

Standard Operating Procedure (SOP): Cash Register Opening and Closing Procedures

This SOP details the **cash register opening and closing procedures**, including initial cash float verification, system login protocols, transaction record checking, end-of-day cash reconciliation, discrepancy reporting, and secure cash handling. The objective is to ensure accuracy, accountability, and security in all cash register operations throughout the business day.

1. Purpose

To outline the standard procedures for opening and closing cash registers, ensuring all transactions are recorded accurately, and all funds are safely managed and accounted for.

2. Scope

This procedure applies to all staff responsible for cash register operations in the business.

3. Responsibilities

- **Cashiers:** Follow all steps as outlined below for their assigned shift.
- **Supervisors/Managers:** Oversee reconciliation, address discrepancies, and secure funds at the end of day.

4. Procedures

4.1 Cash Register Opening

1. Initial Cash Float Verification

- Retrieve the cash float from the secure location.
- Count the float in the presence of a supervisor/manager.
- Record the amount on the Cash Float Log; both parties sign.

2. System Login Protocols

- Log into the register using unique user credentials.
- Confirm system time and date match actual time and date.
- Verify that the register is clear of previous transactions.

3. Preparation for Transactions

- Check receipt paper, pens, and other necessary supplies.
- Inform supervisor if supplies are low or missing.

4.2 Cash Register Closing

1. Transaction Record Checking

- Ensure all transactions are completed and receipts issued.
- Print detailed end-of-day report or "Z" report from the register.

2. End-of-Day Cash Reconciliation

- Count total cash (notes & coins), checks, and credit card receipts.
- Subtract initial float to determine total sales.
- Match total sales to the register report.

3. Discrepancy Reporting

- If discrepancies exist, recount funds and review transactions.
- Record any discrepancies on the Discrepancy Log.
- Report significant issues immediately to a supervisor/manager.

4. Secure Cash Handling

- Place counted cash/receipts in a secure deposit bag.
- Complete any required deposit slips/documentation.
- Deposit cash into safe or designated drop location in the presence of supervisor/manager.
- Log out of the register system and ensure the register is locked.

5. Documentation

- Cash Float Log
- Daily Register Report (â€œZâ€ Report)
- Discrepancy Log
- Deposit Slip (if applicable)

6. Additional Notes

- Never leave register open or cash unattended.
- All steps must be followed daily and documented accurately.
- Violations of procedures may result in disciplinary action.