Tender Change or Change Return

POS & Sales · https://spos.pk/docs/tender-change-or-change-return/

Tender change, or change return, is the cash you give back to a customer when they pay more than the total bill. Smart POS works out the change automatically at the till, so the cashier does not have to calculate it by hand and the cash drawer stays accurate.

Tender change or change return

1. Open the POS screen and add the customer's products to the sale as normal, then check the total amount due.
2. Select cash as the payment method and enter the amount the customer hands over, which may be more than the total.
3. Smart POS will show the change to return, which is the amount tendered minus the total bill.
4. Give the customer the exact change shown on the screen, then finalise the sale and print the receipt.
5. Check the receipt afterwards: it should show the total, the amount tendered and the change returned.

Tip: Always enter the exact amount the customer gives you before finalising the sale, so the change shown on the receipt is correct.