How to Close Day End Manually

Day end finalizes the entire business date, including all shifts and invoices assigned to it.

1. Close every open shift for the business date.
2. Choose **Close Day End**.
3. Review the business date, shift count, invoice count, sales, expected cash, and status.
4. Resolve any open-shift warning. A day end with no completed shift cannot be closed.
5. Confirm the day-end close.
6. Wait for the success message. The financial lock becomes active immediately; historical records may finish processing safely in the background.

After closure, you can begin the next business day by opening a new shift.

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