Strans Space / POS

Cashier shift-closing checklist

Count cash, investigate differences and save the record before handing over.

Outlet: _____

Date / time: _____

Cashier: _____

Check before closing the shift

- ☐ Review the last sale, held orders and payment statuses.
- ☐ Count physical cash before viewing the expected balance.
- ☐ Reconcile opening cash and net cash sales.
- ☐ Trace cash in/out and supporting expense records.
- ☐ Keep QRIS, card and transfer payments separate from till cash.
- ☐ Recount differences. Write findings and obtain authorization if needed.
- ☐ Save the closing record and check synchronization before handover.

Cash reconciliation worksheet

Opening cash	Rp _____
+ Net cash sales	Rp _____
+ Other cash in	Rp _____
- Other cash out	Rp _____
= Expected cash	Rp _____
Physical cash	Rp _____
Difference: physical cash - expected cash	Rp _____

Count each movement once. Do not subtract a refund again if it is already included in net cash sales. Follow your business's detailed shift report.

Findings / evidence to review:

_____

_____

Application steps and calculation example:

https://stranspace.com/en/wawasan/rutinitas-kasir