

Point-of-Sale EOD Balancing Checklist

Store/Location: _____

Date: _____

Shift: _____

Cashier Name/ID: _____

Checklist

1. Run EOD (End-of-Day) Sales Report from POS
2. Count all cash in till/drawer
3. Collect all card transaction receipts
4. Collect and count all gift vouchers and coupons
5. List and total all other payment forms
6. Check Deposit Slips (if applicable)
7. Record discrepancies (if any) and comments
8. Submit cash and summary to supervisor/manager

Summary Table

Payment Type	POS Total	Counted Total	Difference	Notes
Cash				
Credit/Debit Card				
Gift Vouchers				
Other				

Discrepancies/Comments

Cashier Signature: _____

Manager Signature: _____