

How to Review an Open Shift

Use the Shift area to confirm the active drawer and review the current shift before closing it. Shift summaries can include sales, payment methods, refunds, expenses, purchases, open invoices, category totals, and cash activity, depending on your permissions and receipt layout.

During the shift

- Confirm all register activity is being recorded under the intended drawer.
- Use notes when your store requires an explanation for cash activity.
- Review open invoices and unresolved transactions before closing.
- If the drawer is shared, coordinate with every register using it before starting the close.

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