

Standard Operating Procedure (SOP)

Daily Cash Register and POS System Setup

This SOP describes the process for **daily cash register and POS system setup**, including system initialization, cash drawer preparation, software login procedures, verification of system functionality, and ensuring accurate change availability. The purpose is to guarantee efficient and error-free transaction processing at the start of each business day.

Scope

This procedure applies to all staff members responsible for opening the register and POS system at the start of business hours.

Responsibilities

- Opening staff must follow this SOP before the store opens to customers.
- Supervisors or managers must verify and approve setup completion.

Procedure

- Cash Drawer Preparation**
 - Remove the cash drawer and count the starting cash float in a secure area.
 - Ensure sufficient denominations and change are available as per store policy.
 - Record the float amount in the designated log sheet or system.
 - Place the prepared cash drawer into the register securely.
- System Initialization**
 - Switch on the POS terminal(s) and connect all necessary peripherals (scanners, receipt printers, etc.).
 - Check power and network connections are active and stable.
- Software Login Procedures**
 - Log in to the POS software using assigned credentials.
 - Verify access to all necessary functions and modules (sales, returns, cash management, etc.).
- Verification of System Functionality**
 - Print a test receipt from the POS printer.
 - Scan a test item to ensure barcode scanner functionality.
 - Perform a test transaction (void after testing if appropriate).
- Change Availability Check**
 - Confirm availability of coins and small bills in the drawer for change.
 - Request additional change from the supervisor if needed.
- System Security**
 - Ensure only authorized staff have access to register and POS system.
 - Log out or lock POS screen if unattended before opening.
- Manager Verification**
 - Notify the manager or supervisor that setup is complete for verification.
 - Manager/supervisor inspects cash drawer and system readiness, and signs off in the log.

Documentation

- Daily Cash Float Log Sheet
- POS System Test Report (if required)
- Manager Verification Sign-off Sheet

Revision History

Date	Revision	Description	Approved By
2024-06-16	1.0	Initial issue	Store Manager