USING PHP FOR CASH TRANSACTIONS - PRINTING

1. Log into **PHP** with your assigned **username** and **password**. Click **Go** when done.

2. Click on the **Sales**
3. Double click on the white bar next to **Fine/Scan Item** OR type **Printing**

4. A dropdown box will appear. Click on **Printing: Black and White** or **Printing: Color**
5. Under **Qty** enter the price of the print jobs (for example $0.10 would be entered as .10 or 0.10)
Click on the **Edit Item** button or hit the enter key.

6. Confirm the amount under next to **Amount Due** and click the **Add Payment** button.
7. Collect the cash from the client and click on the **Complete Sale** button.

8. A window will appear asking **“Have you selected a customer? This cannot be undone.”**  
   Click **OK**. (customer name is not needed for print transactions)
9. After clicking on the **OK** button a **receipt** will appear.

Ask the client if they would like a receipt, if yes, print the receipt by using the print function in the web browser being used.