How to Close a Shift

1. Finish or pause register activity for the selected cash drawer.
2. Choose **Close Shift**.
3. Count the physical cash using the denomination fields.
4. Review **Expected Cash**, **Counted**, and the calculated **Difference**, when your permissions allow those totals.
5. Enter a note if a difference or handoff needs explanation.
6. Enter **Leaving Cash**—the amount that will remain in the drawer.
7. Review **Cash in Hand**, then submit the shift close.

If permitted, the open-drawer control can be used from the closing screen. Recount before confirming an overage or shortage.

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