

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

This SOP details the **opening and closing cash register procedures**, covering the steps for cash drawer setup, cash count verification, register system initialization, transaction logging, cash reconciliation, end-of-day balancing, secure cash storage, and accurate reporting. The objective is to ensure efficient, accurate, and secure handling of cash transactions to maintain financial integrity and prevent discrepancies.

## 1. Purpose

To outline the procedures for opening and closing the cash register to ensure accuracy, security, and accountability in cash handling.

## 2. Scope

This SOP applies to all employees responsible for handling the register at *[Company/Store Name]*.

## 3. Responsibilities

- All designated cashiers must follow this SOP.
- Supervisors must verify compliance and address discrepancies.

## 4. Procedure

### 4.1 Opening Procedures

1. Retrieve the cash drawer from the secure storage area with supervisor authorization.
2. Count the opening cash float (starting balance) in the designated secure area.
3. Record the denomination breakdown and total in the Cash Drawer Log Sheet (*see template below*).
4. Report any discrepancies to management immediately before placing cash in the register.
5. Insert the verified cash drawer into the register.
6. Log in to the register/POS system with your unique credentials.
7. Conduct a quick test transaction (no sale/void/no cash) to ensure the system's functionality if required.
8. Confirm receipt roll and supplies are adequate for the shift.
9. Begin transactions as per normal procedures.

### 4.2 Transaction Logging (During Shift)

1. Log each transaction accurately in the POS/register system.
2. Issue receipts for all transactions.
3. Secure all cash, checks, and credit slip receipts in the cash drawer.

### 4.3 Closing Procedures

1. Close all pending sales and print end-of-day cash register (Z) report.
2. Remove cash drawer from register and move to the secure counting area.
3. Count all cash, checks, and reconcile against the register report.
4. Complete the Cash Drawer Log Sheet with closing totals and denominations.
5. Identify, document, and report discrepancies immediately to management.
6. Prepare the cash deposit envelope as per policy, including end-of-day report and signed log.
7. Store deposit and cash drawer in the designated secure location.
8. Log out of the register/POS system and secure workstation.

## 5. Documentation & Reporting

- Cash Drawer Log Sheet must be completed for both opening and closing, signed by both cashier and supervisor.
- End-of-day register report attached to log sheet.
- Any shortages/overages must be explained and acknowledged by both staff and supervisor.

## 6. Cash Drawer Log Sheet Template

Date	Register #	Employee Name	Opening Amount	Closing Amount	Discrepancy	Supervisor Signature	Notes

## 7. Security Measures

- Never leave the cash drawer unattended or unlocked.
- Ensure secure transport of cash to/from storage or deposit locations.
- Do not count cash in areas visible to customers or unauthorized staff.
- Follow company policy for reporting and documenting any security incidents.

## 8. Related Policies

- Cash Handling Policy
- Deposit and Bank Reconciliation Policy
- Loss Prevention Procedures

## 9. Revision & Review

This SOP is reviewed annually by management.

**Last review date:** \_\_\_\_\_

**Non-compliance may result in disciplinary action as outlined in company policy.**