Open and close a shift (Z-report)

Count the cash and close the day with a Z-report, then start the next shift with a float.

For Managers · **Takes** 2 minutes

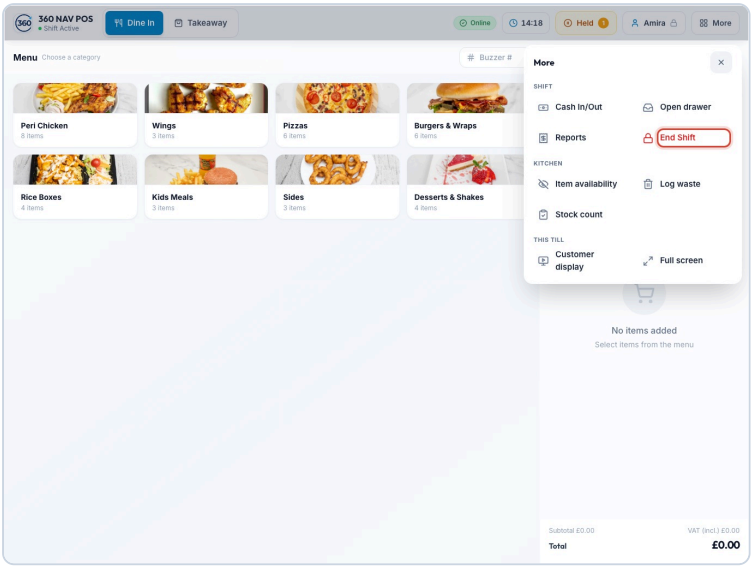
Watch the video
360navtech.com/pos/help/v/open-and-close-a-shift

Before you start

You need a manager PIN. Close every open order first.

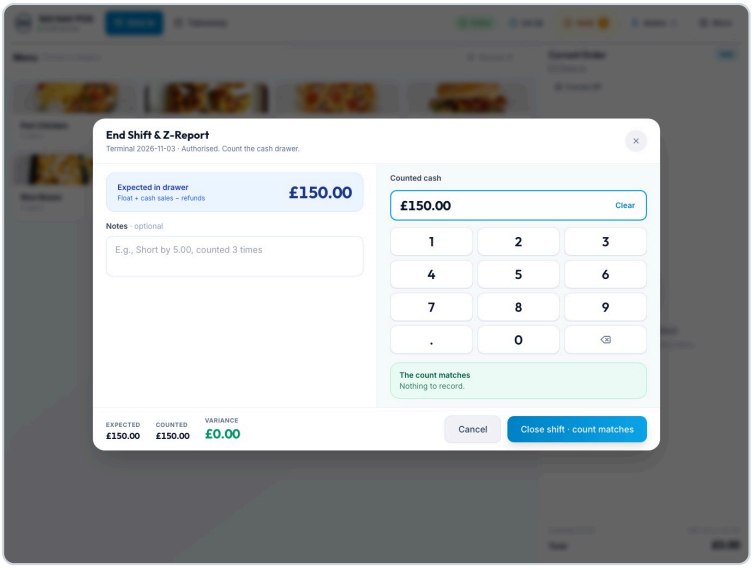
Steps

1. **End the shift.** Tap **More**, then **End Shift**.

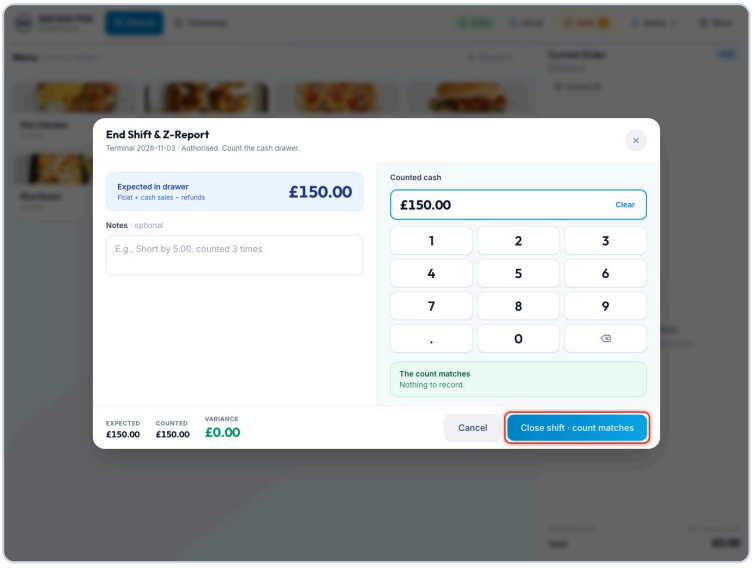


2. **Manager PIN.** A manager enters their PIN.

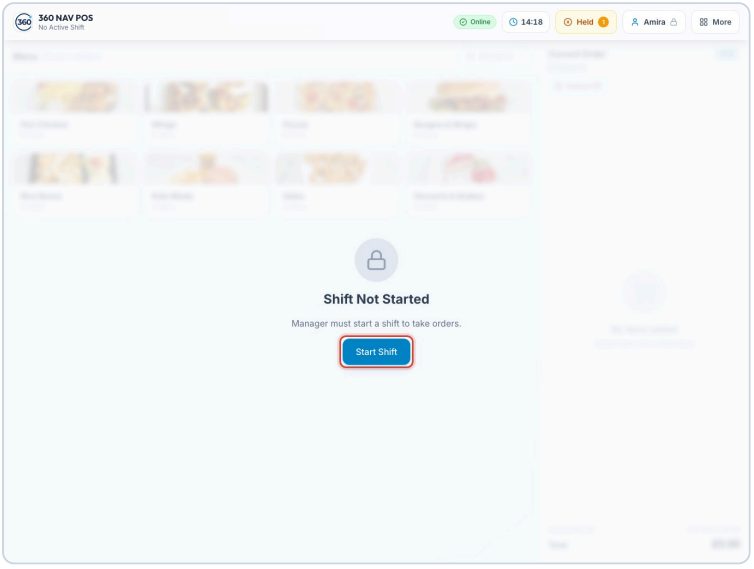
3. **Count the drawer.** Count the cash and type the total. The till shows the expected amount (float + cash sales – refunds) and any difference.



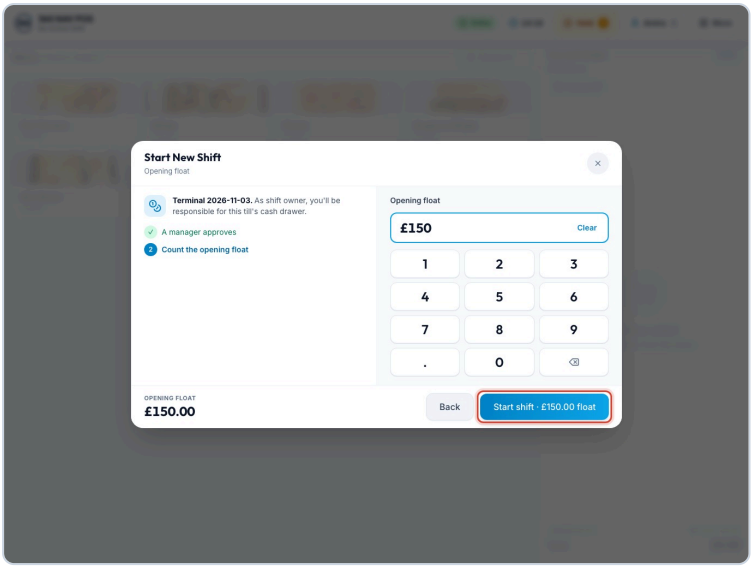
4. **Close the shift.** Tap **Close shift**, then tap again to confirm. Closing finalises every sale on the shift; the Z-report is saved and printed if a printer is set up.



5. **Start the next shift.** Next time, a manager taps **Start Shift** and enters their PIN.



6 **Count the float.** Type the opening float, then **Start shift**.



Tips

- A Z-report can't be changed once it's made. It's your record for HMRC.
- If the count doesn't match, add a note to say why.