📜 How to "End Day" / perform a Z Read

Last Modified on 06/08/2025 3:54 pm BST

The **End of Day** process, also known as a **Z Read**, generates a summary of all transactions since the last Z Report. This step is essential for daily reconciliation and will also **trigger batch close / settlement** on many integrated payment terminals or applications.

⚙ Access Control

By default, **only Supervisor Users** can perform the End of Day.
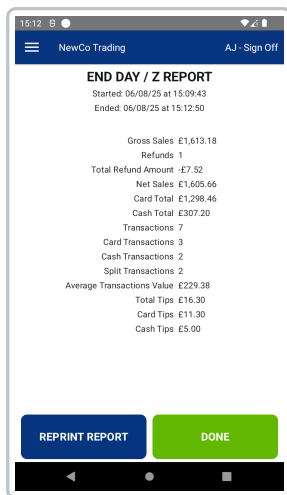
⚙ Steps to Perform End of Day:

1. **Log into the device** using a Supervisor account.

2. Tap the **Menu** (☰) in the top-left corner.

3. Select **End of Day**.

4. A confirmation prompt will appear — tap **End Day** to proceed.
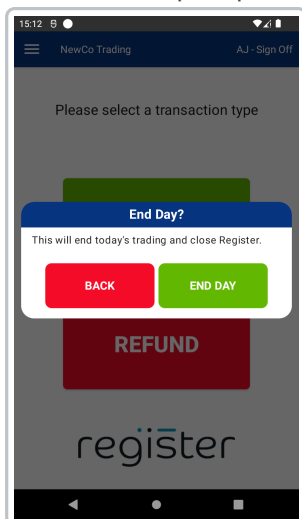
5. The **Z Report** will be displayed, summarizing:

   - Time period

   - Total sales

   - Refunds

   - Payment types

END DAY / Z REPORT
Started: 06/08/25 at 15:09:43
Ended: 06/08/25 at 15:12:50

Gross Sales	£1,613.18
Refunds	1
Total Refund Amount	-£7.52
Net Sales	£1,605.66
Card Total	£1,298.46
Cash Total	£307.20
Transactions	7
Card Transactions	3
Cash Transactions	2
Split Transactions	2
Average Transactions Value	£229.38
Total Tips	£16.30
Card Tips	£11.30
Cash Tips	£5.00

REPRINT REPORT   DONE

6. Tap **Print Report** to print a physical copy (optional).

7. Tap **Done** to return to the login screen, ready for the next trading day.

> 💡 **Tip**: It's best practice to complete the End of Day at the close of business each day to ensure clean records and timely settlements.