



Cash Payments

Step by Step Process

1



Scan the items

2



Add the total amount on the till

3



Tell the customer the amount

4



Take and count the cash from the customer

5



Input the amount given to you into the till, it should then tell you how much change to give back

6



Count out the change from the till and give to the customer

- Scan the product into the till with the scanner provided
- Check the correct product has shown up on the till screen
- Continue scanning items if there are more than one
- Complete the sale on the till by clicking pay or total
- Select the payment type as cash
- Tell the customer how much is needed to pay
- Add the amount of money the customer has given you
- Input the total amount given to you into the till
- The till should tell you how much to give back, remember the till is like a big calculator
- Count out the change, this is called making change [Link](#), [link](#), [video link](#)
- Give the change to the customer along with their receipt
- Carefully close the till drawer and ensure it is closed