



## How to Guide Process A Cash Return

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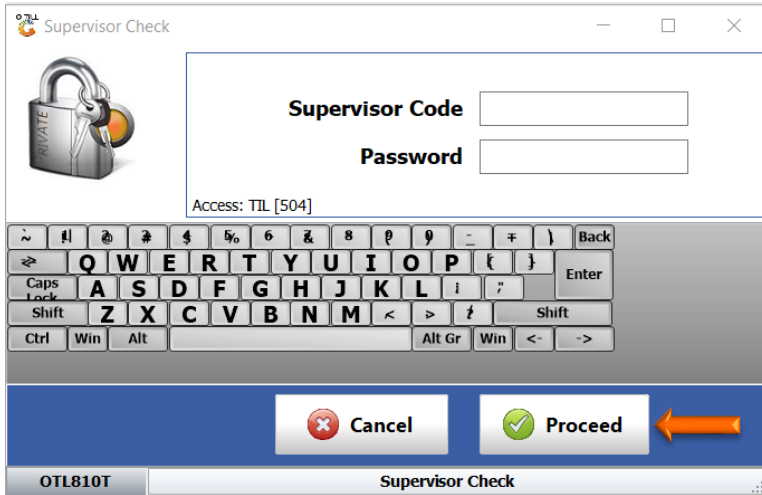
*Tel: (012) 654 0300*

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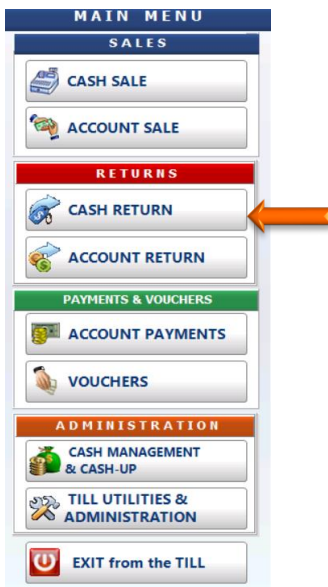


# How to Process a Cash Return

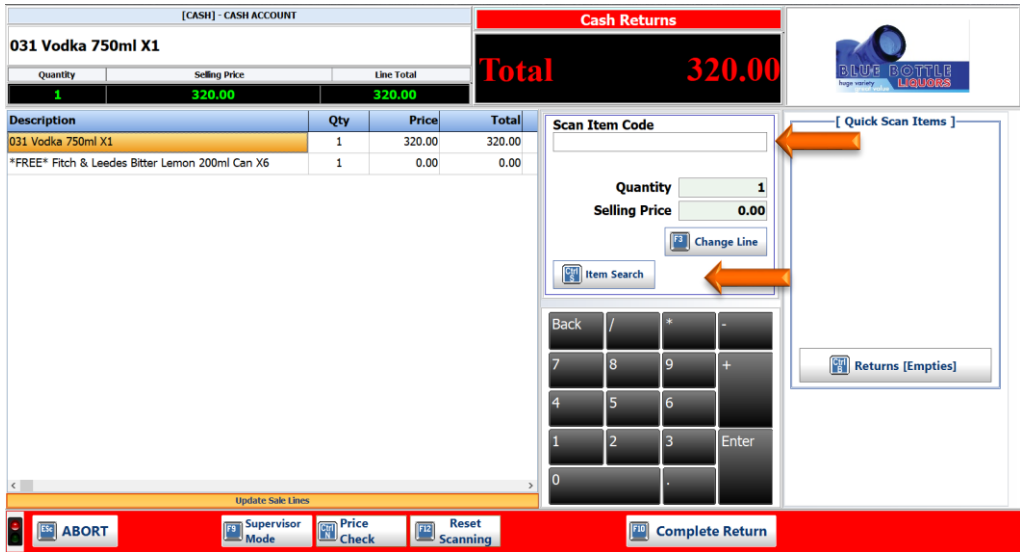
1. Log into the Offline Till. Type in your **Supervisor Code** and **Password**. Click on **Proceed**.



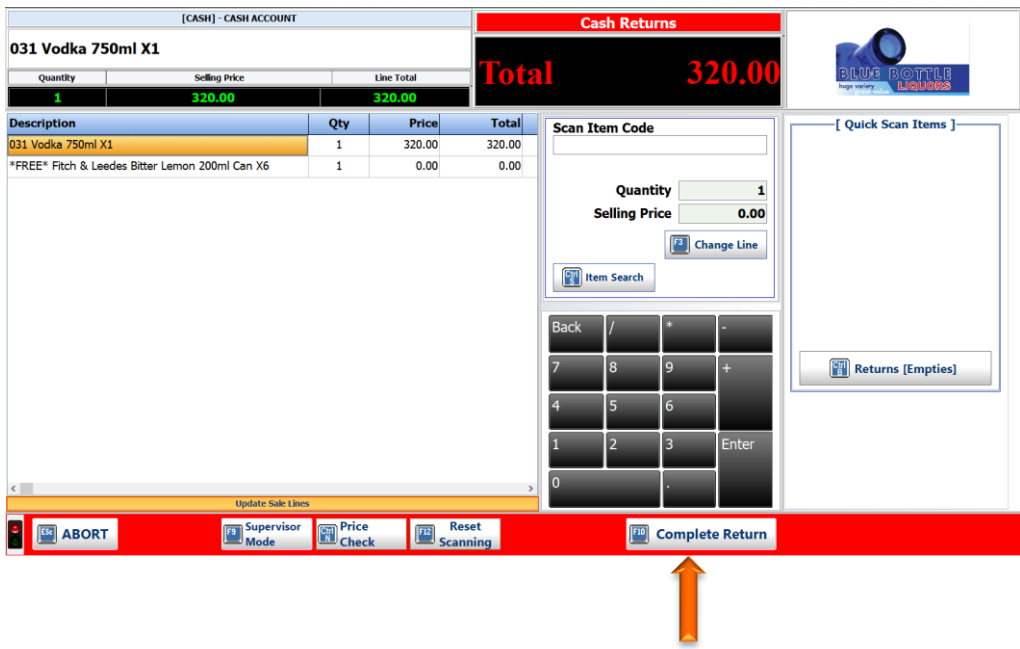
2. Press **F3** on your keyboard or click on **Cash Return**



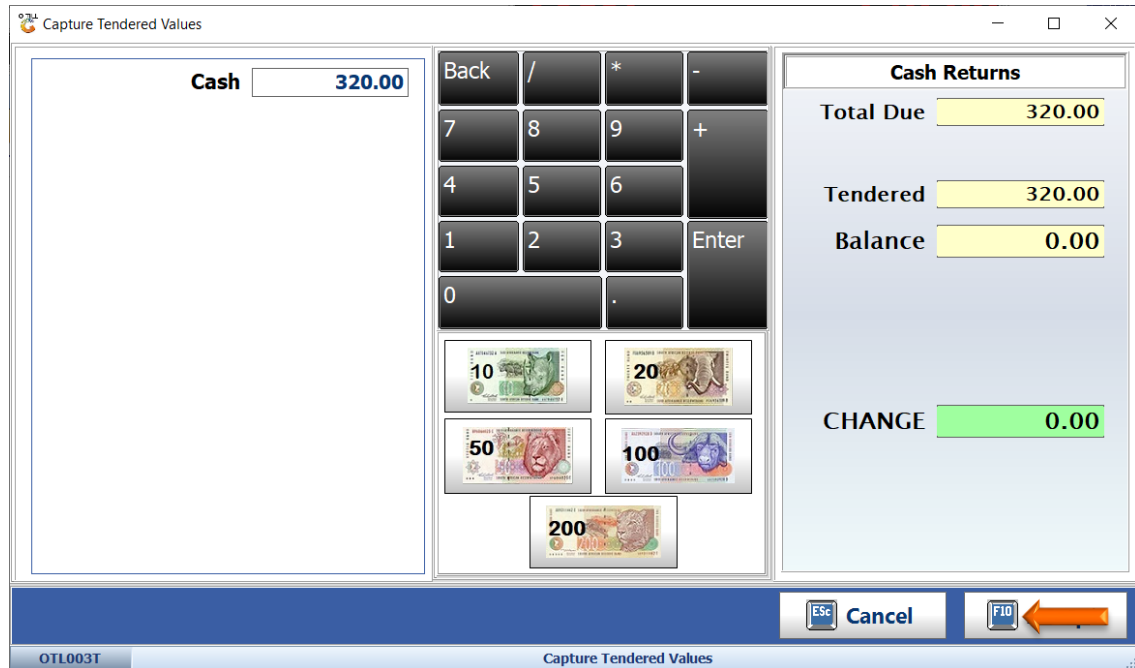
3. Scan the item, enter the Barcode or do an **Item Search** of the item to be returned.



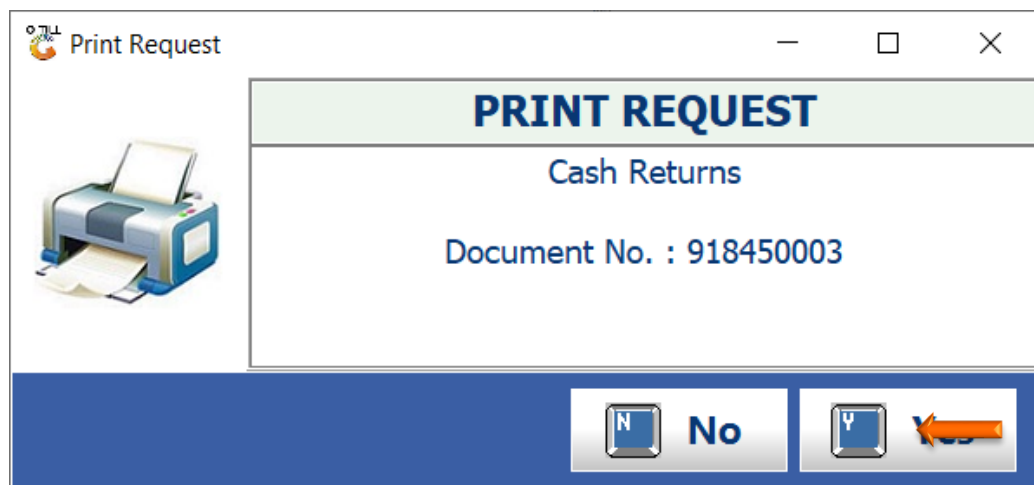
4. Press **F10** on your keyboard or click on **Complete Return** button at the right-hand bottom of the screen



PRESS **F10** ON YOUR KEYBOARD OR CLICK ON THE **SELECT** BUTTON AT THE RIGHT-HAND BOTTOM OF THE SCREEN



PRESS **Y** ON YOUR KEYBOARD OR CLICK ON THE **YES** BUTTON TO PRINT THE CASH RETURN DOCUMENT



PAY OUT THE CASH TO THE CUSTOMER AND CLOSE THE TILL DRAWER.



AND THAT CONCLUDES THE USER GUIDE