NEXZION SOLUTIONS

POS Daily Closing Worksheet

One cashier / register shift. Enter currency amounts to two decimal places. Keep supporting reports.

Business / branch _____ Counter / register _____ Closing reference _____

Cashier _____ Shift start date / time _____ Shift end date / time _____

Currency (PKR or other) _____ Cash receipts basis: Review / Confirmed gross (circle one)

Cash sales receipts are the amount kept after change and discounts, before cash refunds. Record each cash receipt in one category only. If a report already deducts refunds, restore the matching gross receipt amount before deducting refunds once below. Enter refunds, expenses and removals as positive amounts. Leave unknown amounts blank; write 0 only for confirmed no activity. All eight inputs and Confirmed gross are needed for expected cash.

Drawer cash	Amount	Evidence / explanation reference
Opening cash		
Cash sales receipts		
Cash customer recoveries		
Cash advances received		
Other cash receipts		
Less: cash refunds		
Less: cash expenses		
Less: cash removed / deposited		

Expected closing cash		Opening + all receipts - all deductions
Physical cash counted		Copy the completed page 2 total
Cash excess (+) / shortage (-)		Counted minus expected; round to 2 decimals

Review and follow-up

Payment records unresolved _____

Payment methods with differences _____

Count from page 3. A numeric match does not approve the shift; review records and sign below.

Cashier explanation / exception reference

_____

_____

Action required _____

Follow-up owner / date _____

Cashier sign-off _____

Supervisor sign-off _____

Accounts review _____

Review date / time _____

Independent Cash Count

Count the cash remaining after the recorded refunds, expenses and cash removals.

Closing reference _____ Cashier / register _____ Currency _____

Count independently of the expected figure. Enter every quantity, including 0 when a denomination is absent. Quantities must be nonnegative whole numbers. Default banknote values below use PKR; edit them if needed and use distinct positive values in the same currency. Count all coins separately and enter their total value once.

Banknote value (editable)	Quantity	Line amount: value x quantity	Count notes
5,000			
1,000			
500			
100			
50			
20			
10			
Banknotes subtotal			Sum all seven banknote line amounts
Counted coins subtotal			One separate total value. Enter 0 if there are no coins.
Total physical cash			Banknotes subtotal + coins. Copy this to page 1.

Counted by _____ Recount / reviewed by _____

PKR 10 notes have their own row. Do not include coin amounts in banknote quantities. Leave an incomplete total blank.

Noncash Payment Matching

Compare method-specific transaction activity for the same shift. This page does not change drawer cash.

Closing reference _____ Cashier / register _____ Currency _____

Scope: Reconcile / Not used / To confirm. Choose explicitly for every method; unknown or blank scope stays unresolved. For Reconcile, enter all four nonnegative amounts (0 for confirmed none), confirm the same cashier, period, transactions and refund basis, and give a report / batch reference. For Not used, leave amount fields blank. Rename Other method rows if needed.

Payment method	Scope	POS gross receipts	POS refunds	Provider gross receipts	Provider refunds	Same basis	Report / batch reference	Provider minus POS	Record check
Debit / credit card									
Bank transfer									
Mobile wallet									
Other method 1									
Other method 2									
Other method 3									

POS net = POS gross receipts - POS refunds. Provider net = provider gross receipts - provider refunds. Difference = provider net - POS net, rounded to 2 decimals. Same basis: Confirmed / Review. Record check: Matched / Difference / Not used / Unresolved. Missing amounts, confirmation or reference remain unresolved; do not fill a difference.

Timing, fees and unresolved records

Use comparable transaction reports. A later bank payout after fees, reserves or timing adjustments is a separate check.

Method / reference	Issue, fees or timing difference	Follow-up / owner