

# End of Day

## Tills

A till is defined as a device which is connected to a Receipt Printer; all payments are linked first to Stores, and then to Receipt Printers if one is available.

## X Reads

If a Superuser is logged into the CMS on a device that is connected to a till, it is possible to complete an X read.

This will print a summary of all transactions and payments put through that till since the last End of Day (Z read) was completed.

### End of Day

Till:  ▾

Select an entry

## Z Reads

This is used to cash up a till at the end of the day or at the end of a shift. Because the cashing up process is timestamped, it is possible to cash up multiple times in a single day.

Data may be retroactively logged by using the drop down at the top of the screen.

Each payment type that was taken on that day will be displayed, along with a box to enter that day's takings. The User should enter the amount as counted, and that will be recorded.

Integrated payment types, such as Elavon Retail Cloud, will not appear on this list, as they are automatically accounted for.

## End of Day

Till:

Z-Read Date:

Please enter the below amounts for each payment type.

Payment Type

card

Amount in till:

cash

Amount in till (including £10.00 float):

cheque

Amount in till:

[Commit End of Day](#)

[Run End of Day](#)

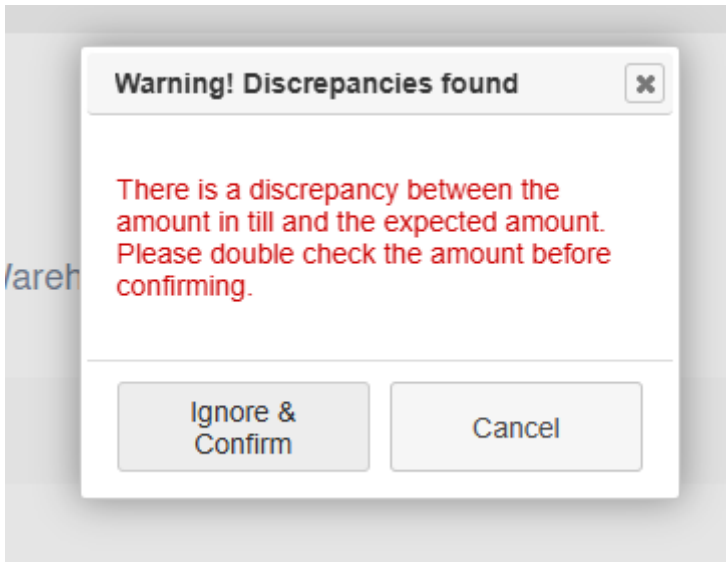
Each till must be cashed up independently; these will be based on linked receipt printers. It will also be possible to cash up 'back office', which covers all payments added from a Store that are not linked to a receipt printer. This will include all payments entered into the CMS.

When payments are added, they are linked to a Store, based on the Store from which the CMS user is currently working. If necessary, this can be amended on the Dashboard, but their default Store is controlled within their User in the CMS.

Submitted data can later be viewed on the [Till Discrepancies](#) report.

## Discrepancies

In the event of a discrepancy, a warning will be shown and the user will be given the option to review the data entered.



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