

## Copilot

Certainly! Here's a comprehensive outline of a typical day at your bakery using Toast POS to manage the start and end-of-day cash reconciliation:

### # Daily Operations Outline for [Your Bakery Name]

#### ## Opening Procedures

1. **\*\*Initial Setup\*\***:
  - Turn on all necessary equipment, including Toast POS terminals.
  - Ensure all peripherals (printers, card readers) are connected and functional.
2. **\*\*Cash Drawer Setup\*\***:
  - Count the starting cash and record the amount in Toast POS.
  - Prepare the cash drawer with sufficient change for the day's operations.
3. **\*\*POS System Check\*\***:
  - Verify that Toast POS is synced with the latest menu and pricing updates.
  - Check for any system updates or maintenance alerts.

#### ## During the Day

1. **\*\*Sales Transactions\*\***:
  - Process all sales through Toast POS, ensuring accurate entry of items.
  - Handle cash, credit, and mobile payments as per customer preference.
2. **\*\*Cash Management\*\***:
  - Perform 'Cash In' operations for additional cash added to the drawer.
  - Use 'Cash Out' for payouts, such as paying for a delivery or petty cash expenses.
3. **\*\*Monitoring\*\***:
  - Keep an eye on inventory levels and update Toast POS accordingly.
  - Monitor sales trends and adjust staffing or supplies as needed.

#### ## Closing Procedures

1. **\*\*End of Shift Operations\*\***:
  - Close out the cash drawer in Toast POS and record the end-of-day cash amount.
  - Print the 'Cash Drawer History' report for the day's cash transactions.
2. **\*\*Cash Reconciliation\*\***:
  - Count the cash in the drawer and compare it to the expected amount from Toast POS sales data.
  - Investigate and document any discrepancies using the 'Cash Activity Audit' report.
3. **\*\*Reporting\*\***:
  - Generate end-of-day reports in Toast POS, including sales, labor, and inventory reports.
  - Review the reports for accuracy and completeness.
4. **\*\*Preparation for Next Day\*\***:
  - Restock necessary items and prepare the bakery for the next business day.
  - Set the cash drawer with the starting cash for the next day and secure any excess cash.
5. **\*\*System Shutdown\*\***:
  - Log out of Toast POS and turn off all equipment.
  - Secure the premises and set any alarms or security systems.

#### ## Notes

- Ensure all employees are trained on Toast POS operations and cash handling procedures.
- Regularly update the operations manual to reflect any changes in procedures or Toast POS updates.

By following this outline, you can maintain a smooth flow of operations at your bakery, with Toast POS serving as a central tool for sales processing and cash management.

This outline serves as a guide to help you structure your daily operations around the capabilities of Toast POS. It ensures that all aspects of cash handling and transaction processing are covered, from the start of the day to the reconciliation at the end. 🧑🍳📦