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End of Shift

End of Shift > Edit

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. Click **Print** at the top of the window to print a close-out report if needed. If required, click **Payments** to view and print a detailed list of payments (use Ctrl+P to print)
7. Click **Save**.