

# Close Shift

A Close Shift can be completed at any time, to enable the cash and other manual payments in the till draw to be balanced.

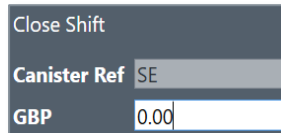
From POS screen select Menu-> Functions -> Close Shift

1

- Key in the canister details.  
If there is no canister reference required, enter the operator initials here.
- Select **Enter**

2

- Key in the total cash value in the GBP box
- Select **Enter**



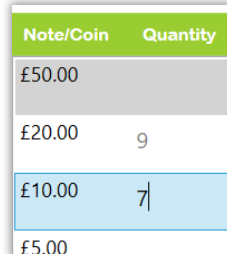
Close Shift	
Canister Ref	SE
GBP	0.00

OR

Notes & Coins

Select the Notes & Coins button

- Key in the quantity of each denomination when complete
- Select **Enter**



Note/Coin	Quantity
£50.00	
£20.00	9
£10.00	7
£5.00	

3

A printed Shift Report will be produced.\*  
Once completed the POS will return to the sign-in screen for the new shift to begin.



If a Close Shift is done within the Day End time window, the option to Day End will be displayed.



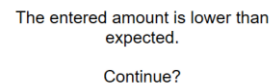
\*The information printed on the Close Shift report is configurable and can be amended in evoBOS. See evoPOS User Guide for more information.



An option to defer the cash declaration at the end of a shift is now available. See Flash Card 07, for full details.

## Selecting the Enter button only, records a zero cash entry.

If no cash amount, or a lower than expected amount is entered, the screen will prompt;



The entered amount is lower than expected.  
Continue?

Select **Yes** to continue or **No** to re-enter the cash.