

# SOP Template: Cash Register Closing

## Cash Reconciliation and Report Printout

This SOP details the process for **cash register closing**, including cash reconciliation and report printout procedures. It ensures accurate counting and verification of cash drawer contents, identification and resolution of discrepancies, proper documentation of daily transactions, and generation of end-of-day financial reports. The purpose is to maintain financial accuracy, prevent losses, and provide clear records for auditing and accountability.

## Scope

This SOP applies to all staff responsible for operating or closing the cash register at the end of each business day.

## Responsibilities

- Cashier: Accurately count and reconcile the cash drawer.
- Supervisor/Manager: Verify reconciliation, resolve discrepancies, and sign off on reports.

## Procedure

1. **Prepare for Closing**
  - Ensure all transactions for the day are completed.
  - Log out of all POS terminals and carefully close the register session.
2. **Remove and Count Cash Drawer Contents**
  - Securely remove the cash drawer from the register.
  - In a secure area, count and record the total amount of cash, coin, checks, and other payment forms.
3. **Cash Reconciliation**
  - Compare the total counted against the POS system's expected cash total.
  - Identify and document any discrepancies between counted and expected amounts.

Tender Type	Expected Amount	Counted Amount	Difference
Cash			
Coins			
Checks			
Credit/Debit			

4. **Address Discrepancies**
  - Investigate any overages or shortages according to company policy.
  - Document actions taken to resolve discrepancies.
  - Notify supervisor for review and sign-off.
5. **Print and File End-of-Day Reports**
  - Generate the End-of-Day (EOD) sales and reconciliation reports from the POS system.
  - Attach cash count documentation to the EOD reports.
  - Sign and date all printed reports. Supervisor or manager to verify and co-sign.
  - File reports according to financial record-keeping procedures.
6. **Secure Funds**
  - Deposit cash and other tender as per company procedure (safe drop, bank deposit bag, etc.).
  - Ensure drawer is left empty/open for the next business day.

## Documentation

- Cash count sheets
- End-of-day reconciliation report
- Supervisor/Manager sign-off log

- Discrepancy resolution records (if applicable)

## Review and Audit

All report files and cash reconciliation sheets are retained for auditing as per company retention policy. Random audits may be conducted to ensure procedure compliance.

## Revision History

Date	Version	Description	Author
2024-06-01	1.0	Initial SOP release	[Name]