

## Copilot

Certainly! Here's a detailed report on the cash drawer setup under opening procedures, cash management throughout the day, and all topics under closing procedures using Toast POS at your bakery:

### # Cash Management Report for [Your Bakery Name]

#### ## Opening Procedures: Cash Drawer Setup

- **Objective**: Ensure the cash drawer is accurately prepared for the day's transactions.
- **Procedure**:
  1. **Count Starting Cash**: Verify and record the starting cash amount in Toast POS. This should include a detailed count of bills and coins.
  2. **Prepare Change**: Organize the cash drawer with sufficient change to facilitate smooth transactions throughout the day.
  3. **Verify Functionality**: Test the cash drawer's opening and closing mechanisms to ensure they are functioning properly.
  4. **Record in POS**: Enter the starting cash amount into Toast POS to establish the baseline for the day's transactions.

#### ## Cash Management Throughout the Day

- **Objective**: Manage all cash transactions and maintain accurate records.
- **Procedure**:
  1. **Sales Transactions**: Record all cash sales in Toast POS as they occur.
  2. **Cash In/Out**: Use the 'Cash In' and 'Cash Out' functions for additional cash added or removed from the drawer.
  3. **Tip Out/Pay Out**: Document cash given out as tips or payments for expenses directly from the cash drawer.
  4. **Cash Drops**: Perform cash drops when the drawer reaches a predetermined amount to secure excess cash.

#### ## Closing Procedures

- **Objective**: Reconcile the day's cash transactions and prepare for the next business day.
- **Procedure**:
  1. **End of Shift Operations**:
    - Close the cash drawer in Toast POS and print the 'Cash Drawer History' report.
    - Count the cash in the drawer and compare it to the expected amount from Toast POS sales data.
  2. **Cash Reconciliation**:
    - Investigate any discrepancies using the 'Cash Activity Audit' report.
    - Adjust the cash drawer in Toast POS if necessary to reflect the actual cash count.
  3. **Reporting**:
    - Generate end-of-day reports in Toast POS, including sales and labor reports.
    - Review the reports for accuracy and completeness.
  4. **Preparation for Next Day**:
    - Set the cash drawer with the starting cash for the next day.
    - Secure any excess cash in a safe or prepare it for bank deposit.
  5. **System Shutdown**:
    - Ensure all transactions are complete and logged in Toast POS.
    - Log out of Toast POS and secure all equipment.

#### ## Conclusion

Following these procedures for cash drawer setup, cash management, and closing operations will help maintain accurate financial records and secure cash handling at your bakery.

#### ## Prepared By

- **Name**: [Employee Name]
- **Position**: [Employee Position]
- **Date**: [Current Date]

This report provides a structured approach to managing the cash drawer and transactions at your bakery. It outlines the specific tasks to be performed at the beginning, throughout, and at the end of the day, ensuring that all cash handling procedures are followed accurately and consistently. 📊 📁