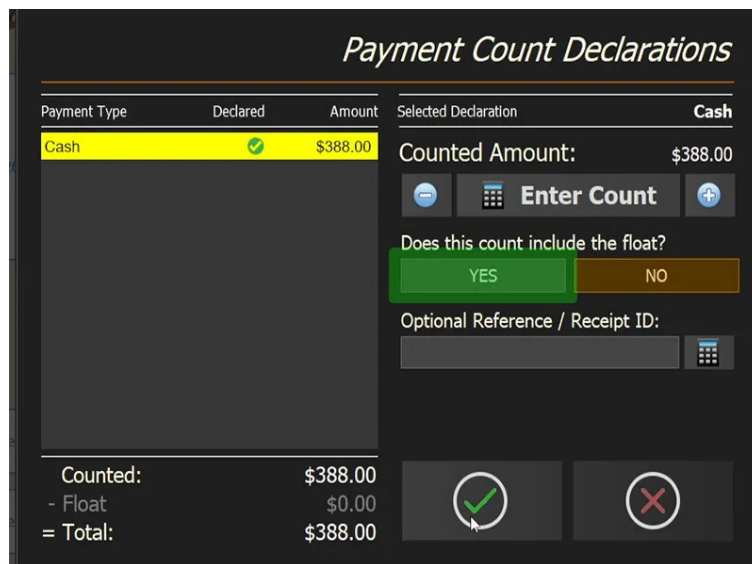


Payment Type	Entered	Amount
Cash	✓	\$0.00

Counted: \$388.00
- Float: \$0.00
= Total: \$388.00

4 Say whether the float is included

If your count includes the float, choose **Yes** and the POS takes the float off the declaration. Press the green tick to save and close.



Payment Type	Declared	Amount
Cash	✓	\$388.00

Counted Amount: \$388.00

Does this count include the float?

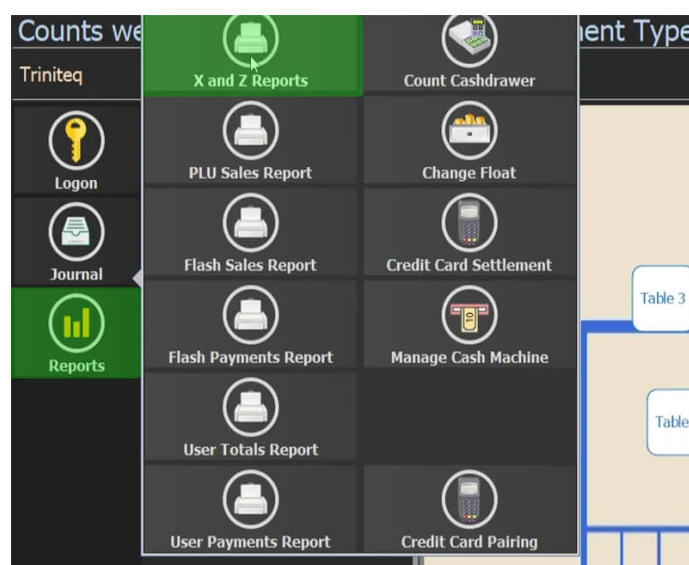
YES NO

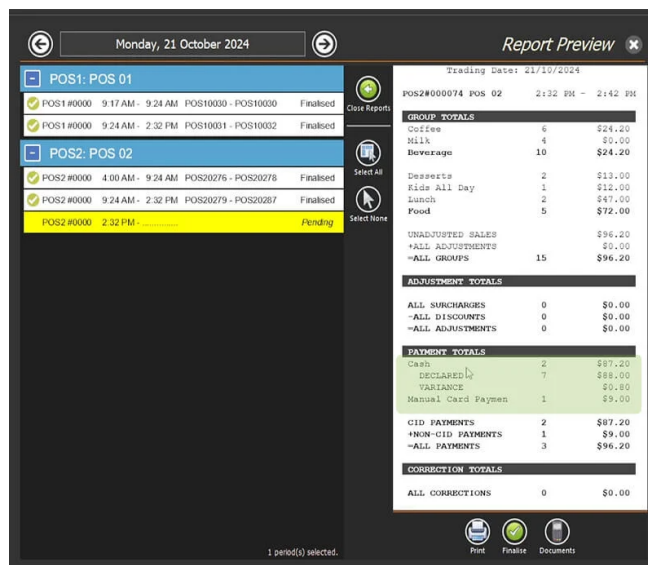
Optional Reference / Receipt ID:

Counted: \$388.00
- Float: \$0.00
= Total: \$388.00

5 Check the payment totals

Go to **Reports → X and Z Reports** and read the payment totals. If they are right, press the green tick to finalise. If there is a variance, correct the declaration first.

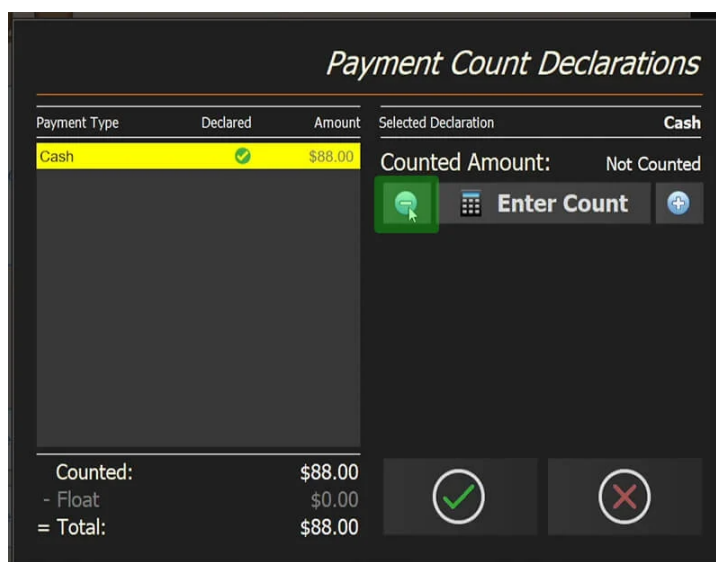




Correcting a declaration

6 Take the old figure back out

Go to **Reports** → **Count Cashdrawer**, press the minus button and enter the amount you declared before, without the float, to bring it back to zero. Press the green tick to save.

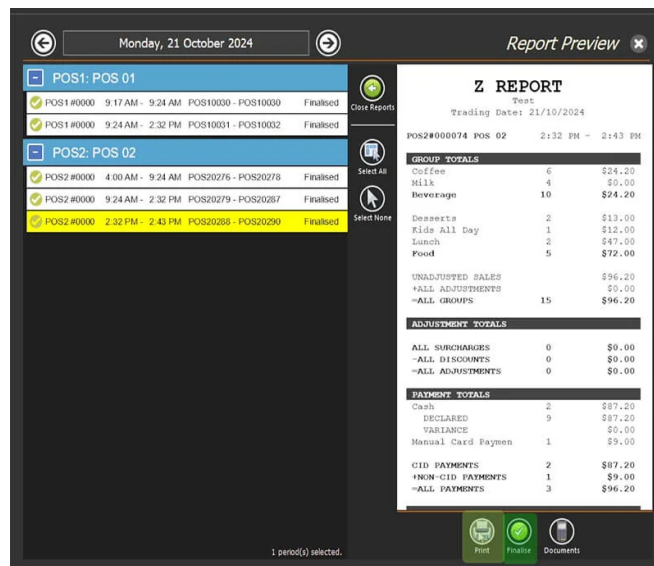


7 Declare the right amount

Count and declare again, exactly as above, then check the payment totals once more.

8 Finalise and print

When the totals match, finalise the Z report and print it. The shift or day is closed.



Z REPORT
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
Beverage	10 \$24.20
Deserts	2 \$13.00
Fide 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 period(s) selected.

Print Finalise Documents

9 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.