

End of Shift

Last Modified on 07/13/2023 12:13 pm EDT

END OF SHIFT

Always follow your YMCA's specific end of shift procedures.

1. Click "End of Shift" on the top menu bar
 2. Click on the edit pencil icon to the left of your shift total
 3. Count cash received and enter the total in the Cash drawer total field
 4. Add up checks received and enter the total in the Check drawer total field
 5. Make sure the box next to "Close Batch" is checked
 6. If needed, click "Print" at the top of the window to print a close out report. If needed, click "Payments" to view and print a detailed list of payments (use Ctrl+P to print)
 7. Click "Save"
-