

Copilot

Using Toast POS for cash drawer and transaction reconciliation involves several steps to ensure that your cash transactions are accurately recorded and reconciled. Here's a guide on how to use Toast POS for this purpose:

1. **Cash In/Out Operations:** During the shift, you can add or remove cash from the drawer using the 'Cash In' and 'Cash Out' functions. This helps in maintaining the correct cash balance in the drawer.
2. **Cash Collected:** This function is used to collect cash from servers and add it to the cash drawer. It's similar to the 'Collect Cash' step during a shift review and is essential for reconciling server sales with the cash drawer balance.
3. **Tip Out/Pay Out:** Use these functions to record cash given out as tips to employees or payments made from the cash drawer for goods or services.
4. **Cash Drop:** This is used when there is excess cash in the drawer that needs to be removed for deposit or safekeeping.
5. **End of Shift Operations:** At the end of the shift, you can close the cash drawer and change its state, which is crucial for the reconciliation process.
6. **Adjust Starting Balance:** If necessary, you can adjust the starting balance of a cash drawer to match the actual amount at the beginning of the shift.
7. **Reconciliation Reports:** Toast POS provides reports such as the 'Cash Drawer History' report, which is a historical record of cash transactions. This report can be used to verify cash drawer transactions against deposit slips from your bank.
8. **Audit Reports:** The 'Cash Activity Audit' report lists all cash entries, including 'Cash In' and 'Cash Collected' actions, along with the employee who made the entry. This is useful for auditing and investigating discrepancies.

By following these steps and utilizing the functions provided by Toast POS, you can effectively manage and reconcile your cash drawers and transactions. It's important to regularly review the reports generated by Toast POS to ensure accuracy and address any discrepancies promptly. 📄 📁