

X report, Z report and the float

How to set the opening float, record cash going in and out, check the till during the day with an X report, and cash up at close with a Z report.

Screenshots taken on app.posso.co.uk, 9 October 2026, before any sales, so every figure reads £0.00.

One cash-up covers the whole site

As standard, the cash-up is **global**: it covers the whole site, every till added together. **One Z report closes the day for every till**, so take it once, after the last till has finished trading.

If your site has several cash drawers, the opening float is the total of all the drawers' floats, and each drawer is checked against its own till's line on the X report.

Per-till cash-up: a few sites have per-till Z reports switched on by Posso. There, each till takes its own Z on that till for its own drawer, and the site Z is taken last. If you are not sure which your site uses, ask your manager before saving a Z.

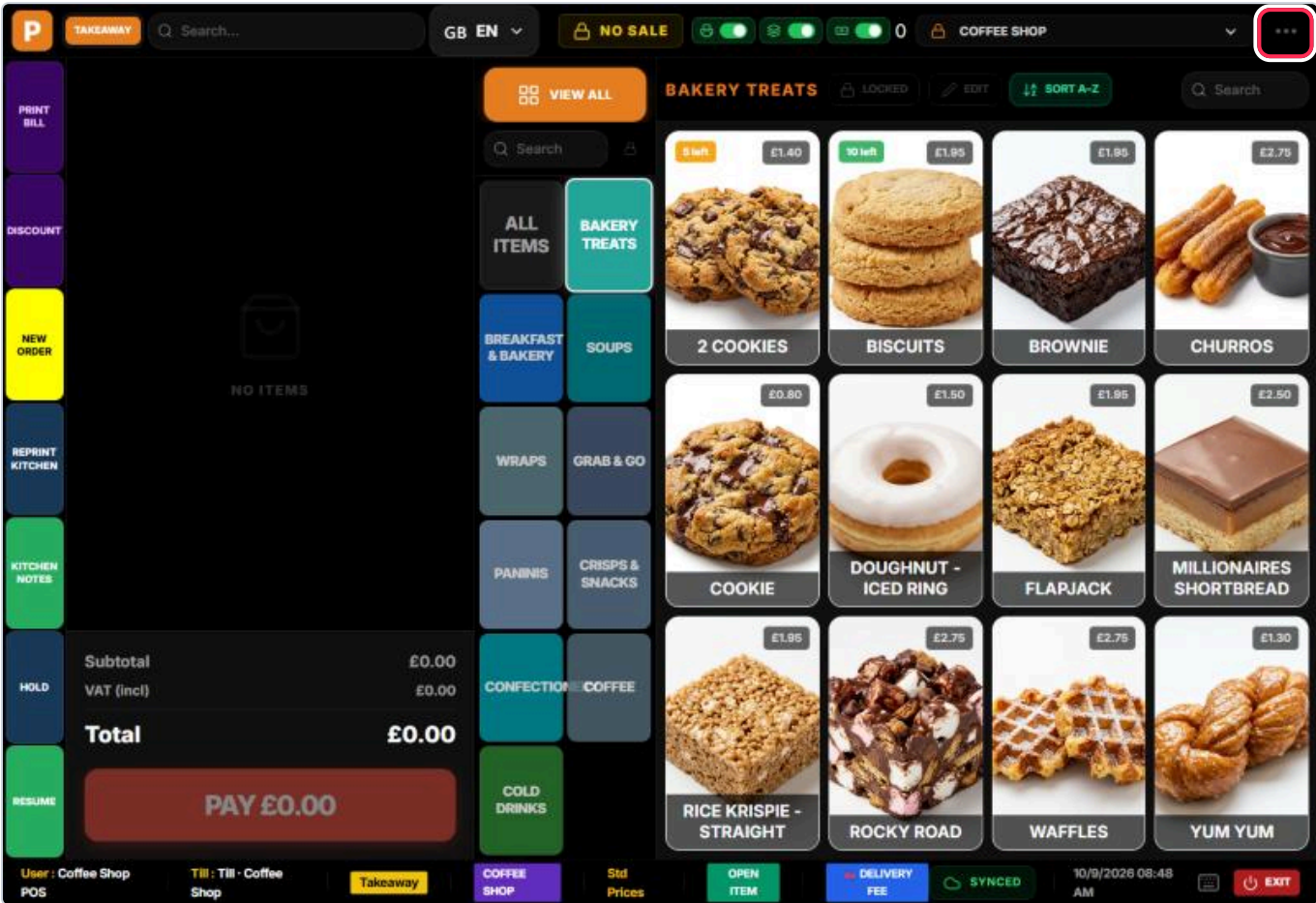
The words

Float	The change put in the drawer before trading starts. It is not sales. It stays in the drawer day after day.
Pay In / Pay Out	Cash added to or taken from the drawer that is not a sale: extra change brought in, or cash used to buy milk.
Safe Drop	Notes taken out of the drawer and put in the safe during the day.
X report	A look at the totals so far. It changes nothing. Run it as often as you like.
Z report	The end-of-day cash-up. You count the drawer, save, and the totals start again from zero. It cannot be undone.
Variance	The difference between what you counted and what the till expected. Minus means short, plus means over.

Getting to Cash Up

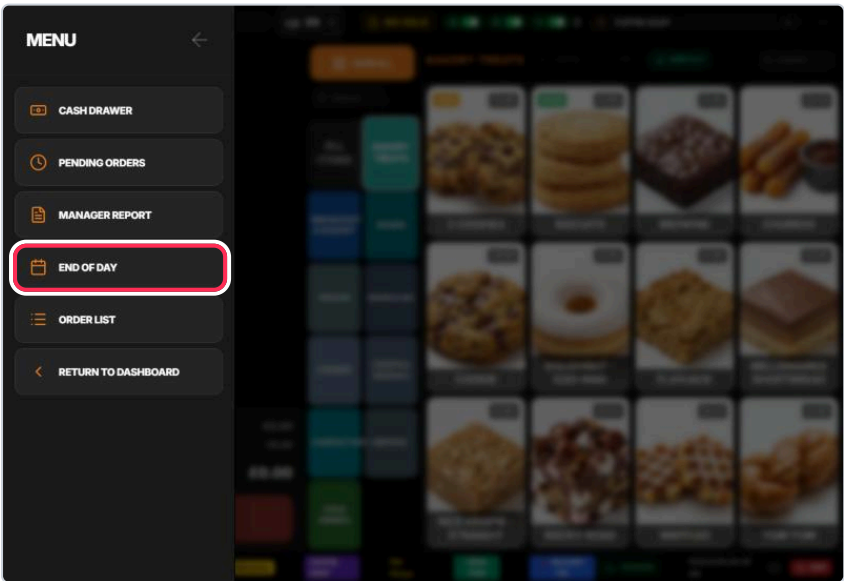
1 Open the menu

On the till screen, tap the three dots (...) in the top right corner.



2 Tap End of Day

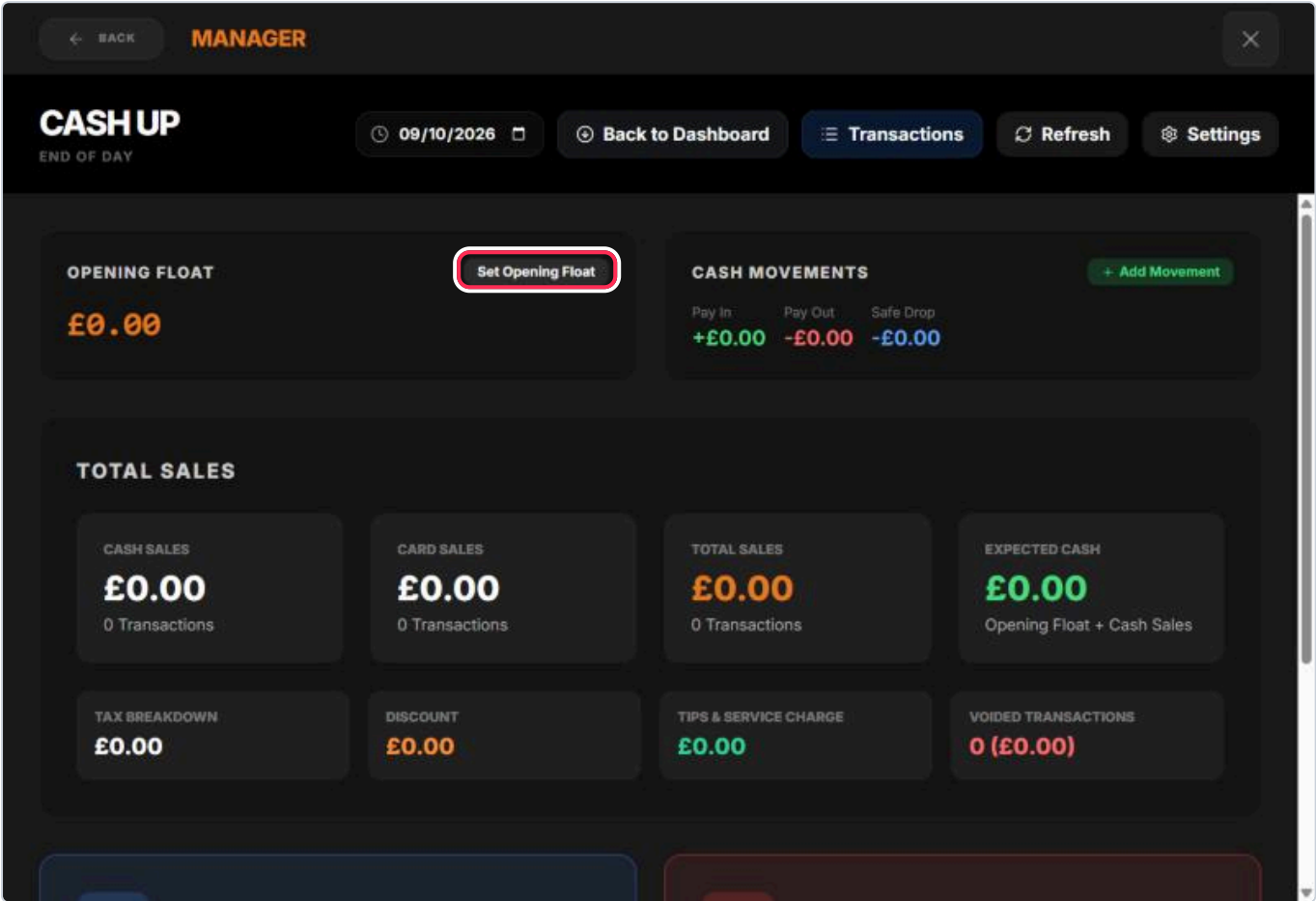
The menu slides in from the left. Tap **END OF DAY**. The **Cash Up** screen opens.



Start of day: the float

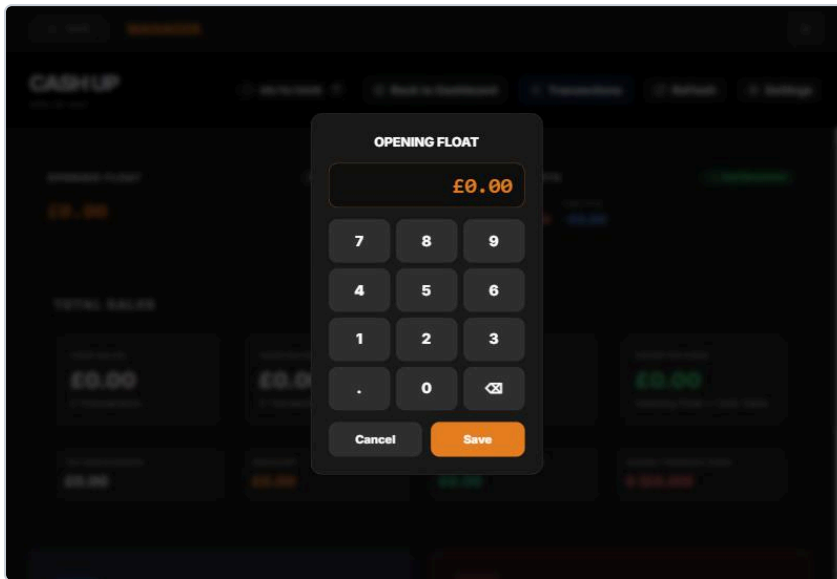
3 Check the opening float

The **Opening Float** card shows the float the till believes is in the drawer. Count the change in the drawer before the first sale. If the figure on screen is different, tap **Set Opening Float**.



4 Type the float and tap Save

Type the amount on the keypad, for example **5 0** for £50.00, then tap **Save**.



The float is remembered

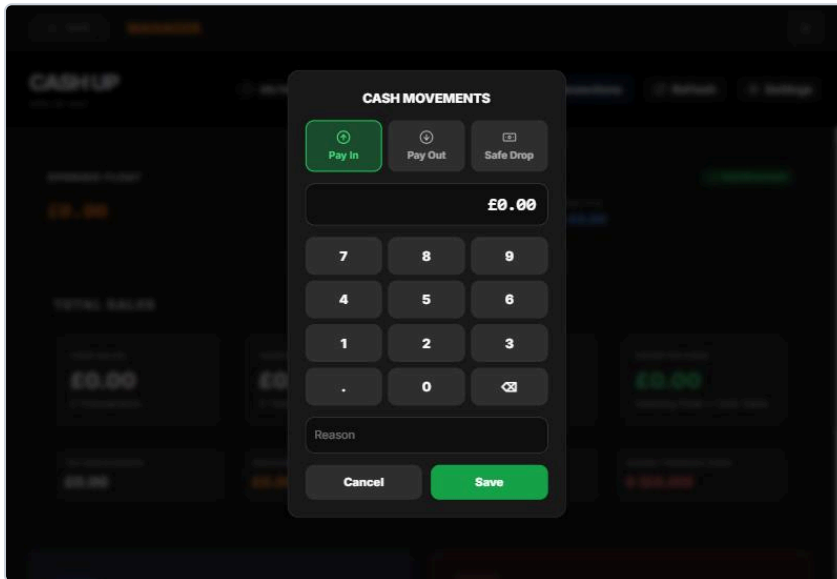
You set it once. It stays the same every day, and a Z report does not clear it. Only change it when the amount of change kept in the drawer really changes.

During the day

5 Record cash in and out

Any time cash goes into or out of the drawer and it is not a sale, record it straight away. On the Cash Up screen tap **+ Add Movement** (top right of the Cash Movements card), then:

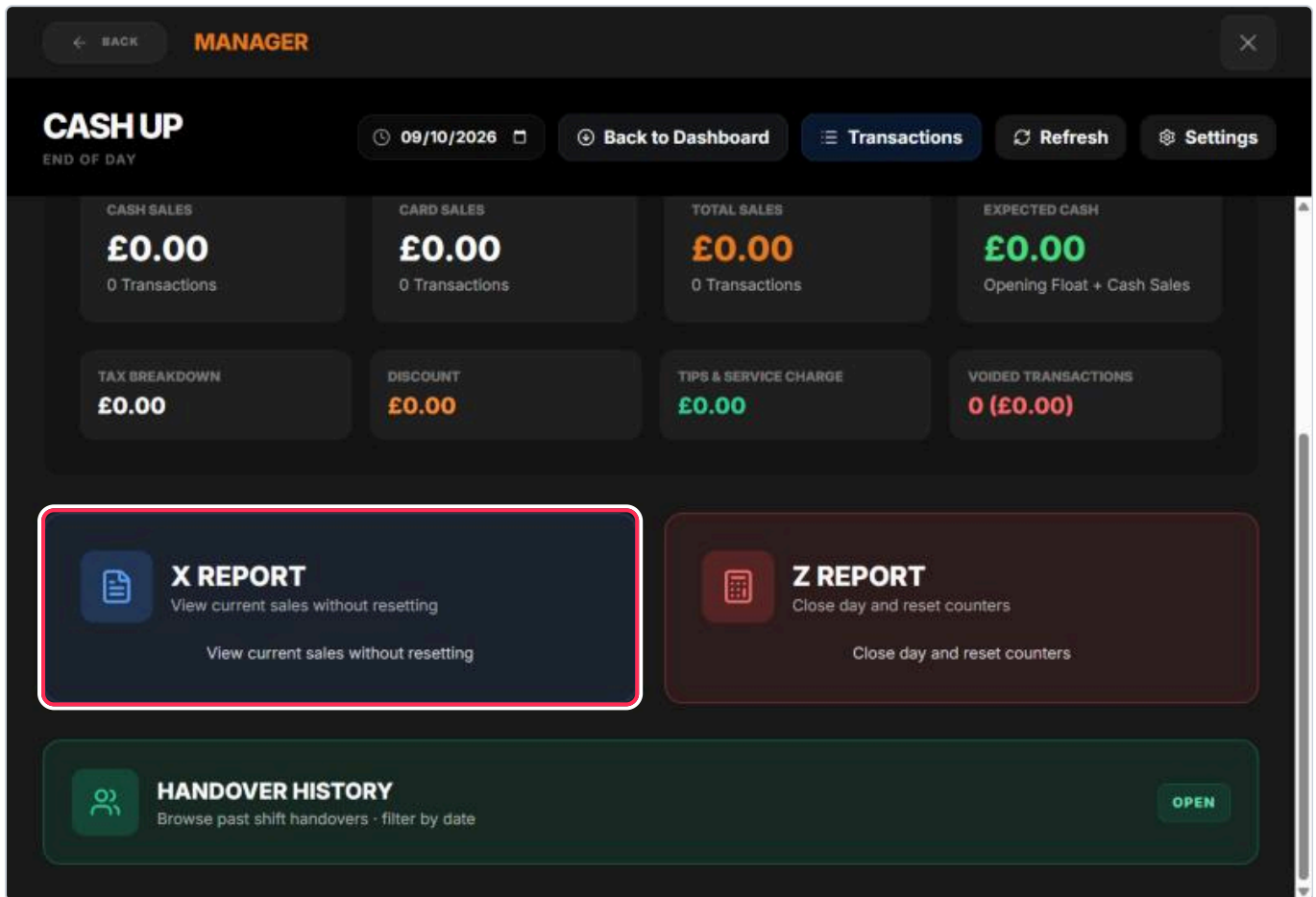
1. Choose **Pay In**, **Pay Out** or **Safe Drop**.
2. Type the amount.
3. Tap **Reason** and type why, for example "milk" or "change from office".
4. Tap **Save**.



If you skip this, the drawer will look short or over at the end of the day. Cash movements start again from zero after each Z.

6 X report: check the totals so far

Scroll down the Cash Up screen and tap the blue **X REPORT** card.



The X report shows cash sales, card sales, VAT, gross sales and **Expected Cash in Drawer**. Looking at it changes nothing.

- **Print** prints a copy on the receipt printer.
- **Save X Report** keeps a copy in the report history.
- **Back** returns to Cash Up.

The screenshot shows the 'X REPORT' interface with a dark theme. At the top, there's a navigation bar with a 'BACK' button and a 'MANAGER' title. Below this, the 'X REPORT' title is displayed along with a 'RUNNING TOTAL' subtitle. To the right of the title are 'Refresh' and 'Back' buttons. The main content area is a table of running totals. The table lists 'Cash Sales (0)', 'Card Sales (0)', 'Net Sales (excl. VAT)', 'VAT Collected', 'GROSS SALES (TOTAL)', and 'Expected Cash in Drawer'. All values are £0.00. The 'GROSS SALES (TOTAL)' is highlighted in orange. Below the table, there's a note explaining that X reports are snapshots and do not reset the till. At the bottom, there are 'Save X Report' and 'Print' buttons.

RUNNING TOTALS	
Cash Sales (0)	£0.00
Card Sales (0)	£0.00
Net Sales (excl. VAT)	£0.00
VAT Collected	£0.00
GROSS SALES (TOTAL)	£0.00
Expected Cash in Drawer	£0.00

X reports are snapshots — they do not reset the till. Run as many as you need during the shift to check running totals.

Save X Report **Print**

Use an X for a mid-day drawer check

Count the drawer and compare it with **Expected Cash in Drawer**. If they match, carry on. An X never closes the day, so it is safe at shift change or any time you want to check.

End of day: the Z report

Before you start

- The last customer has been served and paid. Nothing is held or unpaid.
- Every pay in, pay out and safe drop for today has been recorded (step 5).
- Every till has finished trading: a Z closes the day for all tills (unless your site uses per-till Z).

7 Open the Z report and count the drawer

On the Cash Up screen tap the red **Z REPORT** card. Count **all** the cash in the drawer, **including the float**. Then tap the orange **Actual Cash Counted** row.

← BACK

MANAGER

×

Z REPORT

FINAL CASH DECLARATION

Back

CASH DECLARATION

Expected Cash

£0.00

Actual Cash Counted

£0.00

Variance

+£0.00

SHIFT HANDOVER

Complete Handover

Notes for incoming staff (issues, special orders, things to watch)...

8 Enter what you counted

Type the total on the keypad and tap **Confirm**.

The screenshot shows the 'Z REPORT' screen with a 'CASH COUNTED' keypad overlay. The keypad has a display showing '£0.00' and buttons for digits 0-9, a decimal point, and a backspace. Below the keypad are 'Cancel' and 'Confirm' buttons. The background shows the 'CASH DECLARATION' section with fields for 'Expected Cash' (£0.00), 'Actual Cash Counted' (£0.00), and 'Variance' (+£0.00). At the bottom, there is a 'SHIFT HANDOVER' section with a 'Complete Handover' button and a note field.

9 Check the variance

The **Variance** row shows counted minus expected. If it is not £0.00, recount once. If it is still out, a **reason** list appears and you must choose one before the till will save: for example Counting Error, Change Given Incorrectly, Till Short - Unknown, Till Over - Unknown, Refund Not Recorded, Float Adjustment or Other - See Notes.

10 Save and print

Scroll down, check the Cash-Up Summary, then tap **Save & Print Z**. Use **Save Z (no print)** only if the printer is not working.

← BACK **MANAGER** ✕

Z REPORT Back
FINAL CASH DECLARATION

CASH-UP SUMMARY

💳 Cash Sales (0)	£0.00
💰 Card Sales (0)	£0.00
Net Sales (excl. VAT)	£0.00
VAT Collected	£0.00
GROSS SALES (TOTAL)	£0.00

Save & Print Z **Save Z (no print)**

⚠ Saving a Z Report will finalize today's sales. This action cannot be undone.

A Z cannot be undone

Saving the Z closes the day's sales and the totals start again from zero. Tap it once and wait. If the paper does not print, do not save again: use the **Reprint Z** button that appears on the Cash Up screen.

11 After the Z

- Keep the printed Z with the day's takings.
- Take the takings out of the drawer and **leave the float in**, ready for tomorrow.
- Sales and cash movements now read zero. The opening float stays as it was.

How the till works out Expected Cash

Expected cash = float + cash sales + pay ins – pay outs – safe drops – cash refunds. Card sales are never in the drawer, so they are not part of it.

Example	Amount
Opening float	£50.00
Cash sales	+ £182.40
Pay out (milk)	– £10.00
Safe drop	– £100.00
Expected cash in drawer	£122.40
You count	£122.00
Variance	–£0.40 (short)

After the Z you would take out £72.00 and leave the £50.00 float.

If something goes wrong

What you see	What to do
"Count the cash first"	You have not entered a count. Tap Actual Cash Counted and enter it.
"Choose a variance reason before saving"	The drawer is short or over. Recount, then pick a reason from the list.
"Figures are still loading"	Wait a few seconds and tap save again.
The Z saved but nothing printed	Tap Reprint Z on the Cash Up screen. Do not save a second Z.
Expected cash looks wrong	Check the opening float is right and that every pay in, pay out and safe drop was recorded.
You forgot yesterday's Z	Tell your manager before taking any sales. Do not guess.

