

## Copilot

Certainly! Let's begin with the **Opening Procedures** section of your cash handling policy. I'll ask you a series of questions to help you personalize and complete this section comprehensively. Once you're satisfied with the answers and the content, we can then proceed to the next section.

### Opening Procedures

#### 1. Starting Cash Verification:

- What is the standard starting cash amount for your cash drawers?
- Who is responsible for verifying the starting cash, and how should they document it?

#### 2. Equipment Check:

- What equipment needs to be checked before the store opens (e.g., cash register, card machine, scanner)?
- Is there a checklist available for the equipment check, and who is responsible for completing it?

#### 3. Review of Previous Day's Transactions:

- How should employees access the previous day's sales report?
- What specific aspects of the report should they review, and what should they do if they find unresolved issues?

#### 4. Preparation of Workstation:

- What supplies should be prepared at the cash register (e.g., receipt paper, pens, counterfeit detector pen)?
- Who is responsible for ensuring the workstation is fully stocked and organized?

#### 5. Communication and Handover:

- How should the opening staff communicate with the previous day's closing staff?
- Is there a handover protocol or logbook that needs to be reviewed?

Please take your time to think about these questions and provide detailed answers. These answers will form the basis of the **Opening Procedures** section in your cash handling handbook. Once you're ready, share your responses, and we'll work together to craft a tailored section for your handbook.