

# Making a Sale

- Taking Payment
- Building the Cart

# Taking Payment

# Taking Payment

Once you have added everything the customer is buying to the cart, you are ready to take payment. Spectre POS supports paying by **cash** or by **card**, and prints or emails a receipt when the sale is done.

“ **Before you start:** Payment methods are turned on by your store administrator. If you don't see Cash or Card at checkout, ask your administrator to enable them under **SpectrePOS** → **Settings** → **Payments**.

## Start the checkout

1. Build the order by adding products to the cart.
2. Review the line items and the **Order total** on the right.
3. Tap **Checkout**.

The checkout screen shows the amount due and the available payment methods.

## Pay with cash

1. Select **Cash**.
2. In **Amount Tendered**, enter the amount of cash the customer hands you. You can use the on-screen number pad.
3. The **Change** field automatically shows how much change to give back.
4. Tap **Complete** to finish the sale.

“ **Partial payments:** If the amount tendered is less than the total, Spectre POS records a partial payment and keeps the remaining balance on the order so it

can be settled later.

## Pay with card

1. Select **Card**.
2. If you are giving cash back on the card, enter the amount in **Cashback** (otherwise leave it at 0).
3. Tap **Complete**.

If your store is connected to Stripe, the card is charged through the card reader / Stripe checkout before the sale completes. If your store records card payments manually (for example, you run the card on a separate terminal), the sale is marked paid once you tap **Complete**.

## Give the receipt

After payment completes, the **Receipt** screen opens. You can:

- **Print** the receipt to your connected receipt printer.
- **Email** the receipt by entering the customer's email address.

You can also reprint a receipt later from **Orders** by opening the order and choosing **Receipt**.

## Troubleshooting

- **No payment methods appear at checkout.** Cash and Card are disabled by default. Your administrator enables them under **SpectrePOS → Settings → Payments**.
- **Card payment won't process.** Confirm the store is connected to Stripe (see the Admin Guide, *Connecting Stripe*) and that the card reader is paired under **Settings → Hardware**.
- **Receipt won't print.** Check the printer connection in **Settings → Hardware**. You can still email the receipt while you resolve the printer.

# Building the Cart

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A sale starts by adding products to the cart. You can search by name, scan a barcode, or type the barcode by hand. Then you can adjust quantities, apply a discount or extra fee, attach a customer, and add a note before taking payment.

## Add products

There are three ways to add a product:

1. **Search by name or SKU** — type in the search bar at the top of the POS screen. Tap the product to add it to the cart.
2. **Scan a barcode** — point your scanner at the barcode. If exactly one product matches, it goes straight into the cart.
3. **Type a barcode and press Enter** — when the typed value is 8 digits or more and exactly one product matches, it's added to the cart automatically. Otherwise, search results appear so you can pick one.

“ **Tip:** If a scan or typed barcode shows search results instead of going to the cart, more than one product shares that code. Pick the right one from the list.

## Edit a line in the cart

Tap any line in the cart to edit it:

- **Quantity** — tap the quantity to change how many.
- **Price** — override the line price (useful for damaged stock or one-off pricing).
- Remove the line entirely from the line's actions.

# Add a discount or extra fee

Use **Add Discount** to take an amount off the order, or **Add Fee** to add a charge (for example, a custom labor fee). Both let you enter:

- A name (e.g. "Loyalty discount" or "Drilling fee")
- An amount, as either a flat value or a percentage

The discount or fee shows as its own line in the cart and is reflected in the totals.

# Attach a customer

Tap **Add Customer** to attach the sale to a customer. You can:

- Search the customer list, or
- Create a new customer right from the cart — the new customer is added to your database and attached to this sale.

Attaching a customer is required if you want to email a receipt or look up the sale later by customer.

# Add a note

Tap **Order Note** to add a note that is saved with the order. Notes are visible to anyone who opens the order later in **Orders**.

# Ready to take payment

When the cart looks right, tap **Checkout**. See *Taking Payment* for the cash and card flows.