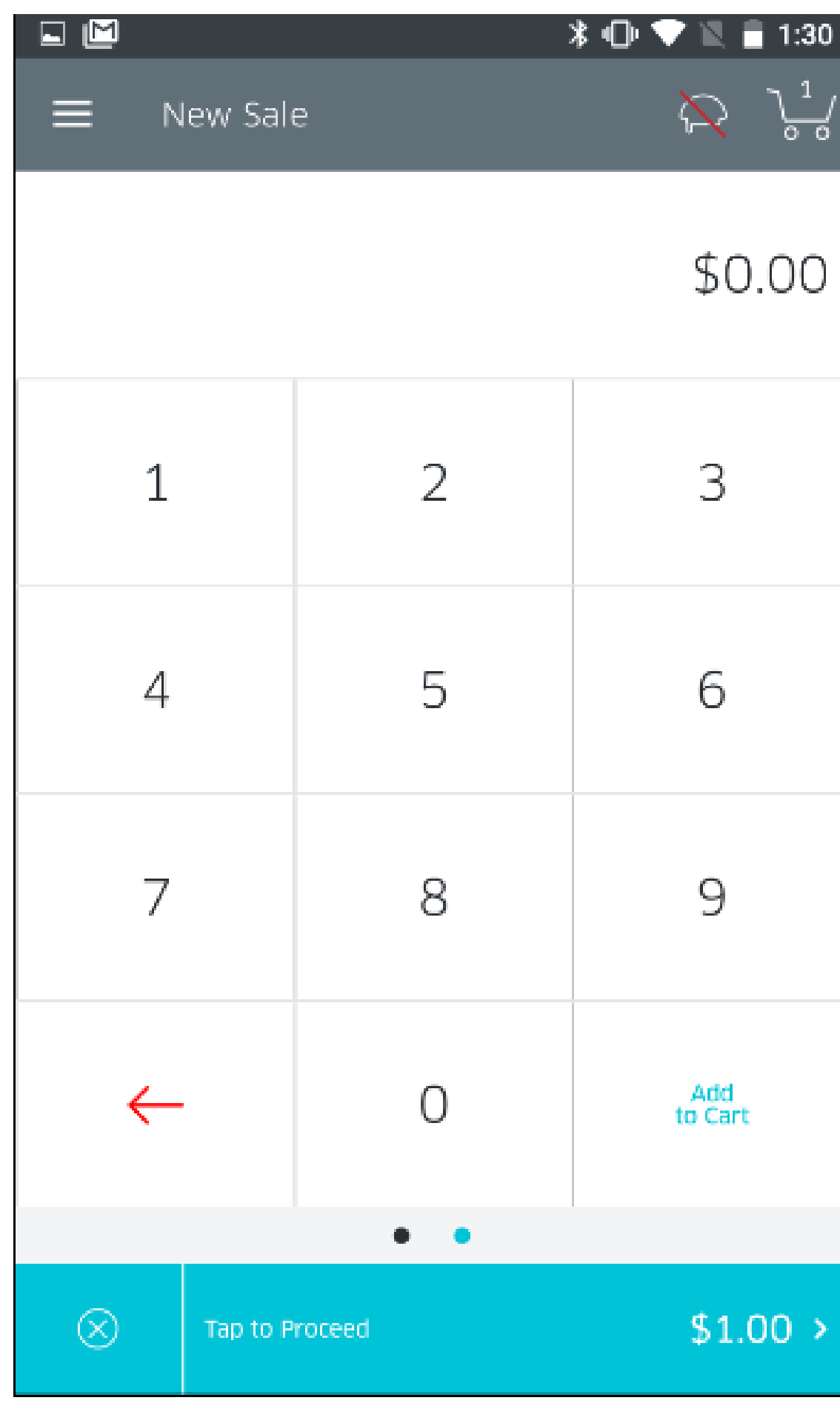


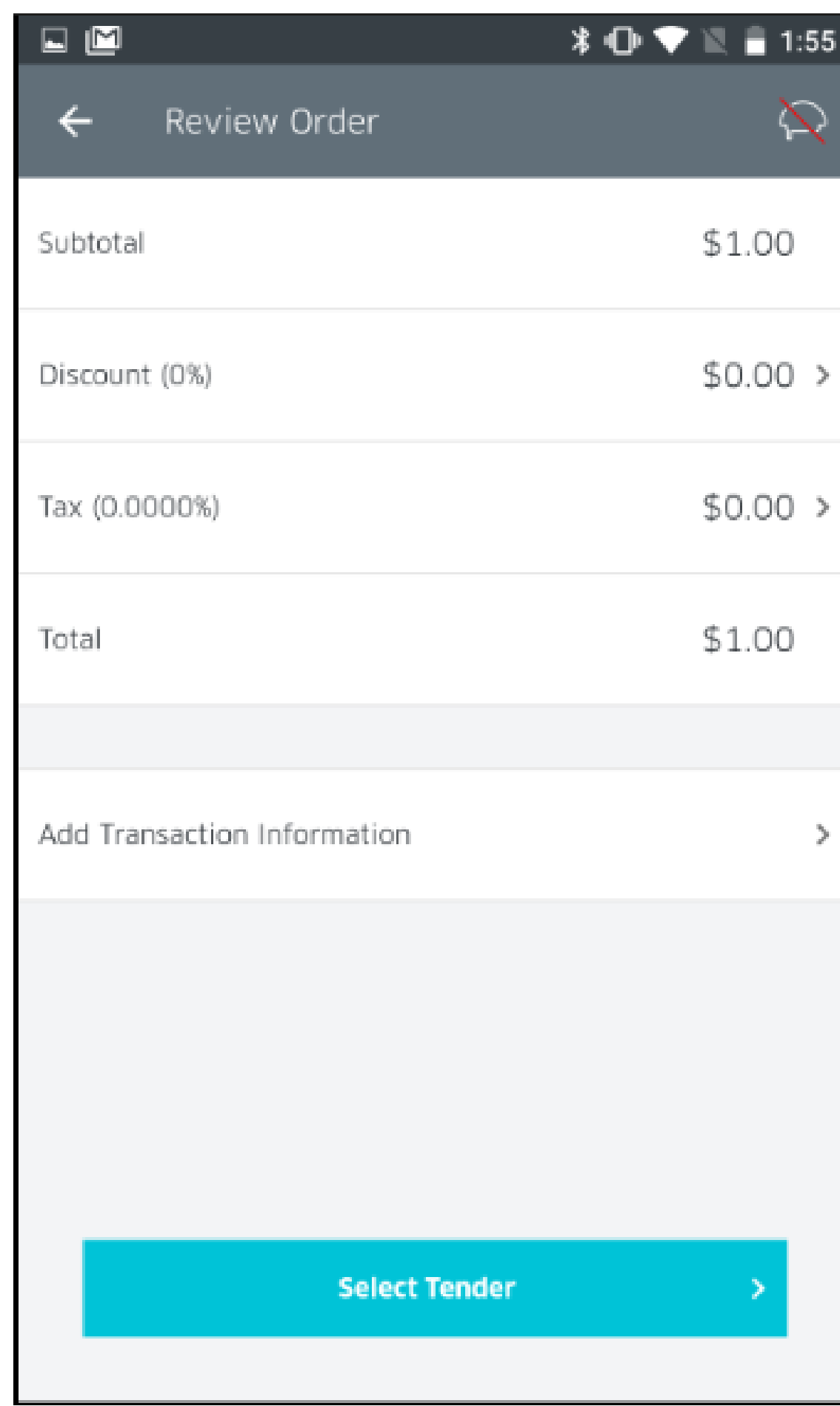
How do I run a cash transaction?

Posted: Oct 20, 2016

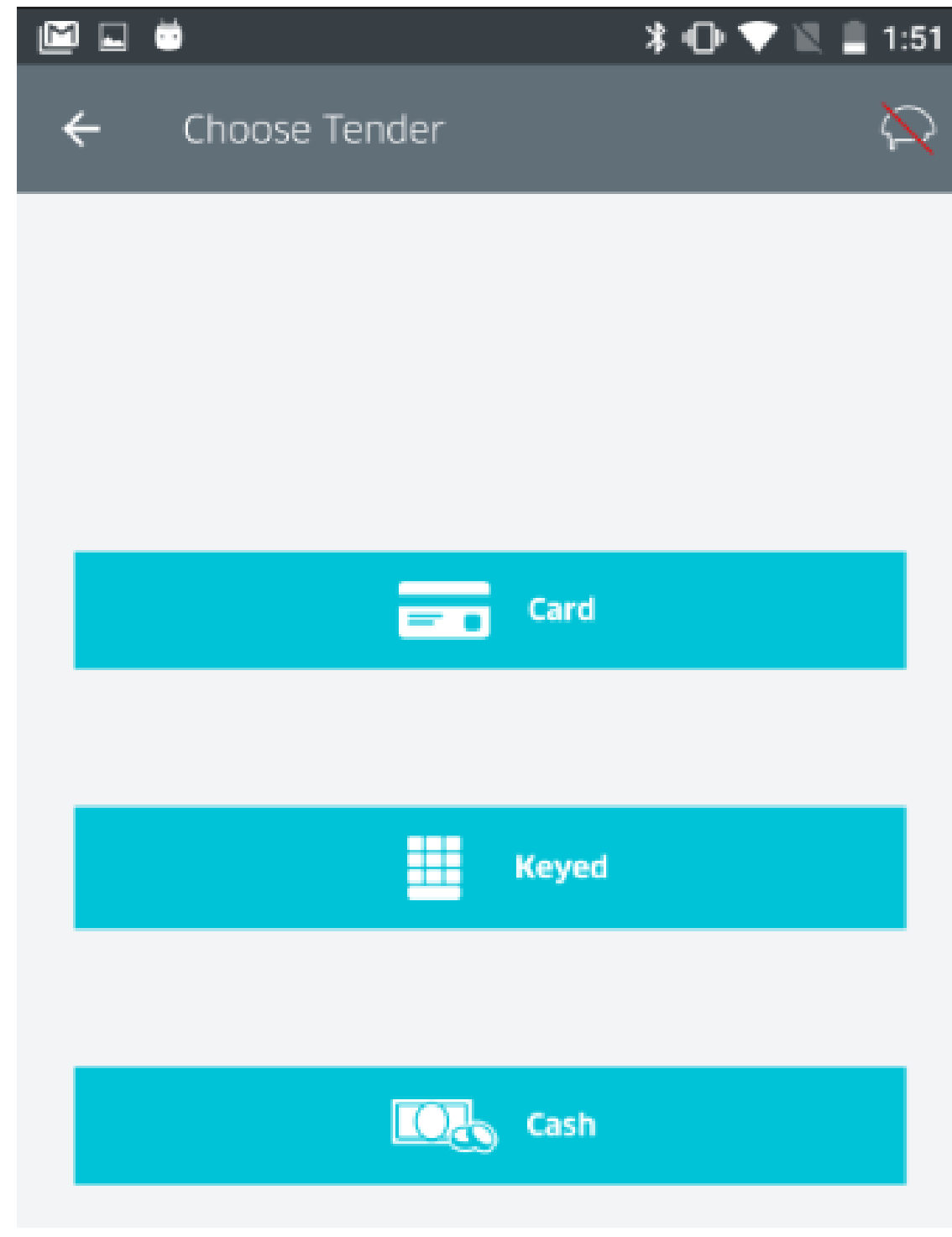
1. [Add items to your cart.](#)



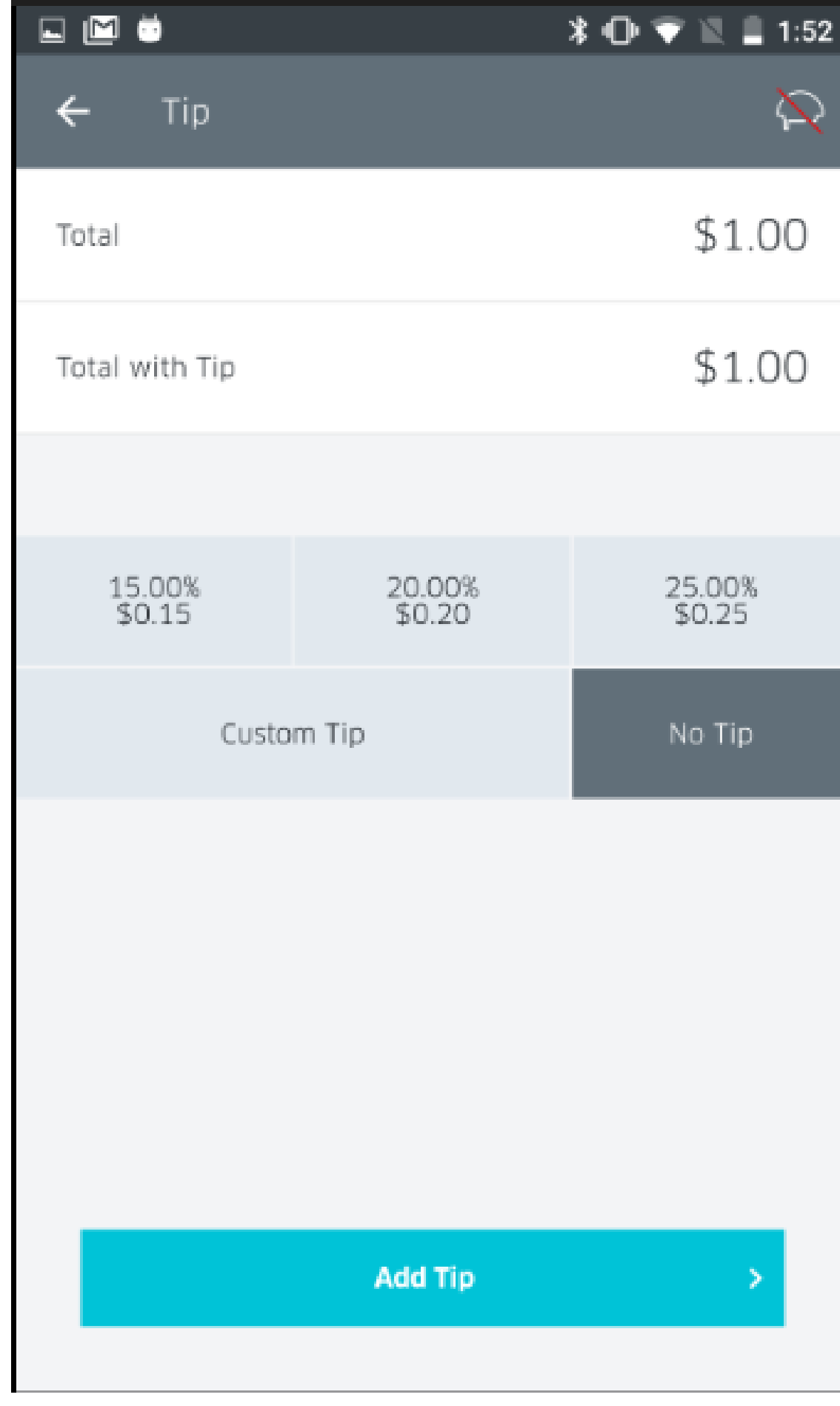
2. Use the **Tap to Proceed** button to be directed to the Review Order screen.



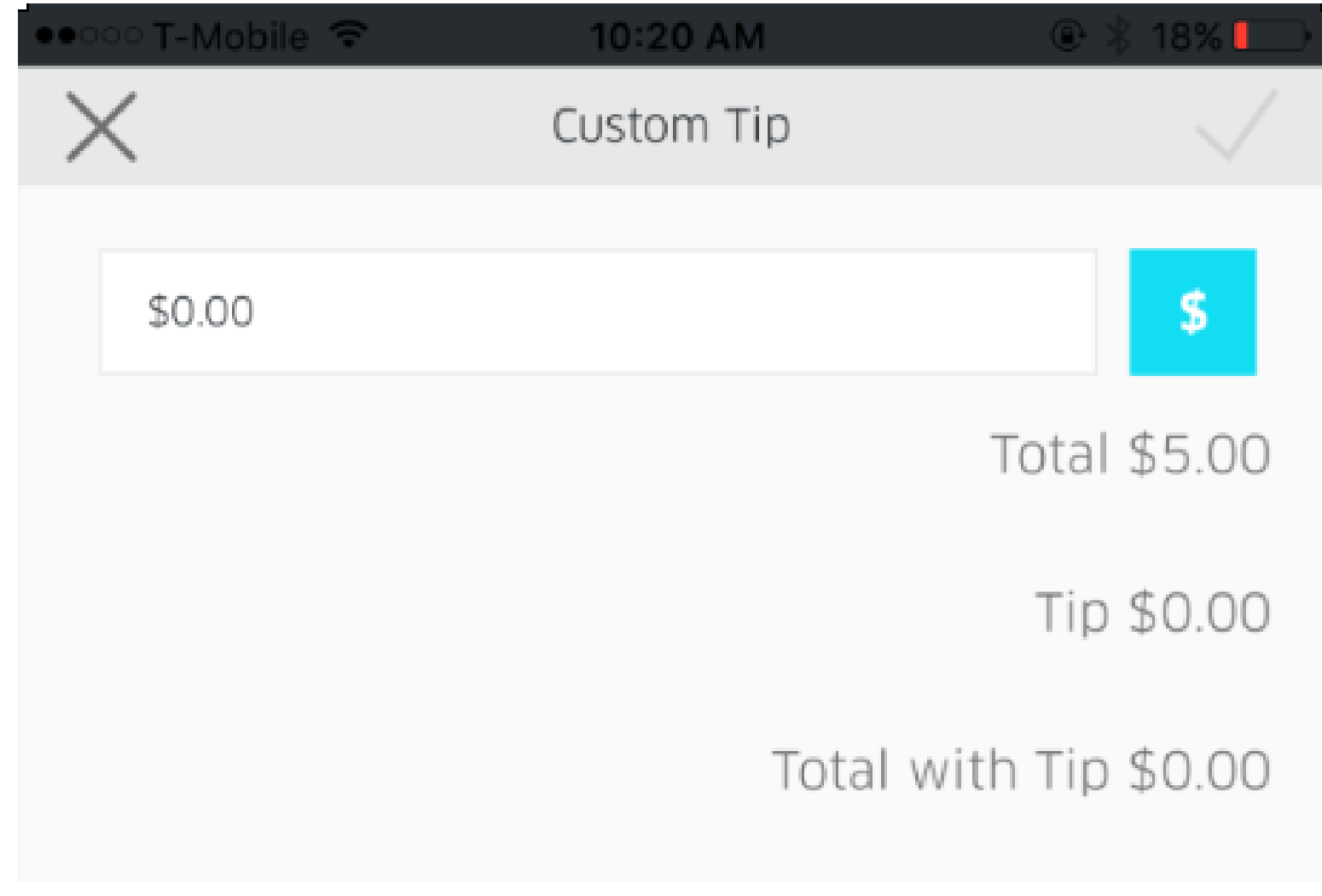
3. Review your order.
4. Tap the **Select Tender** button at the bottom of the screen to proceed with the transaction.
5. Tap **Cash**



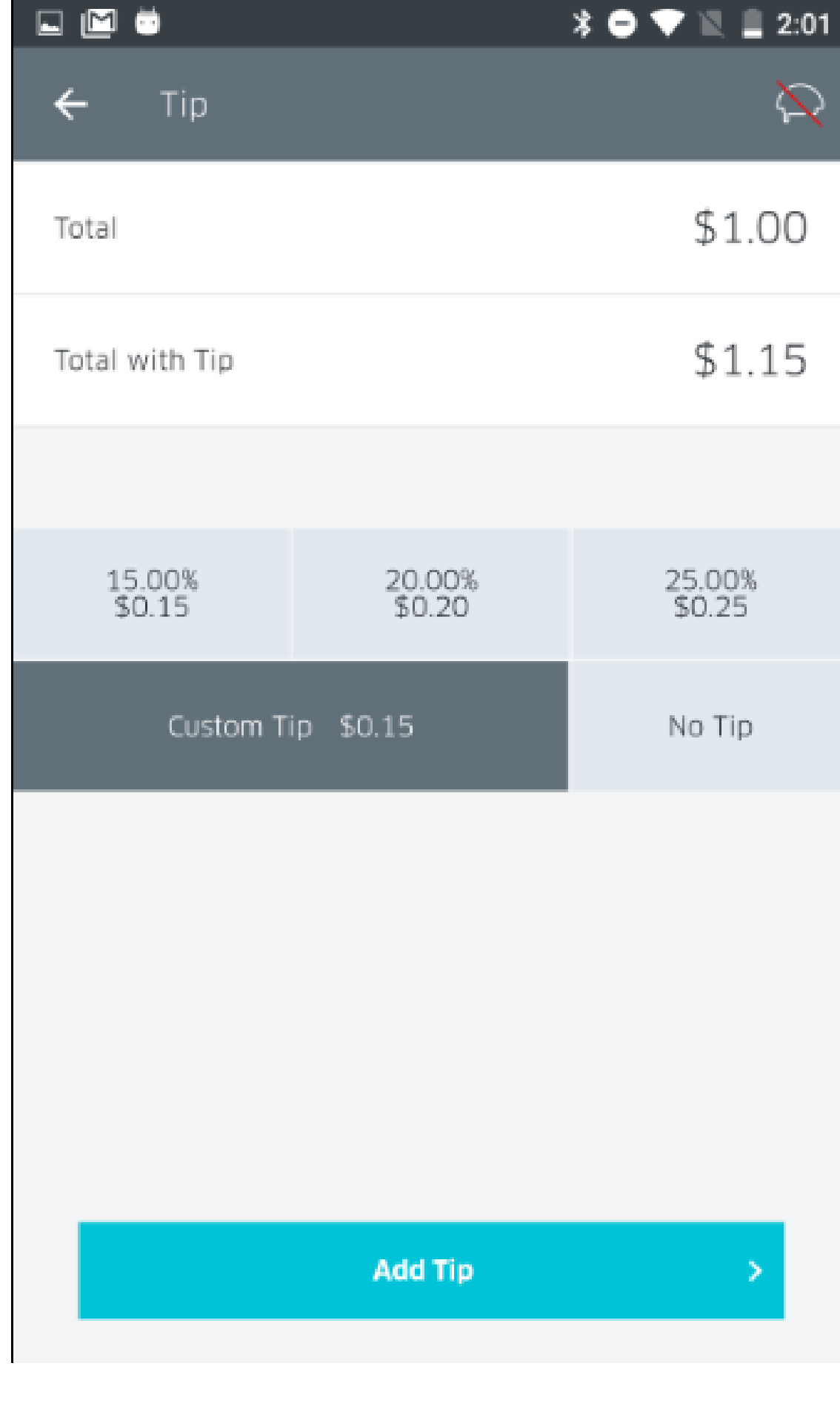
6. If tips are enabled in app settings, you will now see the Tip screen. Customer will now be asked to configure the tip



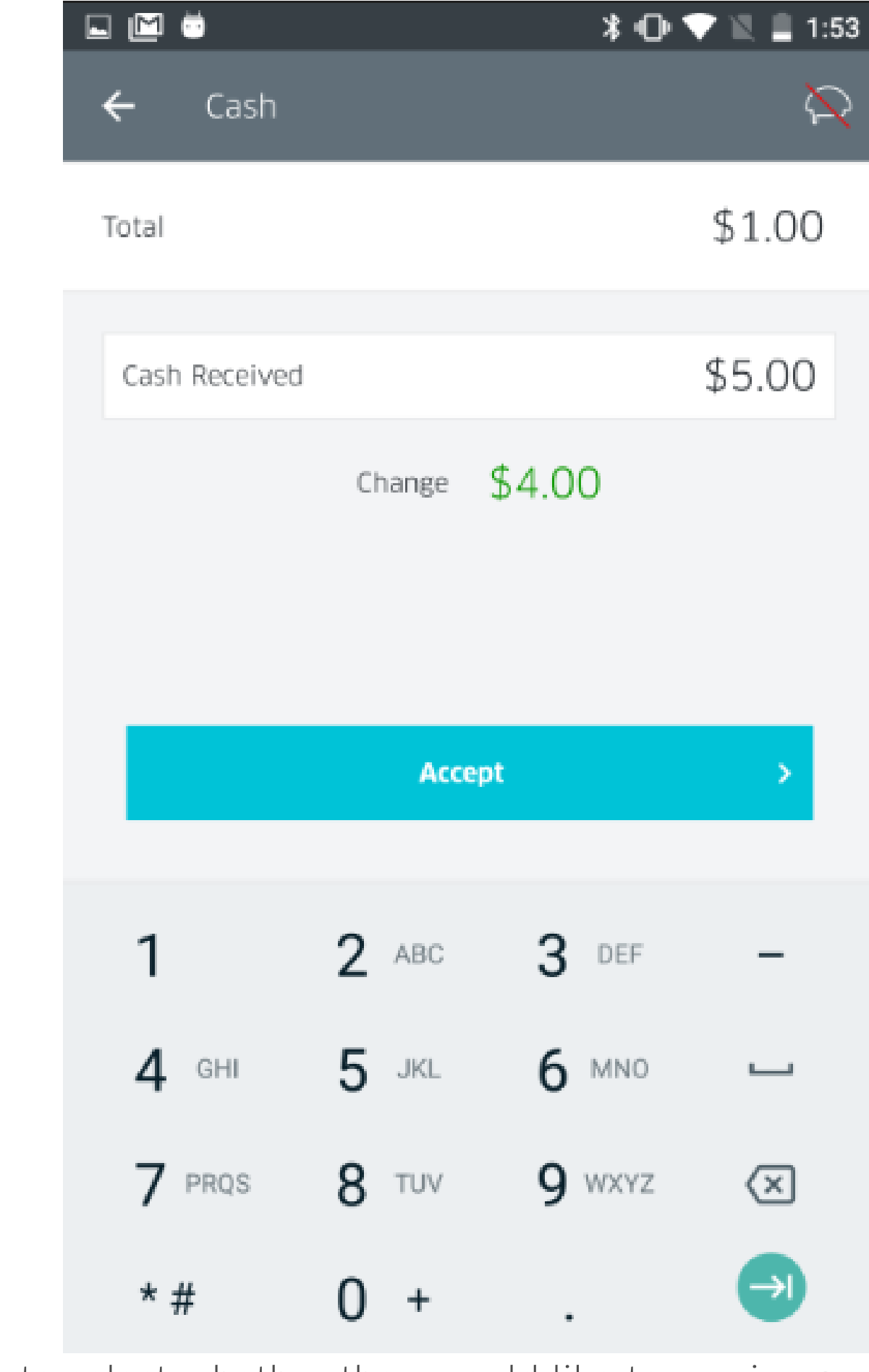
7. Determine the amount of tender received, and input the tip amount accordingly. If you need to enter a Custom amount, tap **Custom** and perform the following:
 - Tap the \$ to toggle between USD currency and percentage (%).
 - Enter the tip amount, as provided by the customer
 - Tap OK
 - Tap the check-mark in the upper right hand corner to go to return to the tip screen.



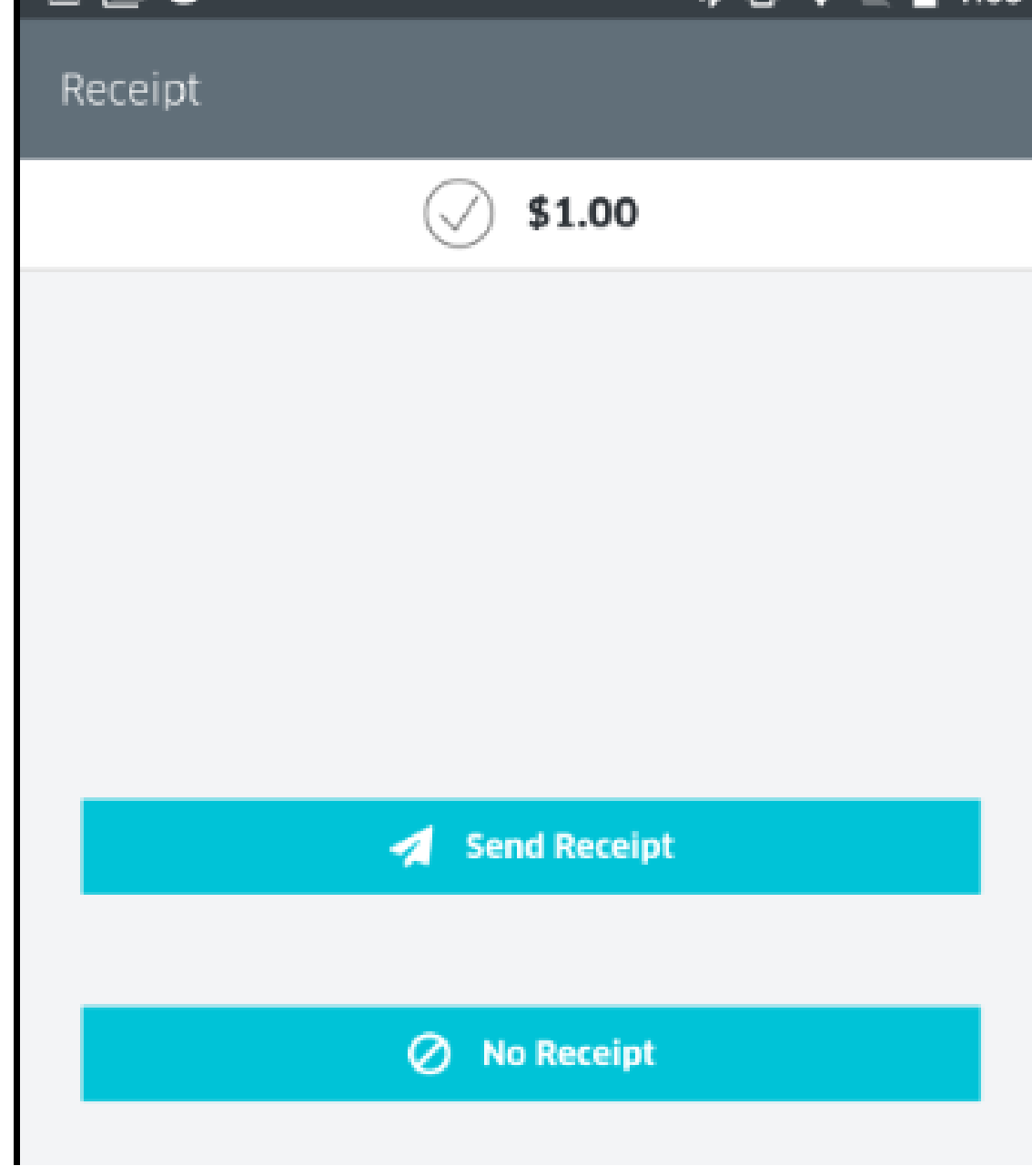
8. Click the Check Mark in the upper-right hand corner to proceed.
9. You will be brought back to the Tip screen to confirm the amount added is correct. Once confirmed, please tap on **Add Tip**.



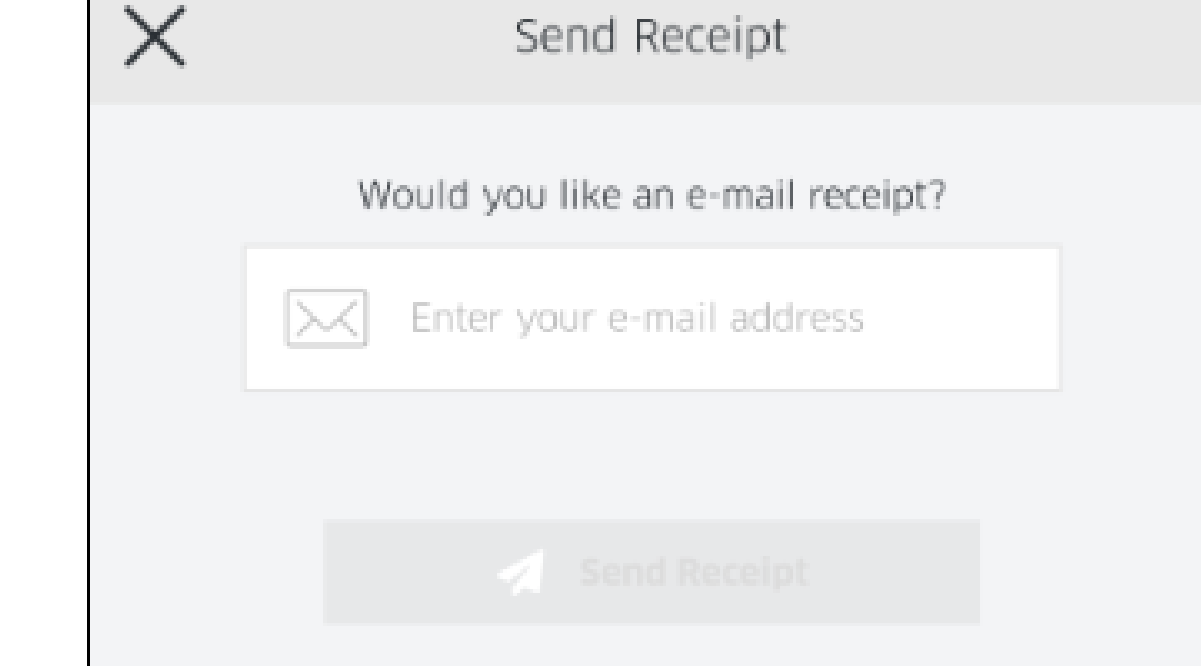
10. Enter the amount received, and the change field should auto populate. Hit **Accept** to record the Cash transaction, which will take you to the Receipt screen.



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.



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

