

END OF DAY CHECKLIST

This checklist contains the tasks which are recommended to be completed for each site on each day.

Note: Prior to completing the checklist all POS sessions should be closed by the cashier. All Cashier's Logs should be submitted to the person responsible for completing end of day tasks.

RECONCILE ALL POS SESSIONS

Accountability > Sessions

- Use the Cashier's Log to complete all necessary adjustments to transactions.
- Reconcile all sessions

CREATE A DEPOSIT SLIP

Accountability > Deposits

Note: All sessions should be in a reconciled status prior to creating a deposit slip

- Create a deposit slip

VIEW ACTIVITY REPORT

Accountability > Reports

- View the Activity Report
 - Verify all information is accurate including meal counts, variable, cash collected, actual cash, and deposited cash