

How to Choose Manual or Automatic Day End

Use **manual day end** when a manager must review totals, confirm every shift, and decide exactly when the business date is finalized. This is best for stores with changing hours or late transactions.

Use **automatic day end** when the store follows a reliable nightly schedule and needs protection if an employee forgets the final close.

Recommended setup

- Keep normal shift-close responsibilities in place.
- Schedule automatic day end after the latest expected closing time.
- Set the correct location time zone.
- Review the next morning if automatic closure could not complete because a shift remained open.

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