

Cashier Closing Checklist Template



Cashier Closing Checklist

Cashier Details:

Name: _____

Station/Counter Number: _____

Date: _____

Shift Time: _____ to _____

1. Cash Count:

- Count all cash in the drawer.
- Compare cash count with the register's recorded sales.
- Log any discrepancies.

2. Credit/Debit Card Transactions:

- Ensure all card transactions have been processed.
- Check for any declined transactions and address accordingly.

3. Receipts and Invoices:

- Organize all receipts in sequential order.
- Verify all voided transactions with corresponding documentation.

4. Cleanliness:

- Wipe down the counter and register.
- Organize any stationary or tools at the cashier station.
- Dispose of any trash or unnecessary items.

5. Restocking:

- Replenish receipt rolls, pens, and other essential items.
- Inform management of any low-stock items.

6. Systems & Equipment:

- Ensure the POS system has been correctly closed for the day.
- Turn off or set equipment to standby mode as per guidelines.
- Check that any connected printers or card machines are powered down if necessary.

7. Security:

- Lock cash drawer and store cash in the designated secure location.
- Confirm all alarms or security systems at the station are activated if applicable.

Comments & Observations:

(Provide any details or explanations related to the closing procedures, especially if there were discrepancies or unusual occurrences.)

Sign-Off:

Cashier:

Signature: _____ Date: _____

Supervisor/Manager:

Signature: _____ Date: _____