

Opening the Day · การเปิดร้านประจำวัน

SiamEPOS

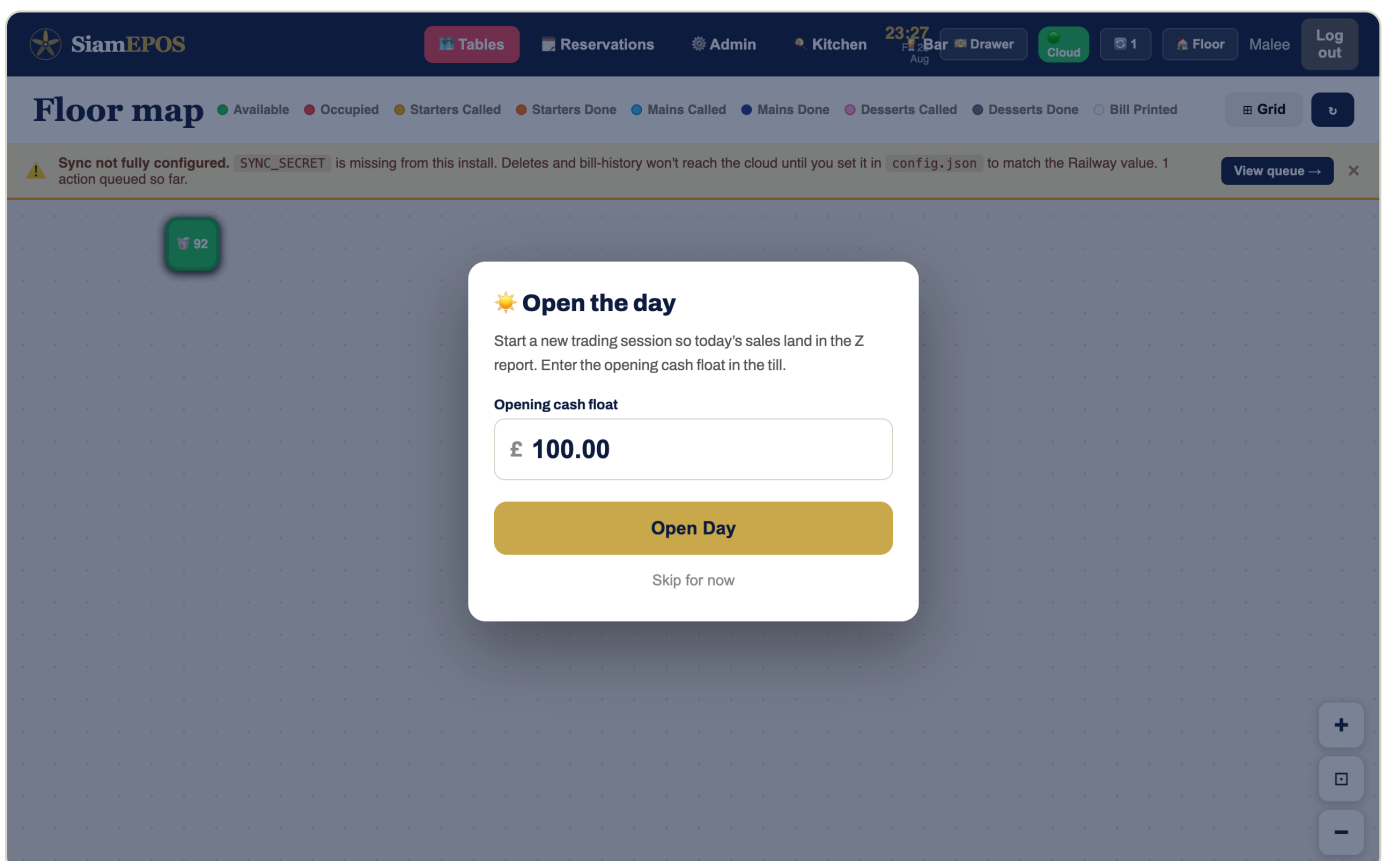
What “opening the day” means

Opening the day starts a fresh **trading session**. It does two jobs at once:

- **It draws the line between yesterday and today.** Every sale from this moment belongs to today's Z report — so “today's takings” genuinely means today.
- **It records the opening cash float.** At close, the till expects *float + cash sales – cash paid out* in the drawer. Without a float the end-of-day count has nothing to check itself against.

Step by step

1. The first person to sign in after a closed day sees the ☀️ **Open the day** prompt automatically.
2. Count the cash in the drawer — notes and coins.
3. Type the amount into **Opening cash float** (for example **100.00**).
4. Tap **Open Day** . Done — the till goes straight to the floor map.



The Open-the-day prompt with the float typed in. It appears once per trading day — whoever signs in first handles it.

“Skip for now” — what actually happens

Skip for now lets you into the till without opening the day — service is never blocked by an uncounted drawer. The prompt simply returns on the next sign-in until someone opens the day.

Don't trade on a skipped day. Sales still record safely, but the drawer maths in the end-of-day count will have no float to start from, so any difference (missing £10, extra £5) can't be spotted. Make “count the float, open the day” the first job of every morning.

How the day ends

The day stays open until a manager runs **Close Shift & Count Till** (Admin → Reports → Z Report). That closes the session, compares counted cash against expected cash, and banks the day. The next sign-in after that shows the Open-the-day prompt again. The full end-of-day routine is covered in the Illustrated Handbook, section 18.

Setting up — what you can change

Choice	Effect
Float amount typed each morning	Whatever your venue uses (£50–£200 is typical). The till never assumes a fixed float — it trusts the morning count.
Who opens the day	Any signed-in member of staff can. Venues that want it manager-only simply make the manager the first sign-in of the morning.
Skipping	Allowed, on purpose — but the prompt keeps returning until the day is opened.

Split shifts: venues that close a lunch shift and reopen for dinner run Close Shift at the end of lunch, then Open the day again before dinner — two clean Z reports, two clean drawer counts, one calendar day.