



Cashier Quick Reference

Keep this by the register. For anything not covered here, see the Owner & Cashier Guide or call PC Guru.

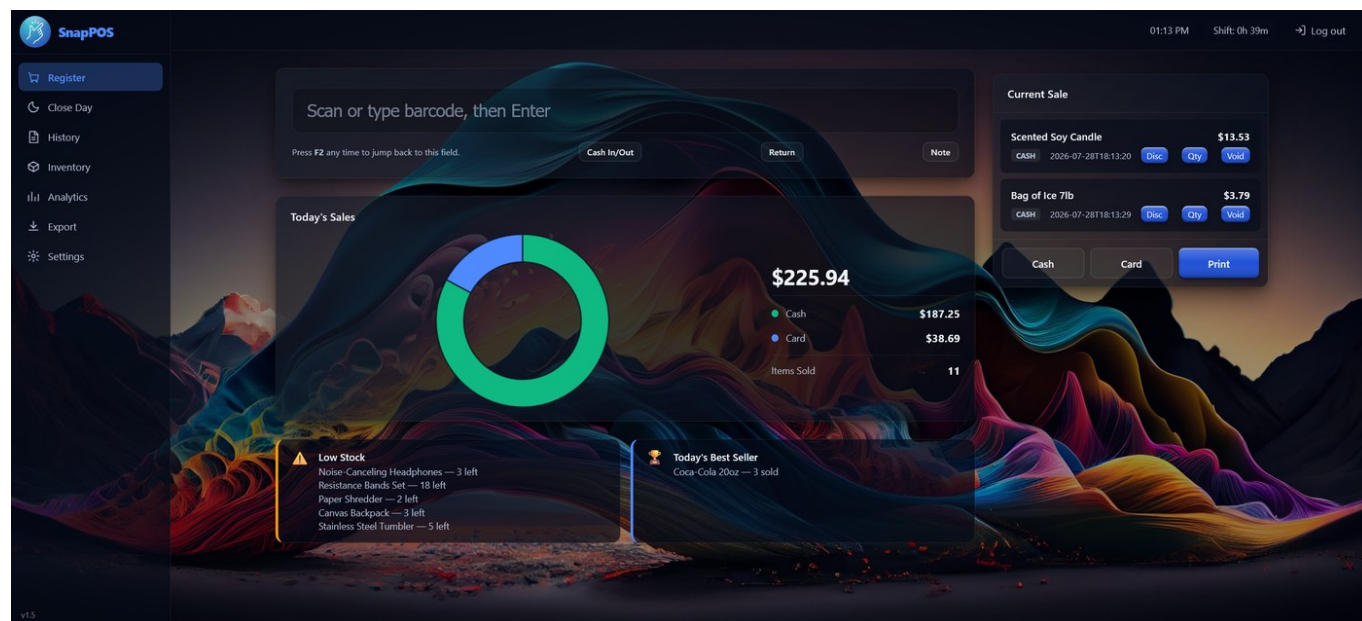
Start of the day

Go to **Close Day** > **Open shift** and enter the **starting cash (float)** in the drawer. You need an open shift before you can sell.

Ring up a sale

1. **Scan** the item's barcode (or type it and press **Enter**).
2. Repeat for each item — they stack up in the **Current Sale** panel.
3. Need to fix a line? Use **Disc** (discount), **Qty**, or **Void**.
4. Tap **Charge** — the button shows the amount due — then tap how they are paying.
5. **Cash**: type what the customer handed you and press **Enter**; SnapPOS shows the change to count out. **Card** finishes the sale as soon as it is approved.
6. Paying part cash and part card? Tap **Split payment**, enter the first amount, pick a tender, and repeat until nothing is left.
7. **Print** gives them a receipt for the sale you just finished.

*Tip: press **F2** anytime to jump back to the scan box.*



If a message pops up

“Not enough stock.” The count is too low to sell. Go to **Inventory**, update that item's quantity, then ring it up.

Unknown barcode. SnapPOS asks if you want to **add the item now** (or link the barcode to an existing item). Fill it in and finish the sale.

Returns / refunds

1. Tap **Return**.
2. Type the **receipt number** from their receipt and tap **Look up**.
3. **Tick** each item coming back and set how many.
4. Leave “**Put the item back in stock**” checked (uncheck if it is damaged).
5. Tap **Refund**. The money goes back the way they paid — cash from the drawer, a card sale back to the card.

Amounts are what the customer actually paid, including any discount — not today's shelf price.

*No receipt? Tap **Return without a receipt** and scan the item instead.*

Return / refund

Receipt number being returned (optional)

20260728-007 **Look up**

Tick what is coming back. Amounts are what the customer paid, not today's price.

☒ Compact Sleeping Bag	1	\$59.53
☐ Coca-Cola 20oz	1	\$2.44
☐ Coca-Cola 20oz	1	\$2.44

Refund total: \$59.53

Return without a receipt

☒ Put the item back in stock

Enter the original receipt number and the refund follows how the customer paid - cash comes out of the drawer, a card sale goes back to the card. Shows in the day's sales totals.

Refund

Cancel

Cash in / out

Adding change, or paying out petty cash? This records drawer cash that isn't a sale.

1. Tap **Cash In/Out**.
2. Enter the amount — use a **minus sign** for cash taken out.
3. Tap **Save**.

Cash In/Out

Amount (\$)

20.00

Positive = cash added to the drawer. Negative = cash taken out (petty cash, etc).

What's this for? (optional)

Petty cash for stamps

Save

Cancel

End of the day

1. Go to **Close Day**.
2. **Count the cash** in the drawer and enter it.
3. SnapPOS shows the **expected** amount and whether you're **over or short**.
4. Tap **Close Register**.

Close the register

Starting float	\$150.00
Cash sales	\$187.25
Card sales	\$38.69
Sales tax collected	\$17.23
Total sales (11)	\$225.94
Cash in/out (manual)	\$0.00
Expected cash in drawer	\$337.25

Counted cash in drawer (\$)

337.25