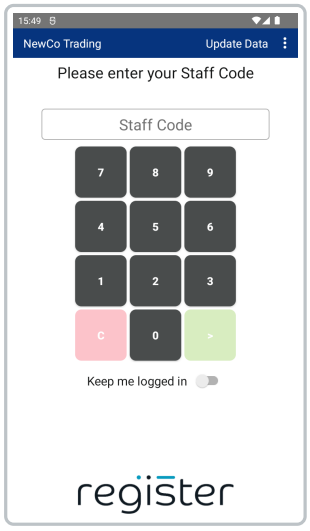
Taking Cash Payments

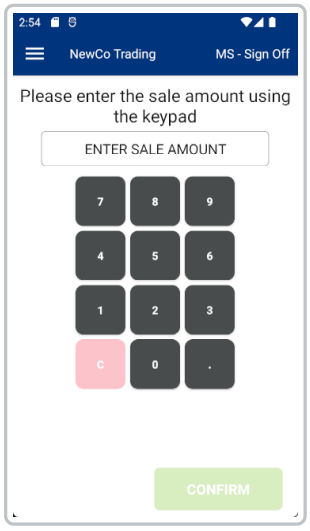
Last Modified on 17/09/2026 3:17 pm BST

Processing a cash sale on your terminal is quick and simple. Just follow these steps:

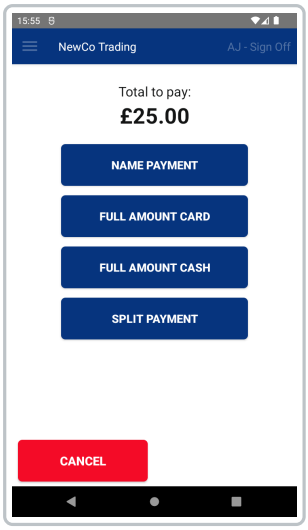
1. **Log In**
   Enter your **Staff Code** and tap the **Next (>)** button.



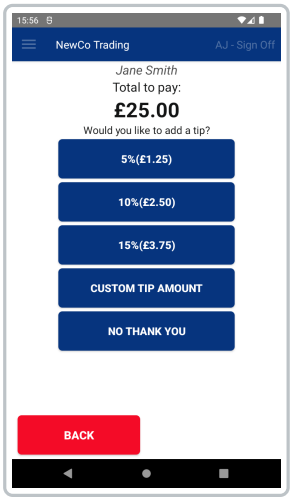
2. **Enter the Sale Amount**
   Use the keypad to enter the total amount, then tap **CONFIRM**.



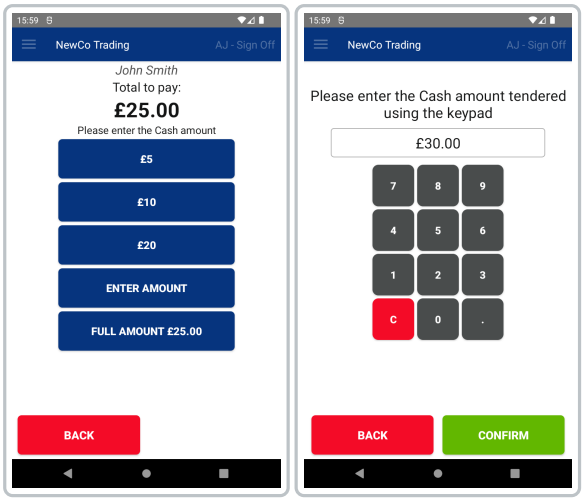
3. **Select Payment Method**
   Tap **FULL AMOUNT CASH** to continue with a cash payment.



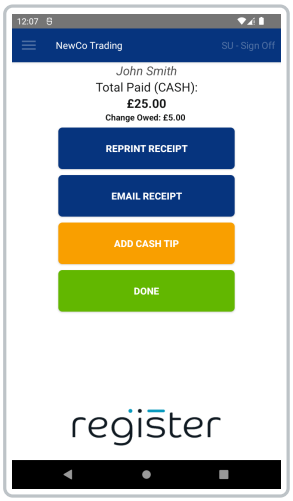
4. **(Optional) Add Gratuity**
   If prompted (depending on your setup), you can:
   - Select a **gratuity amount**, or
   - Tap **NO THANK YOU** to skip this step.



5. **Enter the Cash Amount Received**
   You'll now be asked how much cash the customer is handing over. You can:
   - Tap a **quick tender button** (e.g. 5, 10, 20)
   - Tap **ENTER AMOUNT** to enter a custom value
   - Tap **FULL AMOUNT** if the customer paid the exact amount



6. **Review the Transaction Summary**
   The **Transaction Summary** screen will display:
   - Any **change due** to the customer
   - Options to **print or email a receipt**
   - Option to **record a cash tip**



7. **Finish the Transaction**
   Tap **DONE** to complete the sale and return to the main screen.

> The **DONE** button will display a **60-second countdown timer**.
> If no action is taken, once the countdown reaches **0**, the system will automatically select **DONE** and return you to the **main screen**, ready for the next transaction. This helps keep the device ready to use and avoids it being left on the summary screen.

Learn more about:

- Making a card sale
- Splitting a bill
- Naming a transaction
- Adding gratuity