

Performed by
(Initial)

STORE DAILY CHECKLIST

	OPENING	Notes
	Check store for forced entry	
	Enter; lock door behind you	
XXXXX	Clock in; put on name tag	
	Turn on stock room light	
	Load cash drawers from drawer in safe	1
	Check mail and deck file updates	
	Post new mail and memos in compliance folder	
	Print wireless transaction checklist and cash and coin reconciliation report	2
	Press Qcomm button on Qcomm terminal to call in	
	Turn on second and third POS	
	Review sales goals and activities	
	Turn on Sirius and receivers	3
	Unlock door; turn on lights; turn sign to OPEN	

CLOSING --- Shaded items can be done before doors are locked.

	Walk the store for merchandise anomalies	
	Replenish RS bags as needed	4
	Replenish paper in printers and fax as needed	5
	Consolidate cash drawers	6
	Prepare cash for next day	7
	Empty bathroom trash into main trash and tie bag	
	Vacuum	8
	Verify counter area is organized and returned mchdse has been properly handled	
	Ensure customers have left; turn off main lights, turn sign to CLOSED; lock door	
	Compare actual performance with daily goals and ensure tasks are completed	
	Turn off music	
	Count cash and coin	9
	Batch out credit cards	
	Run accounting reports in POS; print	10
	Print Qcomm terminal report. Reconcile with POS report.	11
	Manager reviews refund tickets, discount tickets, price changes for compliance	
	Refund tickets signed by associate and Mgr or PIC ?	
	Credit card slips signed?	
	Organize end of day paperwork; file	
	Windex countertops	
	Check back door to see that it is locked	
	Turn off stock room lights	
XXXXX	All remaining employees clock out/leave premises	
MGR or PIC	Start backup on POS	12
	Deposit cash in night box at Washington State Bank (lock door behind you)	13
	Return night drop key to safe-lock safe.	
	Check that door is locked when you leave for the day.	
	DAILY	
	Wireless transaction checklist	
	Cleaning and security checklist	

Managers' signature _____ Date _____

- 1 Split cash between drawers. Open only one roll of each coin to start.
If using all three drawers, the bulk of money should be in the two locking drawers.
- 2 Located on desktop on POS 1 in folder labeled Daily Reports
- 3 Sirius needs to be set to a family-friendly channel.
- 4 Bags are to left of fridge in stock room
- 5 Paper is in back right corner of stock room. One full ream will fill each tray in printer.
- 6 If large amounts of money come into store, keep in locked safe until able to make mid-day deposit
- 7 Starting cash: \$360 total (\$314 currency, \$46 coin)
\$20 - 4 \$10 - 10 \$5 - 11 \$1 - 79 Q - 3 rolls, D - 2 rolls, N - 2 rolls, P - 4 rolls
- 8 Vacuum all of mauve carpet. As needed, vacuum tile behind counter, vinyl, grey carpet, stock rm
- 9 Excessive cash and coin may be pre-counted prior to closing
- 10 From Main POS screen, choose accounting reports/Daily. When reports have processed,
print all tabs except for Sales Detail. Staple together.
- 11 Enter password, Press "Reports" key, select "1" for Transaction summary, then select "2" for
Today. Verify that cards printed totals match cards sold totals on SKU P&L report from POS
- 12 On main POS screen on "things to do" tab- click "Perform backup now" (lower left of screen)