

# JOB ROLE – CASHIER

Sector – Retail  
(Qualification Pack Code: RAS/Q 0102)



PSS Central Institute of Vocational Education  
Shyamla Hills, Bhopal – 462 013, Madhya Pradesh, India

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# UNIT 2: SERVICE CASH POINTS OR POS

## Session 2: Procedures for Handling Cash



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# Session Objectives

**The student will be able to:**

- Describe the meaning of cash handling
- Identify the procedure of service cash point
- Explain the precautions to be taken while handling cash

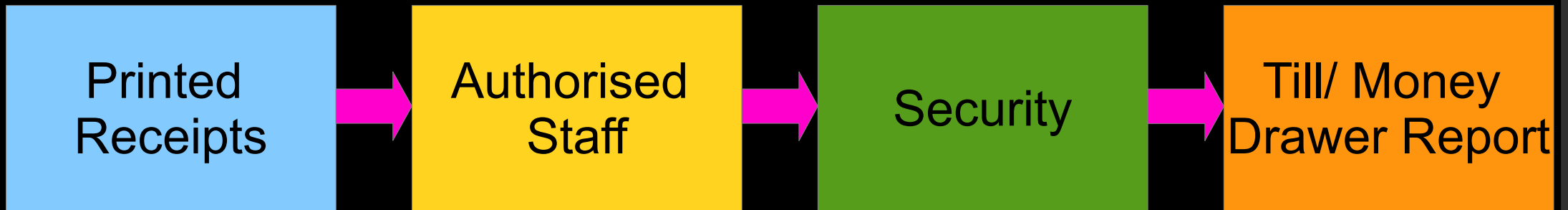
# Introduction

Cash transaction is the exchange of legal tender, i.e., rupee and paisa or coin; the cashier should be trained to provide the correct amount of rupee or coin change to the customer. The training also involves instructions on how to operate credit card machine for payments, obtain the signature of the customer and provide a receipt as evidence of the completed transaction.

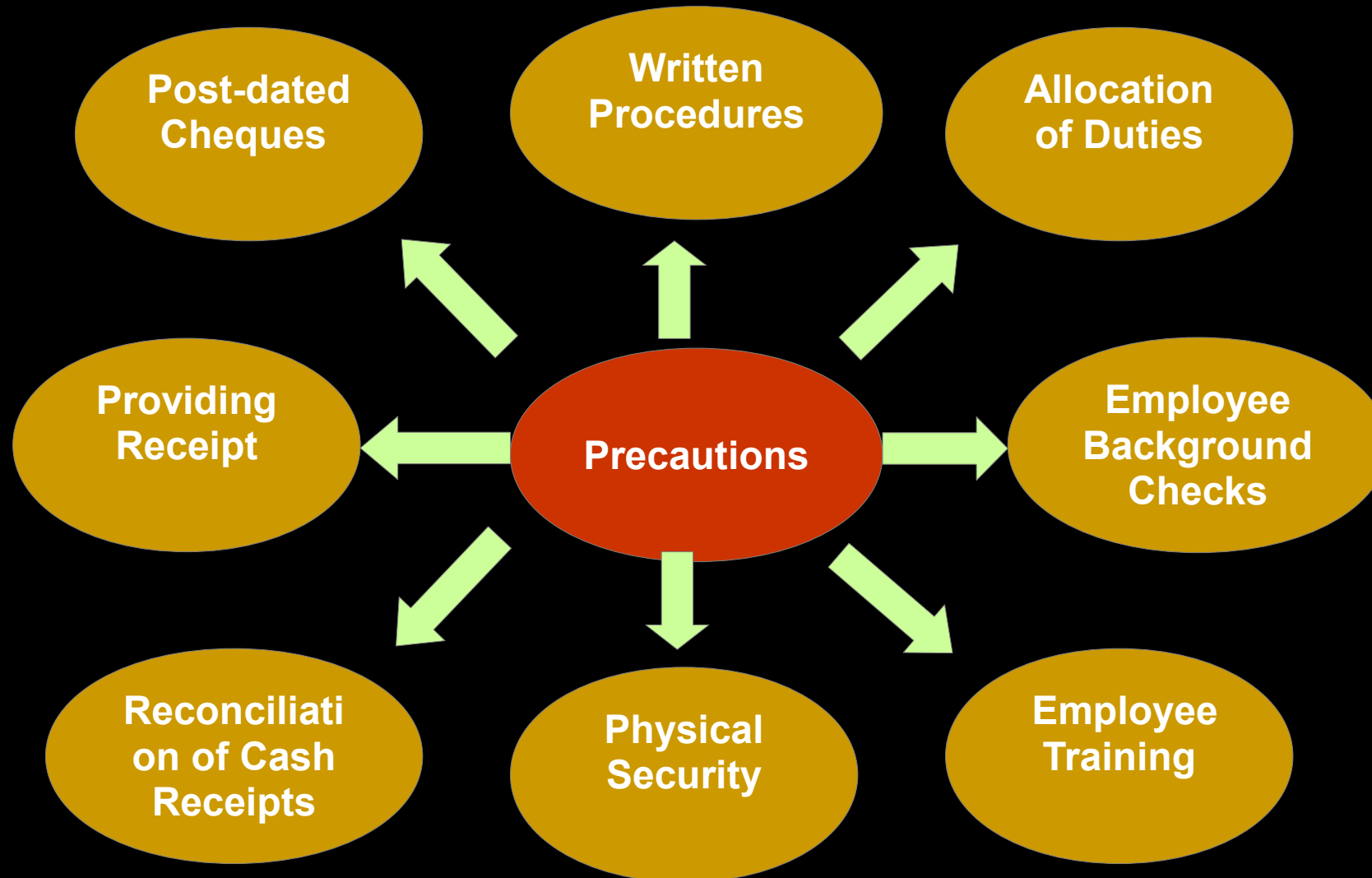
# Meaning of Cash Handling

Cash handling is the procedure of collecting, counting, recording and reporting cash in retail business operation. The process of cash handling may be manual or automated. Depending on the amount of money, the retailer may select the appropriate cash handling process.

# Procedure for Handling Cash



# Precautions to be taken while Handling Cash





# Summary

In this session, you have learnt about the meaning of cash handling, procedures for handling cash and precautions to be taken while handling cash.

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