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.

Revision #1
Created 2026-09-13 03:09:49 UTC by Sunny
Updated 2026-09-13 03:09:50 UTC by Sunny