

Copilot

Based on the information you've provided, I'll help you create the necessary documentation to support your cash handling procedures, starting with the **Opening Procedures**. We'll develop a set of documents that will make the process clear and easy to follow for your employees.

Opening Procedures Documentation

1. Standard Starting Cash Document

- **Purpose:** To establish a consistent starting cash amount for each register.
- **Content:** A document stating that the standard starting cash amount is \$300. It should include denominations for organizing the drawer (e.g., how many of each bill and coin type).

2. Cash Verification Log

- **Purpose:** To track who verified the starting cash and when it was done.
- **Content:** A simple log sheet where the opening employee can sign off on the cash amount and note the time and date of verification.

3. Equipment Checklist

- **Purpose:** To ensure all necessary equipment is operational at the start of the day.
- **Content:** A checklist including the POS system, printer, guest checkout screen, and any other relevant equipment. Employees will check off each item and note any issues.

4. Previous Day's Sales Report Guide

- **Purpose:** To guide employees on what to review from the previous day's sales report.
- **Content:** Instructions on how to access the sales report via the Toast POS system, highlighting key figures to review, such as total sales, any discrepancies noted, and notes on voids or refunds.

5. POS Workstation Setup Instructions

- **Purpose:** To maintain a clean and organized workstation.
- **Content:** Step-by-step instructions on how to prepare the POS workstation, including restocking receipt paper and other supplies from the cabinet underneath the POS.

6. Communication and Handover Protocol

- **Purpose:** To establish a clear process for handover between shifts, even if it's typically the same person.
- **Content:** A protocol outlining the end-of-shift responsibilities, including securing cash, cleaning the workstation, and documenting any issues in a logbook.

7. Handover Logbook

- **Purpose:** To record any relevant information for the next shift.
- **Content:** A logbook template where employees can note the condition of the cash drawer, any equipment issues, and other observations from their shift.

Here's an example of what the **Cash Verification Log** might look like:

Cash Verification Log

Date	Time	Verified By	Amount Verified	Notes
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05/10/2024	5:30 AM	[Employee Name]	\$300	

And for the **Equipment Checklist**:

Equipment Checklist

Equipment	Status (✓/X)	Notes
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POS System		
Printer		
Guest Checkout Screen		

Would you like to proceed with creating these documents, or is there anything else you'd like to add or modify?
Once we finalize the **Opening Procedures**, we can move on to the next section of your cash handling policy.