

Retail Store POS System Shutdown Checklist

END OF DAY CLOSEOUT

- ☐ Reconcile all cash drawers
- ☐ Process and finalize all sales transactions
- ☐ Print daily sales and transaction reports
- ☐ Remove and secure cash from registers
- ☐ Log out from POS terminals

EQUIPMENT SHUTDOWN

- ☐ Power down receipt printers
- ☐ Turn off barcode scanners
- ☐ Secure card readers/devices
- ☐ Shut down POS computers/terminals

SECURITY

- ☐ Lock all cash drawers and storage
- ☐ Secure and seal daily takings for deposit
- ☐ Verify all doors and windows are locked
- ☐ Activate store alarm system

Additional Notes

COMPLETED BY

- Name:
- Date:
- Signature: