

Standard Operating Procedure (SOP)

Setting up Cash Registers, POS Systems, and Counting Opening Cash Float

This SOP details the procedures for **setting up cash registers, POS systems, and counting opening cash float**. It covers the correct initialization of cash registers and POS terminals, verification and counting of the opening cash float to ensure accuracy, and secure handling of cash. The document aims to standardize daily opening operations, minimize discrepancies, and ensure smooth and efficient transaction processing throughout the business day.

1. Purpose

To provide clear instructions for staff on how to accurately set up cash registers and POS systems, and properly count and document the opening cash float, to ensure transaction readiness and prevent cash discrepancies.

2. Scope

This SOP applies to all front-line staff and supervisors responsible for opening the cash registers and POS terminals at the start of each business day.

3. Responsibility

- **Cashiers:** Set up cash registers and POS systems, and count the cash float.
- **Supervisors/Managers:** Verify and approve the opening float and ensure compliance with procedures.

4. Required Materials

- Cash register and/or POS terminal
- Opening cash float (notes & coins)
- Float count form or register sheet
- Secure storage (e.g., locked safe, till) for excess cash
- Calculator (optional)
- Pen/pencil

5. Procedure

- 1. Preparation**
 - Arrive at your workstation on time as per schedule.
 - Wash/sanitize hands before handling cash.
- 2. Collection of Float**
 - Collect the predefined opening cash float from the supervisor/manager or from the safe.
 - Verify the denominations and amounts provided.
- 3. Counting the Opening Float**
 - Count each denomination of notes and coins separately.
 - Record the quantity and value per denomination on the Float Count Form (see sample table below).
 - Total the amounts to confirm the float matches the expected value.

Denomination	Quantity	Value
\$50	2	\$100
\$20	5	\$100
\$10	10	\$100
\$5	20	\$100
\$2	30	\$60
\$1	50	\$50

Denomination	Quantity	Value
Coins	50	\$20
Total		\$530

4. Reporting & Verification

- Report any discrepancies to the supervisor/manager immediately.
- Supervisor/manager cross-verifies and signs off the Float Count Form.

5. Register Setup

- Log in to the cash register or POS system using your staff credentials.
- Ensure that the system date and time are current.
- Load the float in the till securely, arranging by denomination for easy access.

6. System Checks

- Test the printer (if applicable) to ensure receipts will print.
- Check network connectivity for POS terminals.
- Confirm that all peripheral devices (barcode scanner, card reader) are operational.

7. Start of Business

- Once all checks are complete, the register/POS is ready to process transactions.
- Keep the float at the minimum required level; surplus cash should be safely stored or dropped in accordance with policy.

6. Documentation

- Completed and signed Float Count Form
- Register setup checklist (if applicable)

7. Security & Compliance

- Never leave the register or float unattended during setup.
- Follow company policies for secure handling and storage of cash.
- Report any irregularities or security issues to management.

Note: Consistent application of this procedure helps to prevent theft, losses, and errors which can affect daily revenue reporting.