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How do I run a cash transaction?

Posted: Oct 20, 2016

1. Add items to your cart.

∎ Mew Sale	3	* •⊡• ▼ 🛯 🛢 1:30
		\$0.00
1	2	3
4	5	6
7	8	9
←	0	Add to Cart
	• •	
🚫 Tap to P	roceed	\$1.00 >

ROAMmerchant Login

2. Use the **Tap to Proceed** button to be directed to the Review Order screen.

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← Review Order	\sim
Subtotal	\$1.00
Discount (0%)	\$0.00 >
Tax (0.0000%)	\$0.00 >
Total	\$1.00
Add Transaction Information	>

Review your order.
Tap the Select Tender button at the bottom of the screen to proceed with the transaction.
Tap Cash

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÷	Choose Tender		\mathcal{R}
_			
	— Card		
	Keyed		
	Cash		

6. If tips are enabled in app settings, you will now see the Tip screen. Customer will now be asked to configure the tip

🗆 🗹 😇		\$ 🕀 💎 🖹 🛢 1:52
← Tip		$\mathbf{\hat{k}}$
Total		\$1.00
Total with Tip		\$1.00
15.00% \$0.15	20.00% \$0.20	25.00% \$0.25
Custo	m Tip	No Tip
	Add Tip	>

Determine the amount of tender received, and input the tip amount accordingly. If you need to enter a Custom amount, tap Custom and perform the following:

- Tap the \$ to toggle between USD currency and percentage (%).
- Enter the tip amount, as provided by the customer
- Tap OK
- Tap the **check-mark** in the upper right hand corner to go to return to the tip screen.

••००० T-Mobile 🗢	10:20 AM	۰ 🕸 🛞 🔍
\times	Custom Tip	
\$0.00		\$
		Total \$5.00
		Tip \$0.00
	Total v	with Tip \$0.00

8. Click the Check Mark in the upper-right hand corner to proceed.

9. You will be brought back to the Tip screen to confirm the amount added is correct. Once confirmed, please tap on Add Tip.

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← Tip		\sim
Total		\$1.00
Total with Tip		\$1.15
15.00% \$0.15	20.00% \$0.20	25.00% \$0.25
Custom Ti	ip \$0.15	No Tip
	Add Tip	>

10. Enter the amount received, and the change field should auto populate. Hit **Accept** to record the Cash transaction, which will take you to the Receipt screen.

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🔶 Cash			\sim
Total			\$1.00
Cash Received	d		\$5.00
	Change	\$4.00	
	Accer	1t	
1	2 ABC	3 DEF	_
4 сні	5 JKL	6 MNO	
7 PRQS	8 TUV	9 wxyz	$\langle \times \rangle$



11. The receipt screen allows the customer to select whether they would like to receive a receipt or not. If yes, tap on Send Receipt.



12. The customer will now be prompted to enter their email information to receive an electronic receipt.

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\times	Send Receipt	
	Would you like an e-mail receipt?	
	Enter your e-mail address	

13. The transaction is now complete. You should see a confirmation page, with the option to begin a new sale.

Receipt Sent
Thank you for your payment of \$1.00
New Sale >

