



# Processing a cash sale

9 Steps [View on Tango](#)

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Created by  
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Creation Date  
February 3, 2022

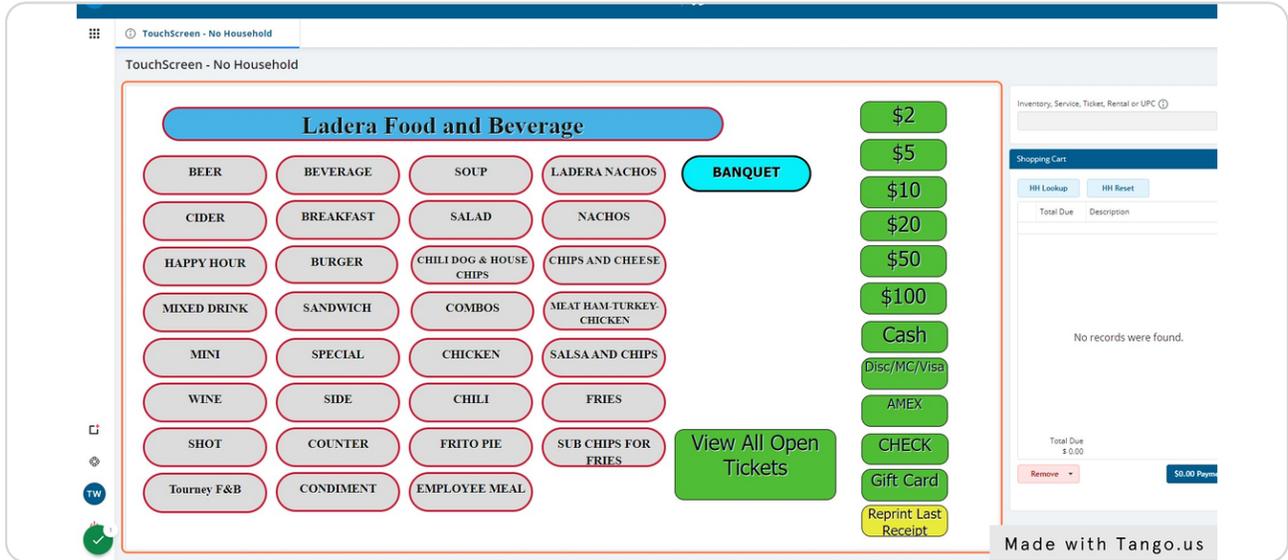
Last Updated  
February 3, 2022

STEP 1

Log into RecTrac

STEP 2

Upon log in, you will be met with the below touch screen interface



STEP 3

Select the item category that you wish to sell



STEP 4

### Select the item within that category

**Touch Purchase Picklist**

Options Templates (0) Refresh

Inventory Code	Short Description	Type	Subtype	Category	Price
<input type="checkbox"/> 4502-LAD-FB-BER-001	Alaskan Amber Glass	ALCOHOL	BEER		\$3.7
<input type="checkbox"/> 4502-LAD-FB-BER-002	Alaskan Amber Pitcher	ALCOHOL	BEER		\$13.
<input type="checkbox"/> 4502-LAD-FB-BER-003	Blue Moon Glass	ALCOHOL	BEER		\$3.2
<input type="checkbox"/> 4502-LAD-FB-BER-004	Blue Moon Pitcher	ALCOHOL	BEER		\$11.
<input type="checkbox"/> 4502-LAD-FB-BER-005	Bud Clamato	ALCOHOL	BEER		\$3.7
<input type="checkbox"/> 4502-LAD-FB-BER-006	Bud Light	ALCOHOL	BEER		\$3.7
<input type="checkbox"/> 4502-LAD-FB-BER-007	Bud Light Clamato	ALCOHOL	BEER	Made with Tango.us	

STEP 5

### Adjust the quantity

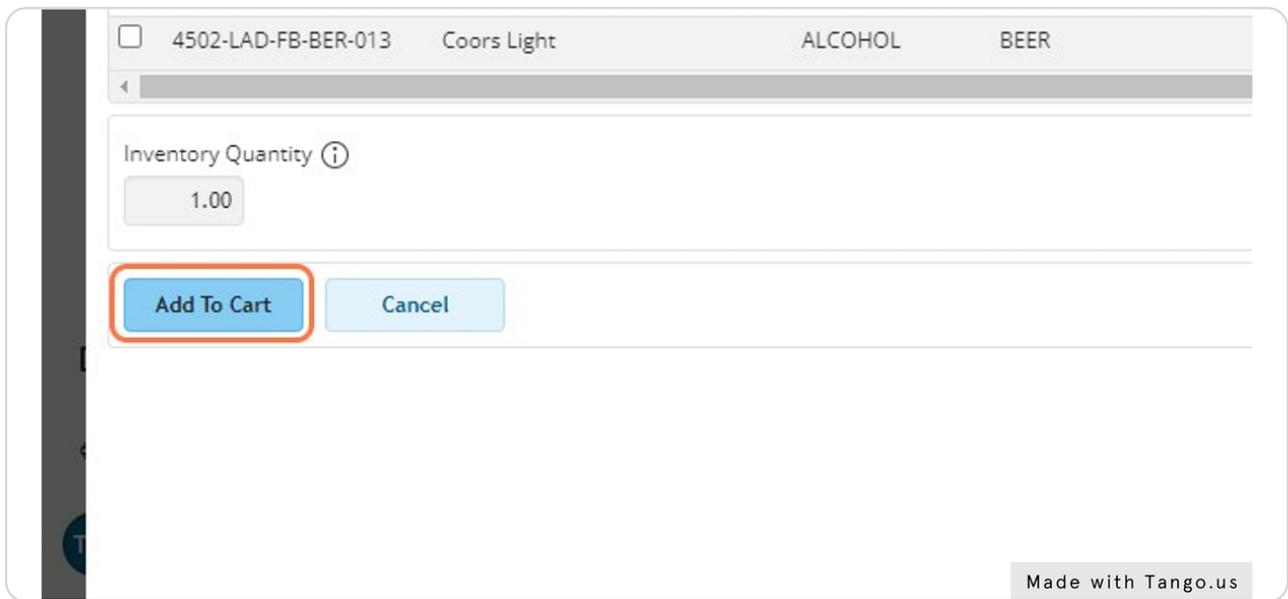
<input type="checkbox"/> 4502-LAD-FB-BER-011	Santa Fe 7K IPA	ALCOHOL	BEER
<input type="checkbox"/> 4502-LAD-FB-BER-012	Coors	ALCOHOL	BEER
<input type="checkbox"/> 4502-LAD-FB-BER-013	Coors Light	ALCOHOL	BEER

Inventory Quantity ⓘ

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STEP 6

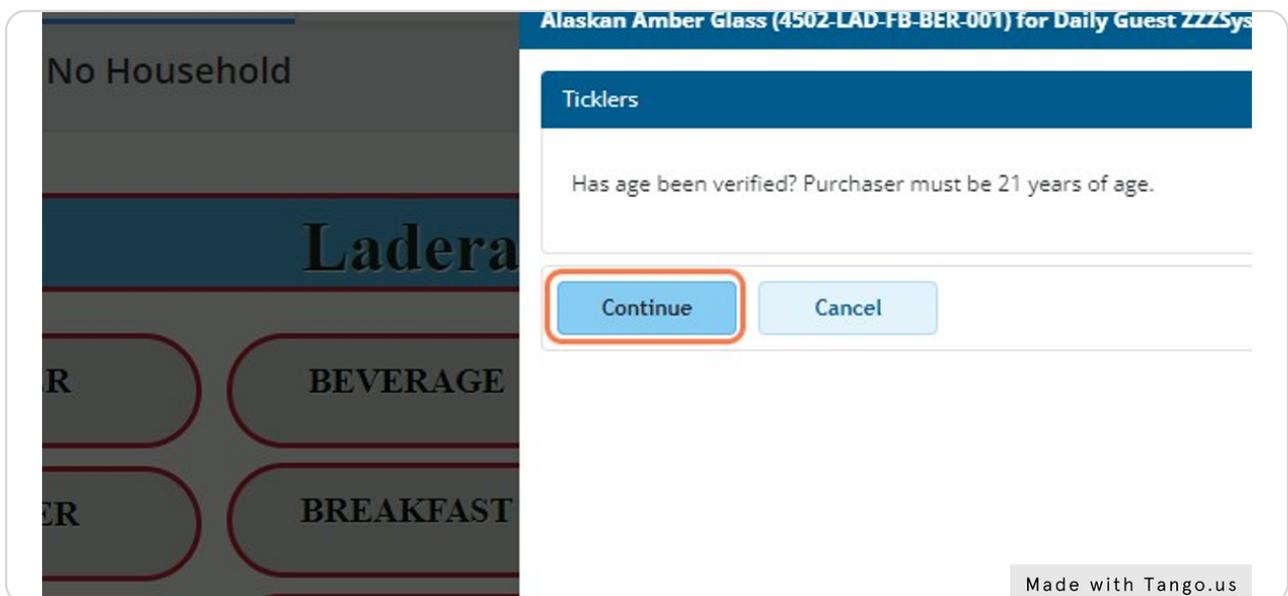
**Click on Add To Cart**



STEP 7

**If the item is an alcohol item, verify the ID of the customer to determine if they are of legal drinking age**

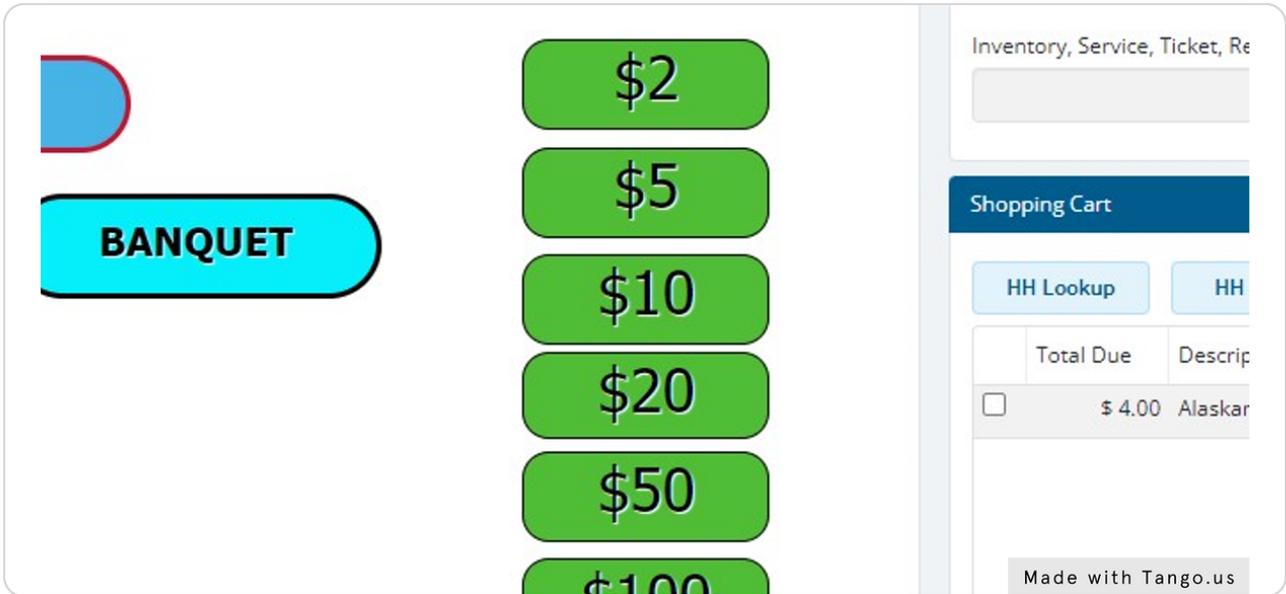
Note: Only people age 18 and up, with a valid servers permit are allowed to make alcohol sales



STEP 8

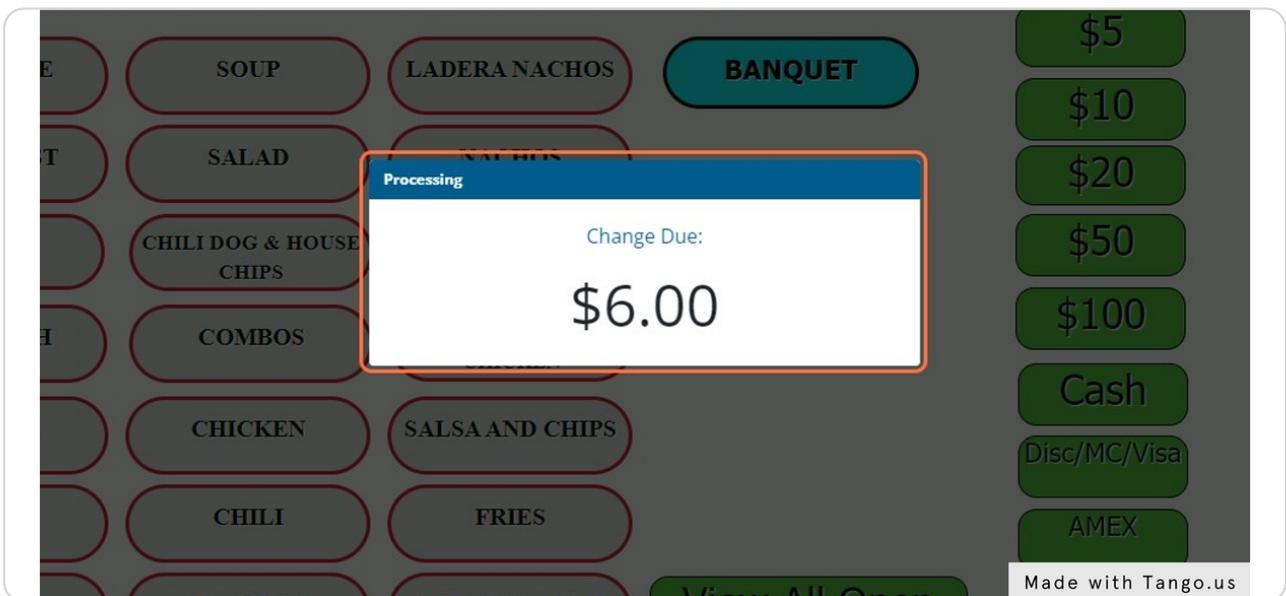
**Tap the denomination of cash that the customer gives you**

If the customer hands you a \$10 bill, you would tap the \$10 button.  
This will process the sale and close out the ticket



STEP 9

**A window will pop up to tell you the change due back to the customer. The sale is now complete.**



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*Tango*