

How Shifts and Day End Work Together

A **shift** records activity for a cash drawer during a working period. A **day end** groups every shift and invoice for one business date and then locks that date when it is closed.

Typical sequence

1. Choose a cash drawer.
2. Open a shift and enter the starting cash.
3. Process sales, refunds, expenses, and other register activity.
4. Count the cash and close the shift.
5. After all shifts are closed, review and close day end.

When the first shift opens and no day end is active, the system creates a new day end automatically. Additional shifts opened during that business date belong to the current day end.

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