

How to Use Multiple Shifts in One Business Day

You can run more than one shift under the same day end. This is useful for morning and evening teams, employee handoffs, or separate cash drawers.

Example

A store may open a morning shift, close it at the staff handoff, and open an evening shift without closing the business day. Both shifts remain part of the same day end.

Best practice

1. Close the outgoing shift and count its cash.
2. Record the amount left in the drawer for the next shift.
3. Open the next shift using that amount or a fresh count.
4. Close day end only after every shift for the business date is closed.

The day may last 12 hours, 24 hours, or cross midnight. Keep shifts under the intended business date until operations for that day are complete.

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