Shift Receipts & Printing

Enable automatic printing and customize the information and order on shift closing receipts.

- How to Enable Automatic Shift Receipt Printing
- How to Customize the Shift Closing Receipt
- What Can Appear on a Shift Receipt?

How to Enable Automatic Shift Receipt Printing

1. Open **Settings → Shift**.
2. In **Automation**, enable **Auto Print Receipts**.
3. Save the settings.

When enabled, the shift receipt is printed automatically as part of the shift-close workflow, using the configured receipt printer and current shift receipt layout.

Before relying on automatic printing, confirm the device, printer connection, paper, and receipt layout. The closing record remains important even when a printer requires attention.

How to Customize the Shift Closing Receipt

1. Open **Settings → Shift**.
2. Find **Receipt Design** and choose **Customize Receipt**.
3. Add the sections and individual totals your store needs.
4. Drag items into the preferred printing order.
5. Remove items that do not belong on the closing receipt.
6. Review the receipt preview.
7. Save the layout, then save Shift settings.

The default layout is designed to work for most stores. Customize it only when your team needs additional detail, a different order, or a shorter closeout receipt.

What Can Appear on a Shift Receipt?

The receipt designer can include headings and design elements, shift and register details, and detailed operating totals.

Common choices

- Shift status, shift number, register name, date, and time
- Opening detail, closing detail, starting cash, counted cash, cash in hand, and cash difference
- Sales, revenue, net sales, taxable and non-taxable sales, discounts, refunds, tax, surcharge, and income
- Payment methods, category sales, open invoices, expenses, purchases, no-sale count, and serialized transactions

Include enough information for the employee or manager to verify the shift without making the receipt unnecessarily long. Review the preview after every major layout change.