

5: 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 the front POS screen select Menu-> Functions -> Close Shift

1

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

Select **Enter**

Close Shift	
Canister Ref	SE
GBP	0.00

2

If cash is counted at this point, key in the cash value in the GBP box and select **Enter**.

If cash is to be counted later, press the Enter button only.

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

The entered amount is lower than expected.

Continue?

To continue select **Yes**.

3

A printed Shift Report will be produced.



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



Once completed the POS will return to the sign in screen for the new shift to begin.



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.