Check today's sales (X-report)

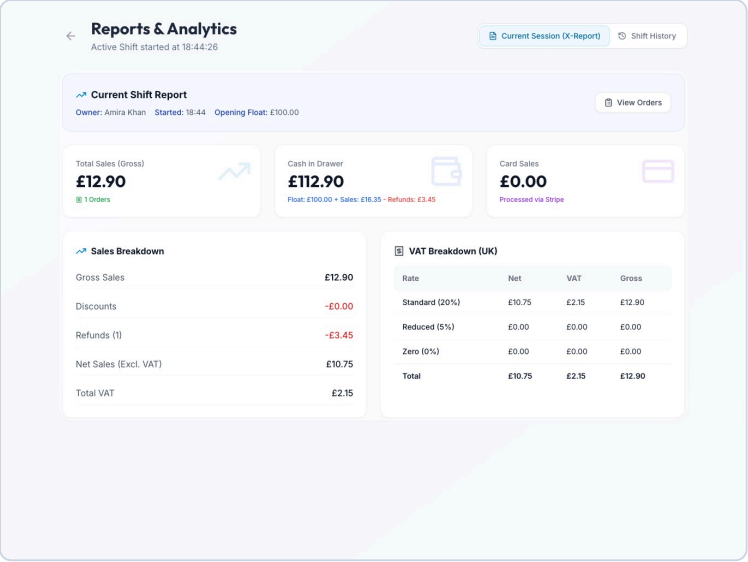
See sales, card and cash totals, and VAT for the shift so far, without closing it.

For Managers · **Takes** 1 minute

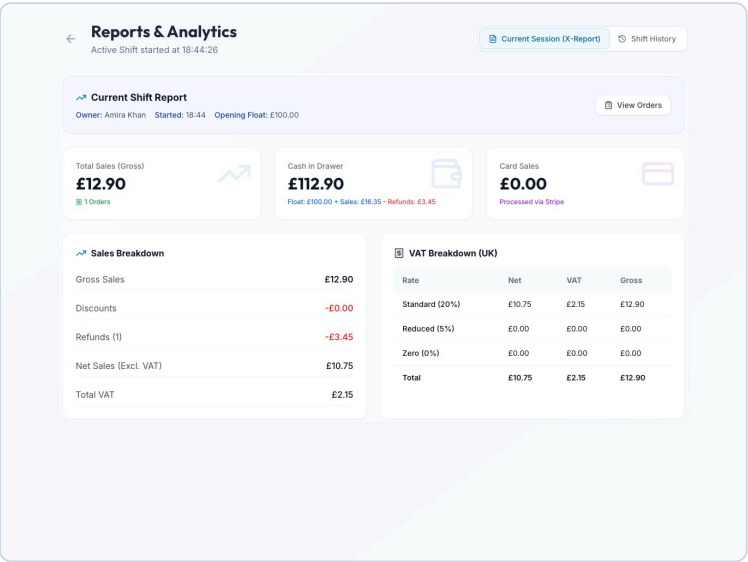
Watch the video
360navtech.com/pos/help/v/check-sales-x-report

Steps

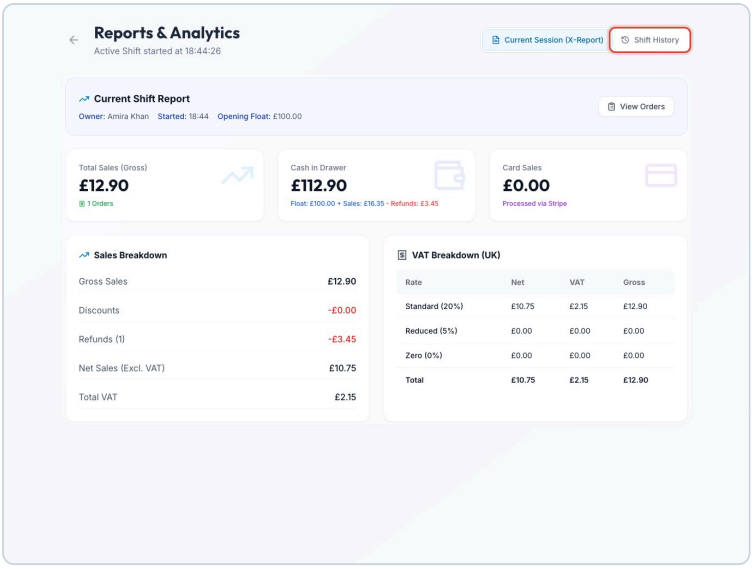
1. **Open Reports.** Tap **More**, then **Reports**.
2. **Read the X-report.** It shows who opened the shift, the opening float, total sales, cash and card, and the cash that should be in the drawer.



3. **Check VAT.** Scroll down for the sales breakdown and VAT by rate (standard 20%, reduced 5%, zero).



4 **Look at past shifts. Shift History** lists earlier shifts and their Z-reports.



Tips

- Checking the X-report doesn't close or reset the shift. You can look as often as you like.
- The cloud dashboard has fuller reports across all your tills and stores.