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LAST UPDATED:
7/21/2023

RECTRAC 3.1 MANAGER END OF SHIFT CHANGE PROGRAM

Table of Contents:

- ▶ Section 1: [End of Shift Change Overview and Uses](#)

RecTrac 3.1 End of Shift Change Program



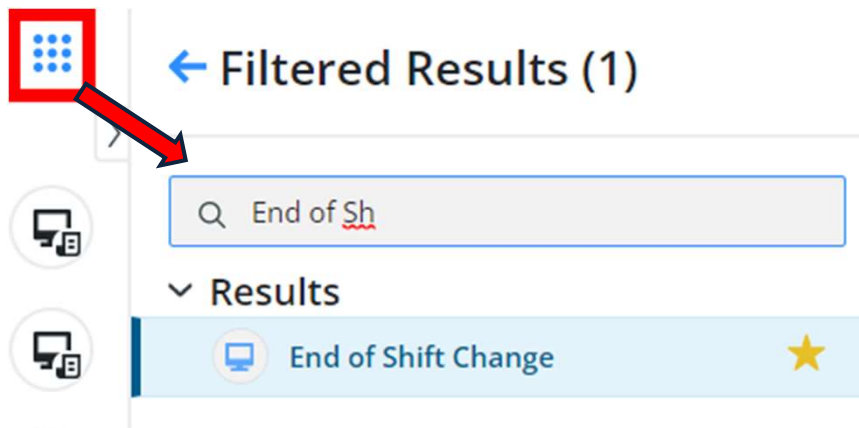
RecTrac 3.1 End of Shift Change Overview

The End of Shift Change program has two main uses in RecTrac 3.1.

- 1) Reprint EOS cash out paper work for a user, in the event its lost/damaged/doesn't print correctly etc.
- 2) Close an open drawer that should not be open. This might be needed is a user forgot to close out their shift, there was a power outage the night before and a user (who is not present now) wasn't able to run their EOS cash out.
- 3) View detailed information is a user is over or short.

Using End of Shift Change

Step 1: Under a managers account, log into RecTrac and access 'End of Shift Change'. Click on the 'Menu' button in the upper left, start typing 'End of Shift Change' in the search field and select 'End of Shift Change' when it appears under 'Results'.



RecTrac 3.1 End of Shift Change Program



End of Shift Change Uses cont.

Step 2: A screen similar to the following will display, showing all EOS drawers/ batches for your location. Use the data grid to filter by a particular drawer number, date, user account etc.

Drawer Number	Batch Number	Begin Date	Begin Time	Begin Balan...	Users	End Date	End Time	End Balance	Over/Short Information
74229	34994	06/27/2022	12:57	\$ 0.00			00:00	\$ 0.00	
74229	34993	06/27/2022	12:19	\$ 0.00		06/27/2022	12:56	\$ 134.00	Cash SHORT \$ -711.25
74229	34992	06/27/2022	12:11	\$ 0.00		06/27/2022	12:18	\$ 0.00	
74230	34991	06/27/2022	10:25	\$ 0.00		06/27/2022	11:35	\$ 10.50	Cash SHORT \$ -10.00
74229	34990	06/27/2022	11:11	\$ 0.00		06/27/2022	11:58	\$ 400.00	Cash OVER \$ 175.00
74229	34989	06/27/2022	11:05	\$ 0.00		06/27/2022	11:07	\$ 0.00	
74229	34988	06/27/2022	11:04	\$ 0.00		06/27/2022	11:04	\$ 6.00	Cash SHORT \$ -1.00
74229	34987	06/27/2022	09:47	\$ 0.00		06/27/2022	09:50	\$ 10.50	
70312	34986	06/27/2022	08:56	\$ 0.00			00:00	\$ 0.00	
40164	34985	06/27/2022	07:56	\$ 0.00			00:00	\$ 0.00	
40500	34984	06/27/2022	08:23	\$ 0.00			00:00	\$ 0.00	
70254	34983	06/27/2022	07:22	\$ 0.00			00:00	\$ 0.00	
40300	34982	06/27/2022	08:18	\$ 0.00			00:00	\$ 0.00	
70062	34981	06/27/2022	07:17	\$ 0.00			00:00	\$ 0.00	
40000	34980	06/27/2022	06:57	\$ 0.00			00:00	\$ 0.00	
62700	34979	06/27/2022	07:48	\$ 0.00			00:00	\$ 0.00	
40000	34978	06/27/2022	06:42	\$ 0.00			00:00	\$ 0.00	

A batch that does NOT have an 'End Date' is still "open". In the screen shot above, batch 34993 is CLOSED ('End Date' column shows 6/27/22) while batch 34994 is OPEN.

- To close an 'Open' Batch: highlight the batch in question and click 'Close Batch' at the bottom. This will take you through the EOS close out process for this batch and then print applicable paperwork.

- To reprint the paperwork for a closed batch: highlight the batch in question and click 'Reprint Batch'. The EOS cash out paper work will print.

Note: The 'Over/Short Information' column will display all tender codes for a given batch that have an overage or shortage, and what the amounts are.