

Register Open/Close

This report allows you to view the Open Shift Report and Close Shift Reports for any register by date.

To View the report you want:

- Pick the Register and date you want to view from the drop-down boxes.
- Click on the button to select if you want to view the Open Shift Report or the Close Shift Report
- In the lower window, click on date and shift you wish to view. Press OK to view the report.

The open shift report will return with the open shift report showing what the count in the drawer was.

The close shift report column on the right will show the actual cash that was counted in the drawer. The section at the top left is generated by VinNOW and reflects the shift sale total. The section below on the left is what the system calculates should be the drawer total based on the amount of cash that was started, sales and any additions or subtractions from the drawer that were recorded. Any notes from the closed shift report will be below that on the left, and the total number of tasters will be on the bottom left of the report.

These reports can be viewed and printed, but not changed.