

# Store Closing Training Guide

Updated: December 26, 2025

## 1. Printing Reports

End-of-day reports should be printed before beginning any other closing procedures.

1. Log into the Back Office
2. Navigate to **6. Reporting > 9. Sales Reports**, then run and print the following reports in order:
  - **1.** Daily Sales & Cash Report
  - **7.** No Sale Report
  - **A.** Returned Merchandise Report
  - **H.** Cancelled Transaction Report
  - **J.** Employee Productivity Report
  - **K.** Sale Productivity Report
3. Staple the reports together in the order they were printed.
4. Highlight the entire **Returns** line on the first page.

## 2. Closing Registers

1. Log into the Back Office on **Register 2**.
2. Navigate to **7. Register > 1. Open/Close Options > 6. Register Close**, then click **Yes** to open the register drawer.
3. Remove the till from the register drawer, and remove any receipts and large bills from the bottom of the drawer.
4. On the bottom of the screen, click **Count Selected**.
5. For each coin and bill type, enter the **quantity** (the number of coin/bill type present in the drawer, not the \$ amount) on the respective line.

### Cheat sheet:

- \$1 bills are paperclipped in groups of 25. If a \$50 bank band is present, refer to that
  - Pennies: 50 per roll
  - Nickels: 40 per roll
  - Dimes: 50 per roll
  - Quarters: 40 per roll
6. When complete, click **Summary** on the bottom of the screen.
  7. Verify that the number in the top right says \$0.00:
    - 7.1. If \$0.00, click **Counting Complete**.
    - 7.2. If not, recount the till as needed and correct any misentered quantities. A dollar amount shown in parenthesis indicates the till is short the shown amount, and without parenthesis indicates that it is over.
    - 7.3. If after recounting the amount is still not \$0.00, click **Counting Complete** and acknowledge and accept that the till is out of balance. Record the over/short amount on the deposit log sheet (+ or - \$).
  8. If the register says there is a deposit, pull the amount from the till and click **Accept Deposit**. Record the deposit amount on the R2 deposit line of the deposit log sheet.
  9. Remove all other bills from the till and place in the Register 2 cash bag.
  10. Place the till back in the drawer and close. Collect the printed receipt.
  11. **Repeat all steps for Register 1.**
  12. Add the R1 and R2 deposits and enter the total on the **Night Deposit** line of the deposit log sheet.

### 3. Deposit and Store Close

Once both registers have been closed and deposits are set aside, the deposit bag must be prepared. In these steps, “deposit” refers to the combined, total deposit from both registers.

1. Grab a deposit bag from under the cabinet. Record the bank bag **numbers only** on the **Bank Bag #** line of the deposit log sheet.
2. In Chrome, open the Clip Money bookmark and click **Create Deposit** at the top of the page.
3. In the Enter Bag Barcode section of the page, enter the **entire bank bag number**. The last digit is the **letter O**, not the number 0 (zero).
4. Enter the **quantity of bills** from the total deposit on the respective line. Enter the **dollar amount of all coins** from the deposit on the coins line.
5. Verify that the total on the screen equals the combined total of the R1 and R2 deposits. If not, recount the bill and coin amounts as needed.
6. Once confirmed, click **Save** at the bottom of the screen. **The deposit bag cannot be dropped off if this page is not saved!**
7. On the register screen, log into the Back Office.
8. Navigate to **7. Register > 1. Open/Close Options > 7. Store Close**, then click **Yes** to begin the close.
9. Enter a message for the opener (ex. A greeting, status report of ongoing tasks, etc.), then select the appropriate day options on the following pages.
10. Follow the same register close process to record the quantities from the total deposit.
11. After clicking **Counting Complete**, click **Yes** to accept the total deposit.
12. Click **OK** on the next pop up to complete the store close. This step is **necessary** to ensure the registers restart and are ready for the next day.
13. Collect the 2 store close receipts.
14. Put all of the deposit cash and coins into the bank bag. Remove the white plastic seal from the back of the red portion of the bag and press closed. **Keep the plastic seal with the bank bag number.**
15. On the deposit log sheet, record your name on the **Deposit Prepared By** line. Record the date on the **Deposit Taken** line and the name of the person taking the deposit on the **Deposit Taken By** line. Then the sheet can be put back into the red tab of the binder.

16. Complete all other closing tasks (see Receipts section) before taking the deposit to the drop box.

The deposit is taken to the Clip Money deposit box in the food court, next to the claw machines. Scan the barcode on the bag with the lit up camera in the corner. When the box's light turns green, open the door, put in the deposit bag (folded in half), and close. When the screen's countdown is complete, the deposit drop off is complete.

## 4. Receipts

All receipts, from both under the tills and printed during closing, must be stapled to the printed reports. **This step also requires the white seal from the deposit bag.**

1. Separate **No Sale**, **Cancelled**, and **Return** receipts into separate piles. If any receipts are longer than the report page, fold them so they fit the page and have the signature from the bottom of the receipt facing up. Staple these piles to their respective report page.
2. Gather all other receipts and the seal from the deposit bag and organize them in the following order, starting at the top:
  - Bank bag seal
  - Store closing receipts (short receipt on top)
  - Register closing receipts
  - Training receipts (if any)
  - Store opening receipts
3. Staple the receipt stack to the front page of the printed reports.
4. Put the reports into the weekly document envelope kept under the cabinet. Write your name on the respective date line on the top right.