



Questions?

Call us at **1-877-270-3475**

or

Log in to Silver Back Office to chat with a representative

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“To know I can check and see how the store is doing even without being there is very helpful.”

Reveille Joe Coffee, *Coffee Shop*



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Shifts Report

The Shifts report provides a summary view of shifts opened at the POS, as well as the ability to view a Shift Summary report for any shift and a Cash Reconciliation Detail report for each closed shift.

To run this report:

1. Select **RESULTS > REPORTS > Shifts**.
2. Select your date range.
3. Select the **Filter by** dropdown to select how you would like to filter the report: by All devices (default) or a specific device
4. Click **Refresh**.

The Shift Summary report displays the same information as the Store Summary report, but only for the time period contained within that shift. This report shows you:

- The shift number

- The date and time the shift was opened. You can click this link to view the Shift Summary report for the shift.

Note: For shifts closed before the 3.2 upgrade, the Shift Summary report is not available.

- The date and time the shift was closed (only applies to closed shifts)
- The name of the device the shift is on.

Note: For shifts closed before the 3.2 upgrade, the device column will display the name of the device the store level shift close was performed on.

- Any over/short amount based on the drawer count (only applies to closed shifts)
- The cash, check and total deposit associated with the shift (only applies to closed shifts)

Shifts

Today Last 7 Days Last 30 Days From: 04/17/2014 To: 04/17/2014 Filter by: Catherine Preut's NCR Pad

Export to the selected format Export

Catherine's Gift Shop - Alpharetta
4325 Alexander Drive
Alpharetta, GA 30041

Shifts
Thursday, April 17, 2014

Shift #	Opened	Closed	Device	Over/Short	Deposits			Cash Reconciliation Detail
					Cash	Check	Total	
1	3/13/2014 4:32:47 PM		Catherine Preut's NCR Pad		\$0.00	\$0.00	\$0.00	
1	3/17/2014 3:53:05 PM		Catherine Preut's NCR Pad		\$0.00	\$0.00	\$0.00	
1	3/20/2014 12:02:07 PM		Catherine Preut's NCR Pad		\$0.00	\$0.00	\$0.00	
1	4/17/2014 9:23:44 AM	4/17/2014 9:29:10 AM	Catherine Preut's NCR Pad	(\$0.00)	\$664.65	\$375.17	\$1,039.82	View Detail
1	4/14/2014 10:12:50 AM	4/17/2014 9:23:31 AM	Catherine Preut's NCR Pad	\$9.00	\$87.07	\$44.12	\$131.19	View Detail

You can click the **View Detail** link to view the Cash Reconciliation Detail report. To view a printable version of this report, press the **Export** button in the right-hand corner.

Cash Reconciliation Detail EXPORT

Shift
Opened 04/17/2014 09:23 AM by Catherine Preut
Closed 04/17/2014 09:29 AM by Catherine Preut

Total Tendered

	Qty	Amount
Cash	3	\$0.02
Check	1	\$375.17
Credit Card	1	\$664.65

Cash Detail

Starting Cash Amount	\$0.00
Sales Amount	\$664.67
Pay Ins	\$0.00
Pay Outs	\$0.00
Expected Cash Amount	\$0.00
Actual Cash Amount	\$0.00
Cash Left In Drawer	\$0.00
Over/Short	\$0.00

Deposit

Cash	\$664.65
Checks	\$375.17
Total	\$1039.82

Close

Keywords: shifts report, reports, back office reports

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