Tango

Processing a cash sale

9 Steps <u>View on Tango</u>

Created by

Creation Date

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STEP 1

Log into RecTrac

STEP 2

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

	() TouchScreen - No Household		
	TouchScreen - No Household		
	Ladera Food and Beverage	\$2	Inventory, Service, Ticket, Rental or UPC ()
	BEER BEVERAGE SOUP LADERA NACHOS BANQUET	\$5 \$10	Shopping Cart HH Leokup HH Reset
	CIDER BREAKFAST SALAD NACHOS	\$20	Total Due Description
	HAPPY HOUR BURGER CHIID DOE & HOUSE CHIPS AND CHEESE	\$50	
	MIXED DRINK SANDWICH COMBOS MEAT HAM TURKEY. CHICKEN	Cash	No records were found.
	MINI SPECIAL CHICKEN (SALSA AND CHIPS)	Disc/MC/Visa	
c	WINE SIDE CHILI FRIES	AMEX	
\$	SHOT COUNTER FRITO PIE SUB CHIPS FOR FRIES TICKETS	CHECK	Total Due \$ 0.00 Remove \$ 0.00 Payme
TW ch	Tourney F&B CONDIMENT (EMPLOYEE MEAL)	Reprint Last	
6		Receipt	Made with Tango.us

STEP 3

Select the item category that you wish to sell





Select the item within that category

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\$	Inventory Code	Short Description	Туре	Subtype	Category	Pric
	∇	∇	∇ ₀ [×]	7	ⁿ ∇ ₀ ⁿ	V
	4502-LAD-FB-BER-001	Alaskan Amber Glass	ALCOHOL	BEER		\$3.7
	4502-LAD-FB-BER-002	Alaskan Amber Pitcher	ALCOHOL	BEER		\$13
	4502-LAD-FB-BER-003	Blue Moon Glass	ALCOHOL	BEER		\$3.2
	4502-LAD-FB-BER-004	Blue Moon Pitcher	ALCOHOL	BEER		\$11.
	4502-LAD-FB-BER-005	Bud Clamato	ALCOHOL	BEER		\$3.7
	4502-LAD-FB-BER-006	Bud Light	ALCOHOL	BEER		\$3.7
	4502-LAD-FB-BER-007	Bud Light Clamato	ALCOHOL	BEER	Made with Tango	o.us

STEP 5

Adjust the quantity

4502-LAD-FB-BER-011	Santa Fe 7K IPA	ALCOHOL	BEER
4502-LAD-FB-BER-012	Coors	ALCOHOL	BEER
4502-LAD-FB-BER-013	Coors Light	ALCOHOL	BEER
4			
Add To Cart Can	icel		
4			Mada with Tanga up
			Made with lango.us



STEP 6

Click on Add To Cart

4502-LAD-FB-BER-013	Coors Light	ALCOHOL	BEER
•			
Inventory Quantity (;)			
1.00			
Add To Cart Can	cel		
			Made with Tango.us

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





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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