Day-close checklist

Manager, every night

Eleven checks before the books post: cash, cards, UPI, aggregator orders, NC, voids, wastage, attendance.

Outlet: _____ Date: _____ Done by: _____

- [ ] Cash drawer counted and matched to cash sales
- [ ] Card and UPI settlements match the terminal report
- [ ] Aggregator orders accepted today match orders on the KDS
- [ ] Every NC and void has a reason and a manager name
- [ ] Wastage logged with reason codes
- [ ] Open tables and pending KOTs cleared or carried forward
- [ ] Attendance punched out for every staff on shift
- [ ] Overtime, if any, approved
- [ ] Supplier bills received today photographed and posted
- [ ] Stock issues from the store room recorded
- [ ] Day close run; books balanced