## **Opening/Closing Checklist**

## **OPENING**

- INFORM/PAR/POS Sign in, Run close day to update information, Review cash accounting, Make sure inventory counts were entered, Run close day- make sure everything is correct, Print report groups daily and weekly Tuesday morning only
- STARPOS Ring In all drawers
- Count Safe & All Drawers Fill out Safe Log section of a new Cash Reconciliation Sheet
- Review "Daily Temperatures" from day before and file in QFM binder
- Perform "Daily Temperatures" for current day and document corrective action
- Fill out Position Chart & ensure there are enough employees scheduled & take corrective action
- Check Daily Inventory and take corrective action
- Verify and complete previous day's Cash Reconciliation Sheet
- Verify all Refunds- match POS, have two signatures, have reason & file
- Verify all Coupons- match POS, have "void" written on them & file
- Verify all 50% discounts have reason and signatures & file
- Verify all Employee hours make sure employees clocked in/out at appropriate times
- Fill out Daily Tracking Form & take corrective action
- Restaurants with Playground- complete a Playground Inspection Form & file in QFM Binder
- Perform Deposit (Slips-white=in bag, pink=staple to Reconciliation Sheet, yellow=leave in Deposit book)
- Credit Card Batches "Successful"

## **CLOSING**

- Close/Ring out and drop all drawers in front and make sure closed at back office.
- INFORM/PAR/POS Make sure no open checks on POS terminals, Log off POS system, Count Daily Inventory and record,
  Count waste and enter in POS, 24 hour stores- Perform drawer bleeds / close outs before end of day and open new drawers after end of day, batch Credit Cards
- STARPOS Settle credit cards and verify, Enter waste, Enter deposit amount, Enter inventory, Perform RingOut

## WEEKLY PAPERWORK

- Make sure Employees have signed next to all Weekly Time Corrections
- Verify the Employees hours are correct
- PAYROLL- Enter payroll hours into PAYROLL website
- Verify the week's Payouts, Coupons, Refunds, 50% discounts, & Zero Totals w/Explanations
- Gift Card Issue or Reload Matches POS and Gift Card Inventory
- Distribution Invoices filed
- Coupons collected, ripped in two and filed
- Time Punch Edit Reports reviewed and filed
- Voids Reconcile and file
- Discount Summary review and file
- Paid Out/In Report review and file
- Refunds correct quantity and have reason
- Paid outs correct quantity and approved
- 50% Discounts correct quantity and signature
- Complete Daily Tracking Form and take corrective action
- Put all Weekly Paperwork/Invoices/etc. in yellow envelope, label with Period/Week and keep for 1yr.
- Fax in the following to RVP by 11am:
  - o PAR POS Systems:
    - Weekly Accounting Recap Report (all pages)
  - o StarPOS Systems:
    - Weekly Sales Report Week Ending (first page only)