

Cash Payments

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