

Taking Payment

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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.

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