

Cash Register Closing Checklist

Daily Operations

DATE ____/____/____	REGISTER / TILL NO.	CLOSED BY
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CLOSING PROCEDURE
 Z-reading / end-of-day report pulled

Cash in drawer counted _____

POS cash total _____

Over / short amount _____

 Card terminal batch closed

 Card total matches POS Yes No

 Float separated for tomorrow

Banking amount prepared _____

 Banking sealed in bag / envelope

 Safe drop completed

Discrepancy notes (if any)

Closed by (signature) _____

Manager sign-off _____

Notes

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