EXONITA DOCS · EXONITA POS

Cashier guide

Exonita POS · Supermarket

Open your till, scan and bill items on the Supermarket POS or the Quick POS, take payment, park a bill, save a quotation, check your bills and close your till.

Screens captured 10 November 2026
Latest version online: https://docs.exonita.com/supermarket/cashier

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8. Find, reprint, return or cancel a bill
9. Check your shift
10. Close your till

What you can do

- Scan barcodes or search products and bill them on either counter
- Take cash, card and UPI payments, or split a payment
- Park a bill and recall it later
- Save a quotation or a delivery challan instead of a bill
- See today's bills, reprint them, and cancel a bill if needed
- Open and close your own till and check your sales in **My Shift**

Ask your administrator

- If the counter says **This device isn't registered as a billing terminal**, ask your administrator to register it.
- If the till can't open because an earlier business day is still open, ask your administrator to close it in **Day Close**.
- Prices, products, stock and discounts beyond your limit are set by your administrator.

Your administrator can change what your login can see. If a button in this guide is missing for you, ask them.

TASK 1

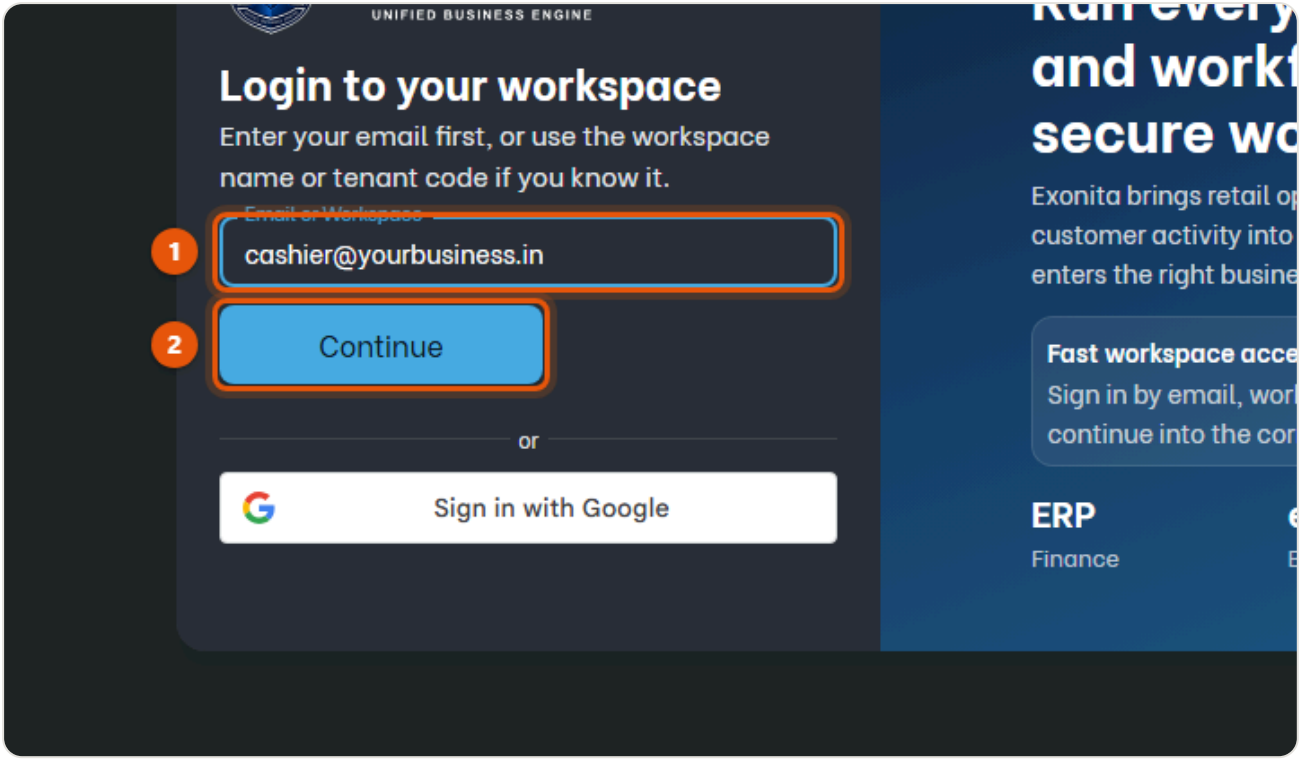
Sign in

Open your workspace with your own login.

WHERE Your web browser

1. Open the address your administrator gave you. Enter your email in **Email or Workspace** and select **Continue**, then enter your **Password** and select **Login**.

   You'll see: The supermarket counter opens.



> **TIP**
> Always sign in with your own login. Every bill is recorded under your name.

TASK 2

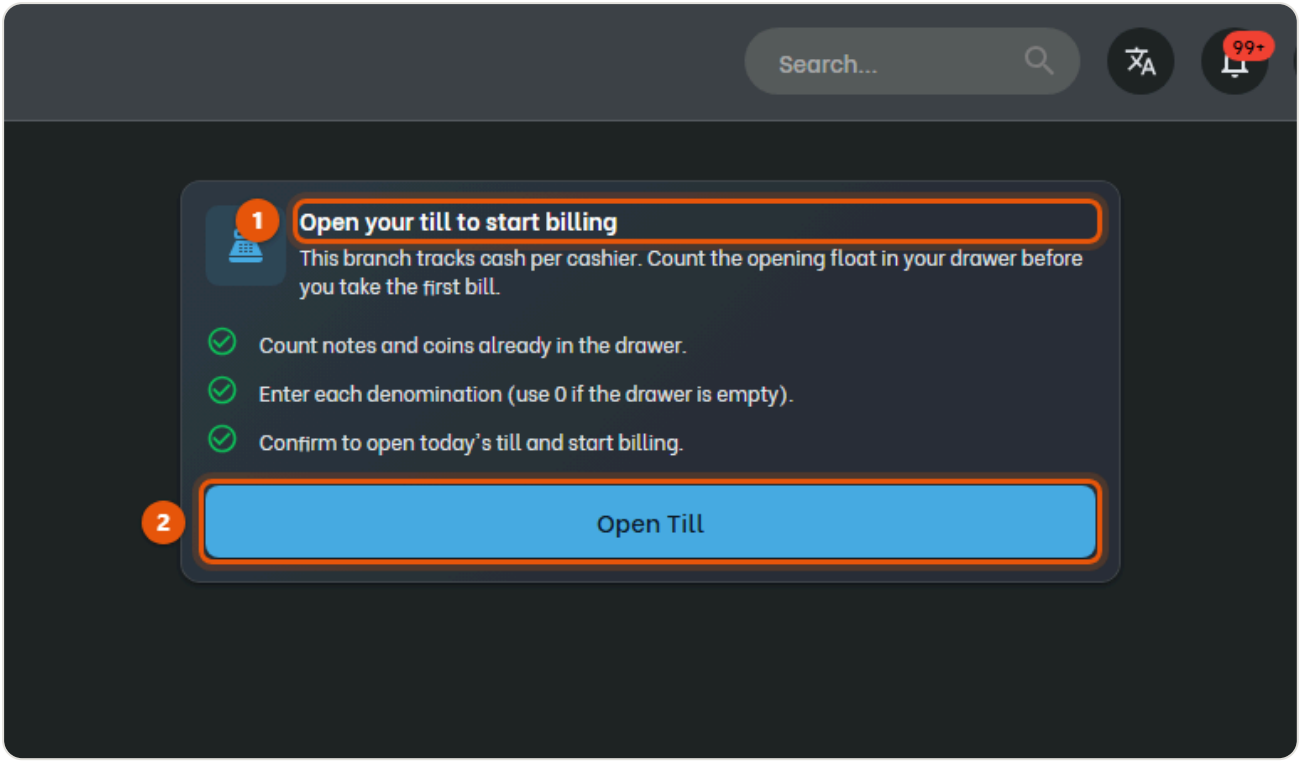
Open your till

Start your shift by counting the cash already in your drawer.

WHERE Supermarket POS

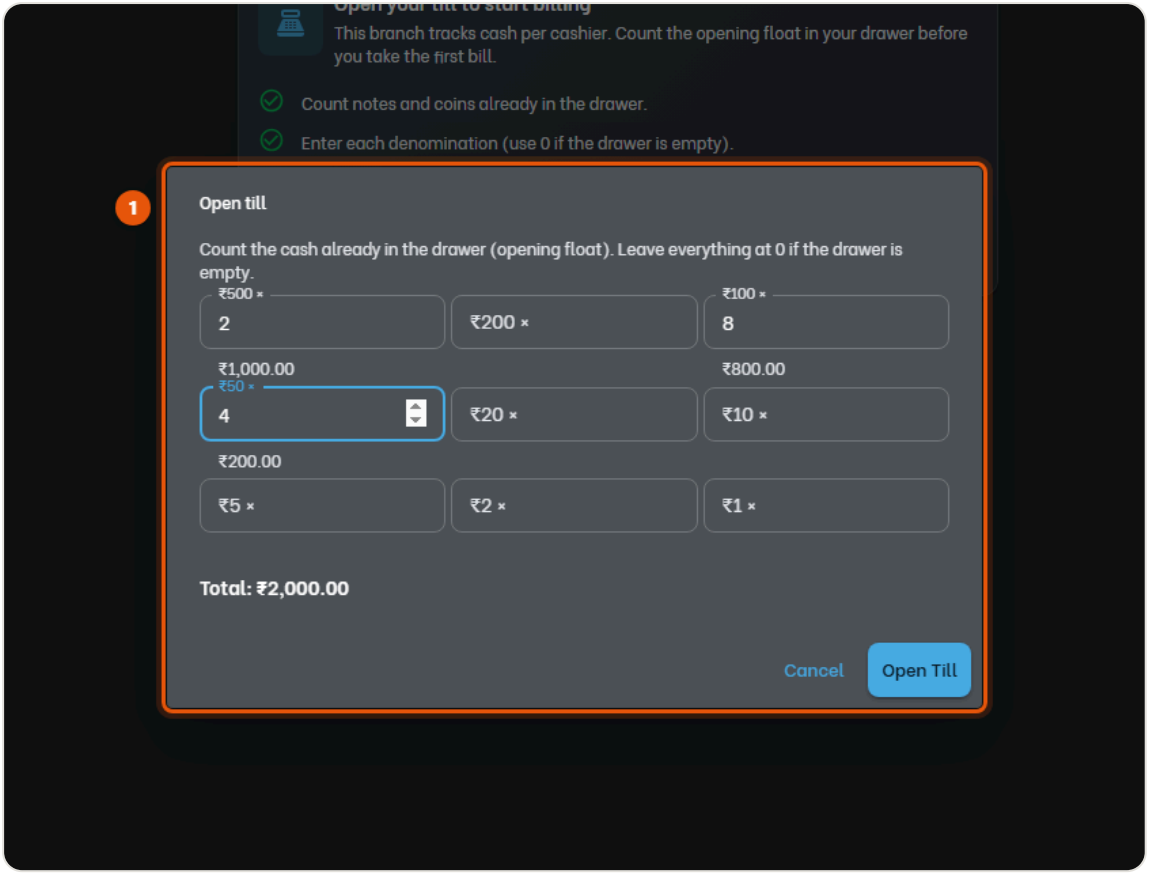
1. After you sign in, the counter asks you to **Open your till to start billing**. Select **Open Till**.

   You'll see: The **Open till** window opens.



2 Count the notes and coins in your drawer and enter how many of each you have. Leave everything at 0 if the drawer is empty.

You'll see: **Total** shows your opening cash.

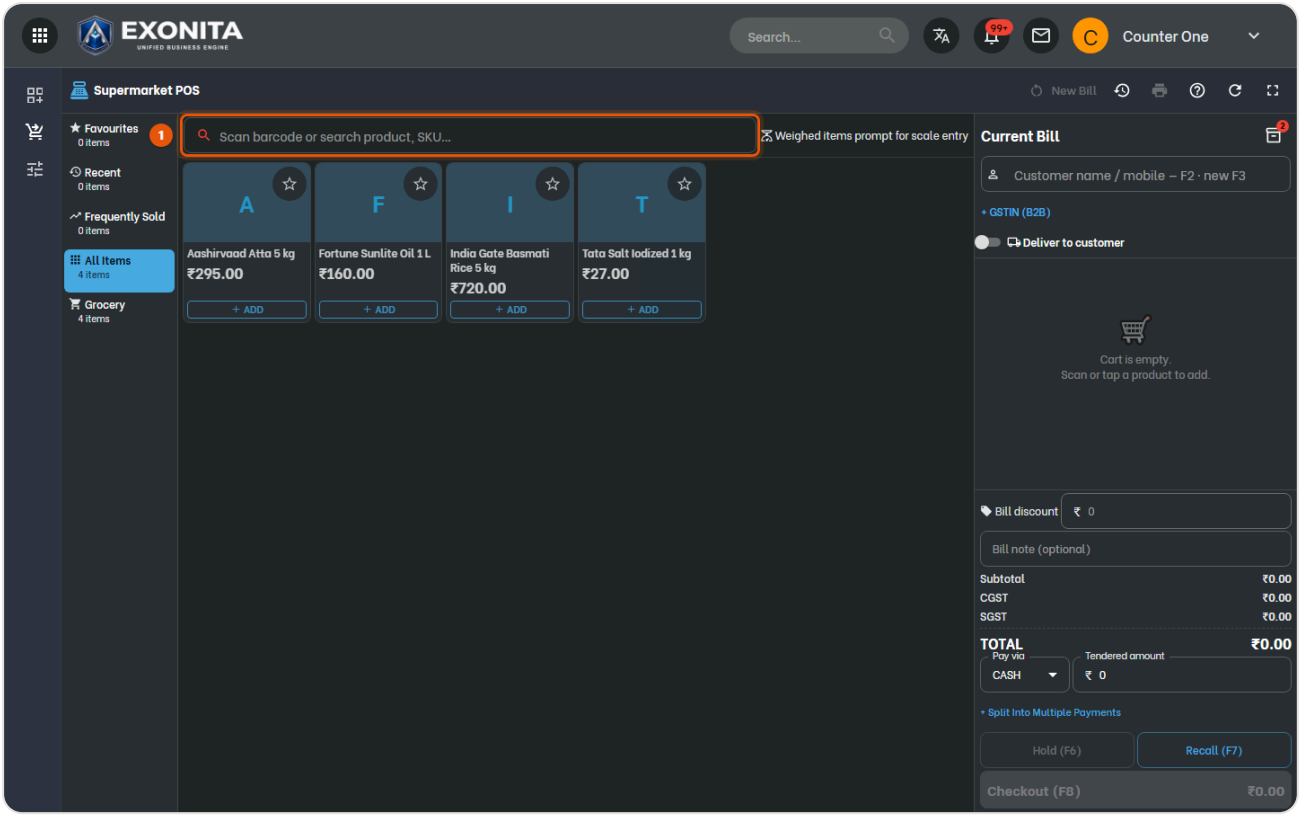


IMPORTANT

Count carefully. When you close your till, your drawer is compared with this amount plus the cash you collected.

3 Select **Open Till**.

You'll see: The counter is ready for the first customer.



TASK 3

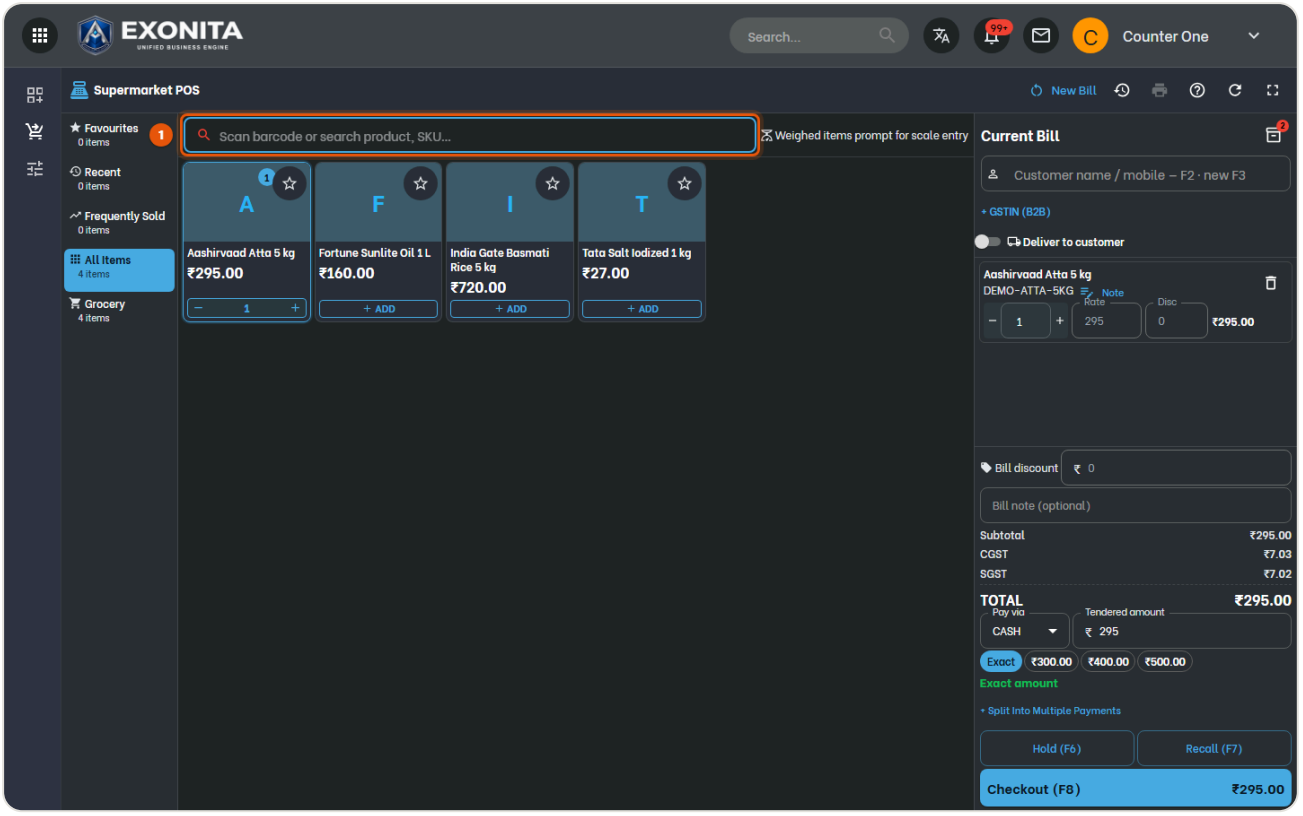
Bill a customer on the Supermarket POS

Scan or pick the items, take payment and print the receipt.

WHERE Billing / POS → Supermarket POS

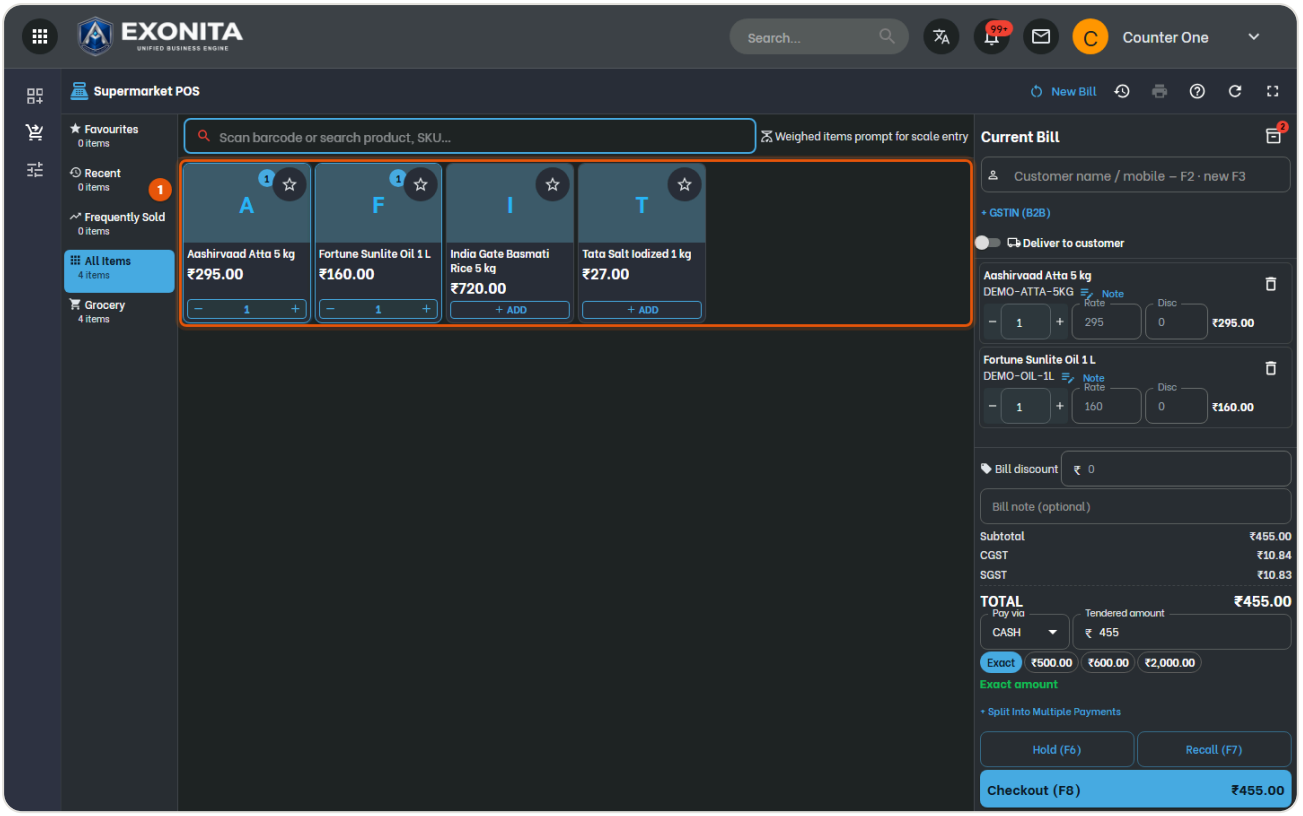
1. Scan the item's barcode, or type its name or SKU in **Scan barcode or search product, SKU…** and press `Enter`. Press `/` to jump to the box from anywhere.

   You'll see: The item is added to **Current Bill** on the right.



2 Or tap a product tile to add it. Pick a category on the left, or **Favourites** and **Recent** for your regulars.

You'll see: Tap the same product again to add one more. Change the quantity, rate or discount on the bill line.

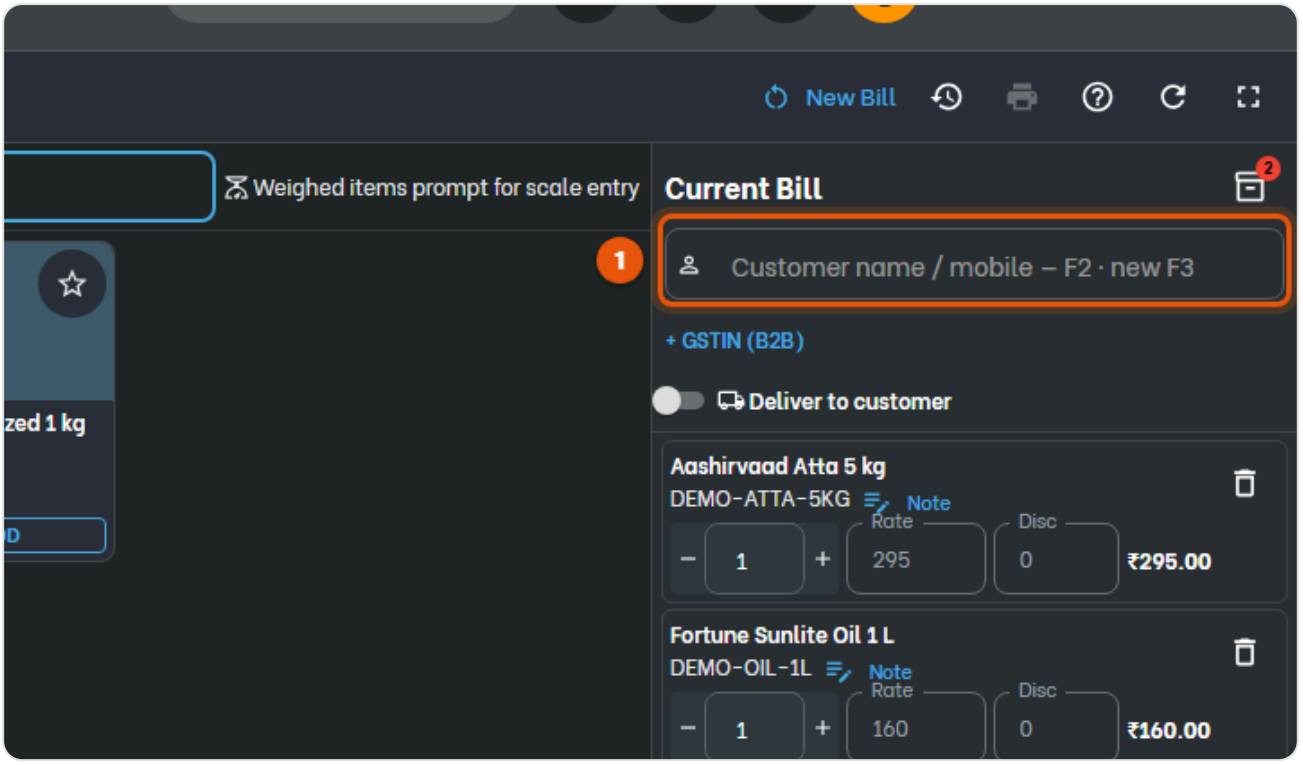


TIP

Weighed items prompt for scale entry: for loose items sold by weight, the counter asks for the weight, or reads it from a label-scale barcode.

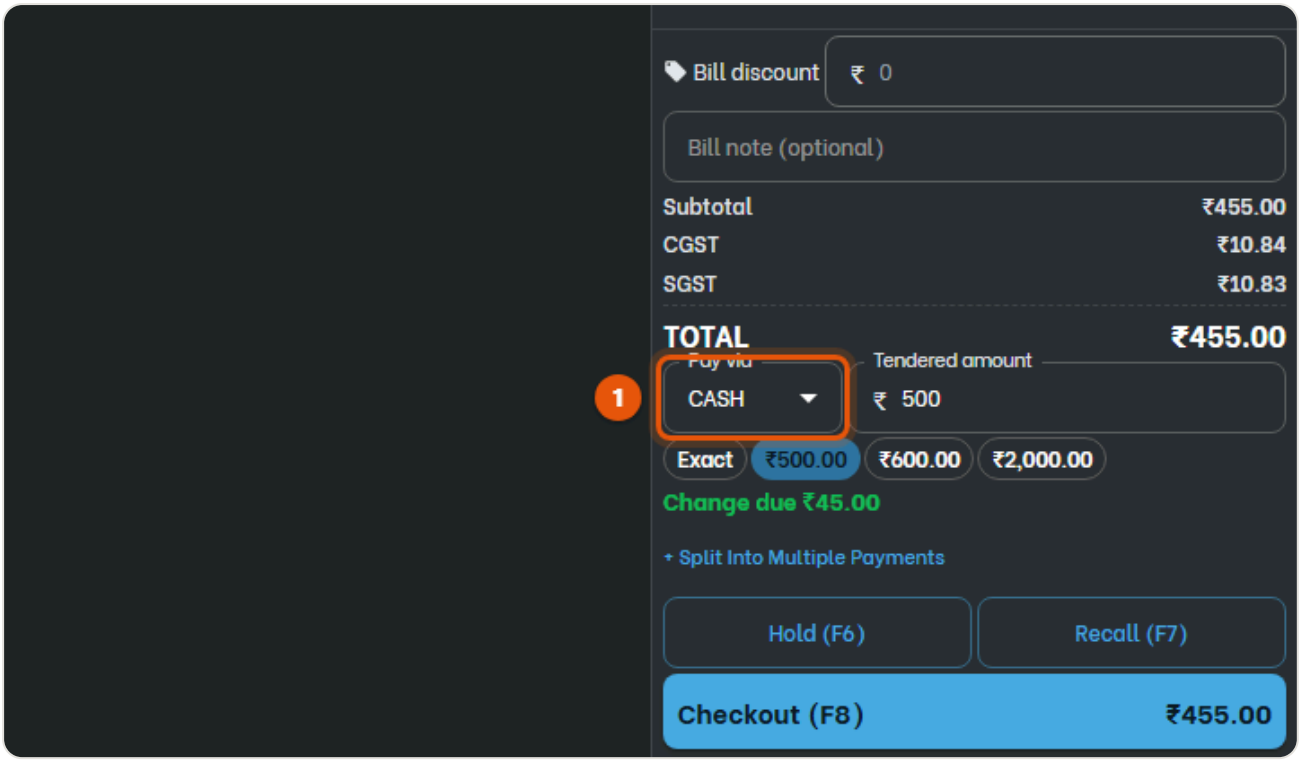
3 For a regular customer, search them in **Customer name / mobile** (`F2`), or add a new one (`F3`). Leave it empty for a walk-in sale.

You'll see: The customer prints on the bill. Select **+ GSTIN (B2B)** for a business customer's GST invoice.



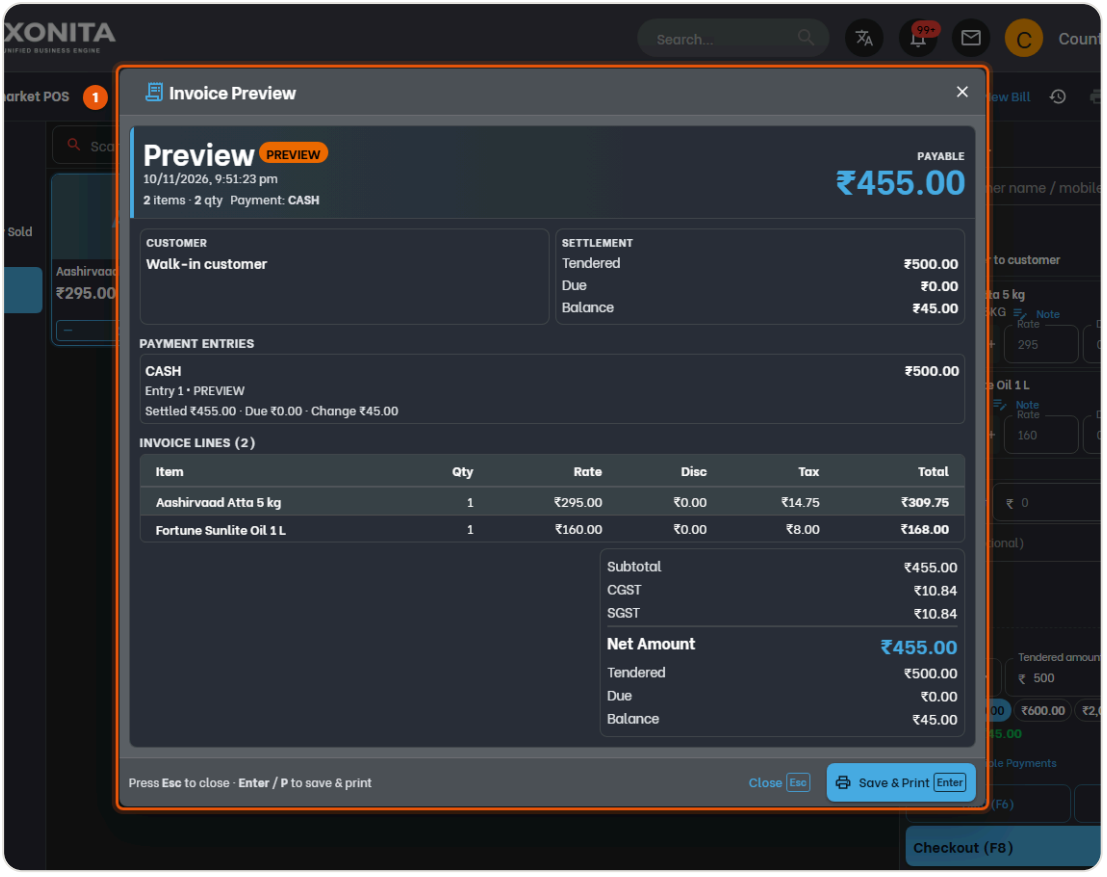
4 Under **Pay via**, choose **CASH**, card or UPI. For cash, select **Exact** or a quick amount such as **₹500**, or type what the customer gave you in **Tendered amount**.

You'll see: The change to give back is shown. To take part in cash and part by card, select **+ Split Into Multiple Payments**.



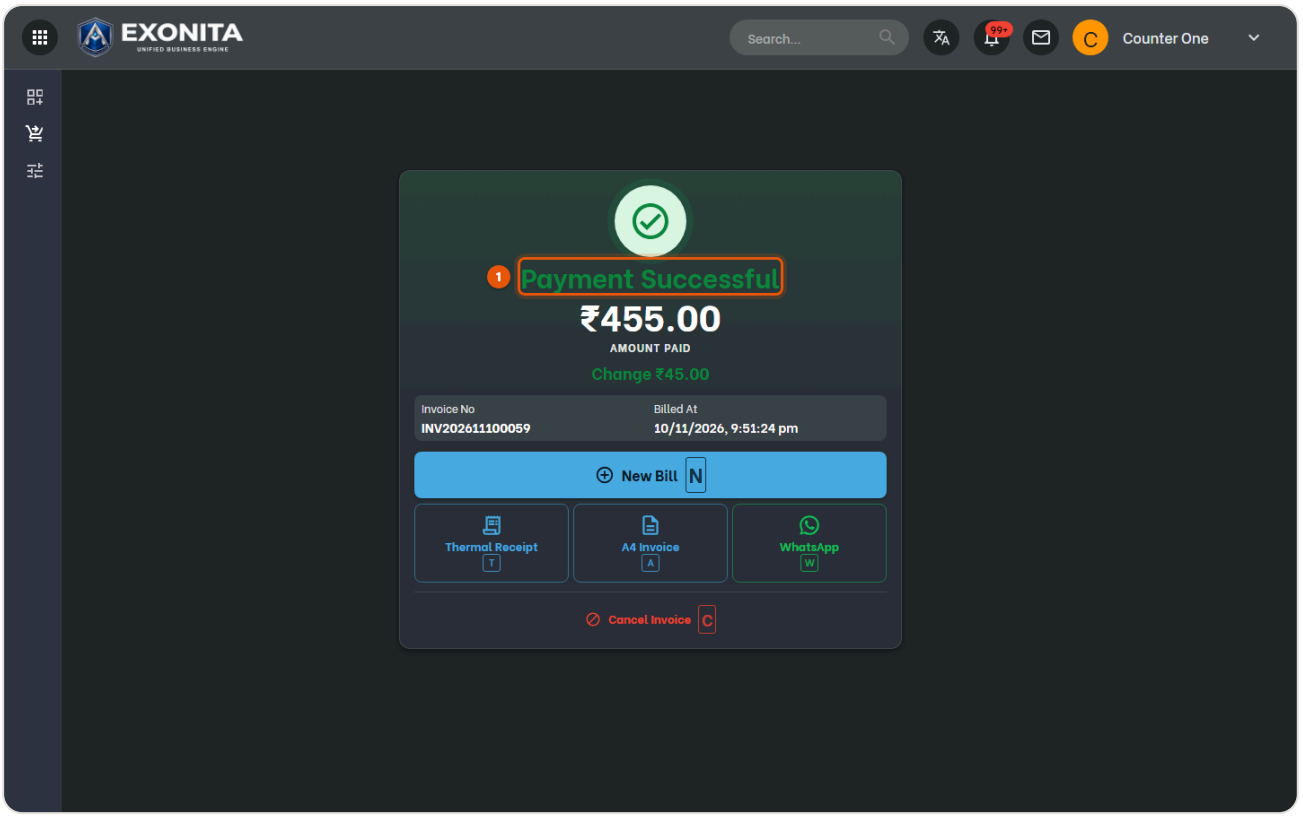
5 Select **Checkout (F8)**.

You'll see: **Invoice Preview** shows the items, tax, what the customer paid and the change.



6 Select **Save & Print** or press `Enter`.

You'll see: Payment Successful shows the invoice number. Print a **Thermal Receipt** `T` or **A4 Invoice** `A`, or send it on **WhatsApp** `W`. Select **New Bill** `N` for the next customer.



IMPORTANT

Check the total before you confirm. A posted bill can be cancelled (**Cancel Invoice** `C`), but not edited.

TASK 4

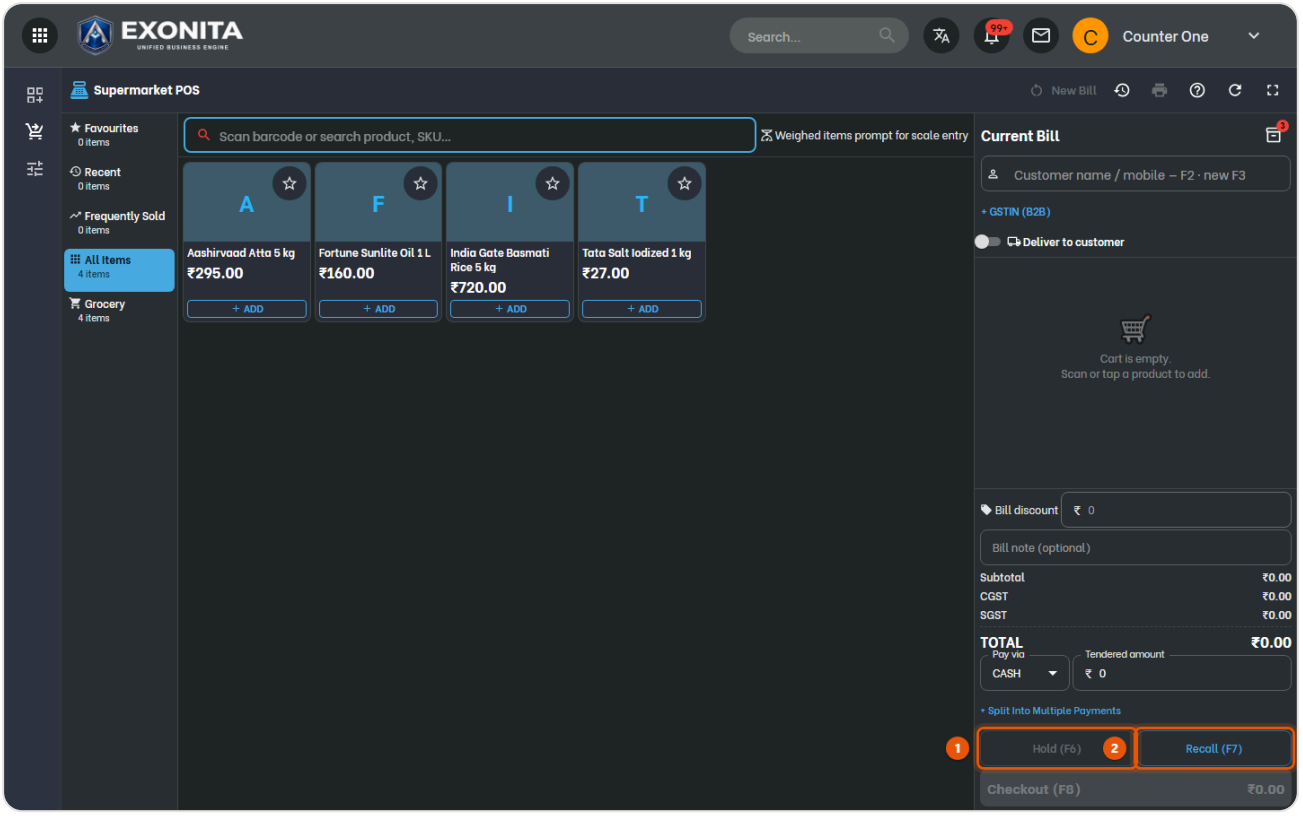
Park a bill and pick it up later

Serve the next customer while one is still shopping.

WHERE Supermarket POS → Hold (F6) / Recall (F7)

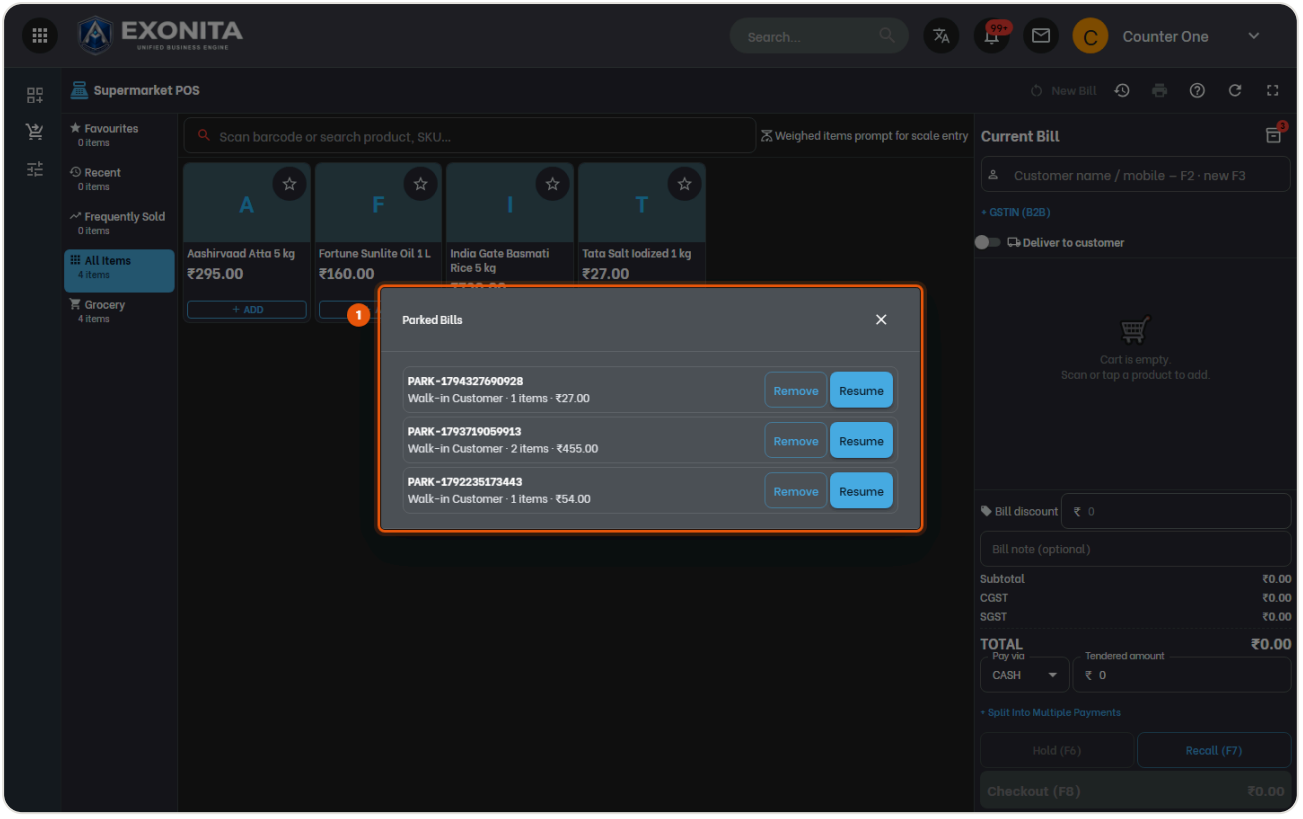
1 With items on the bill, select **Hold (F6)**.

You'll see: The bill is parked and the counter is clear. The number on **Recall (F7)** goes up by one.



2 When the customer is back, select **Recall (F7)** and pick their bill.

You'll see: The bill opens again with everything on it.



TASK 5

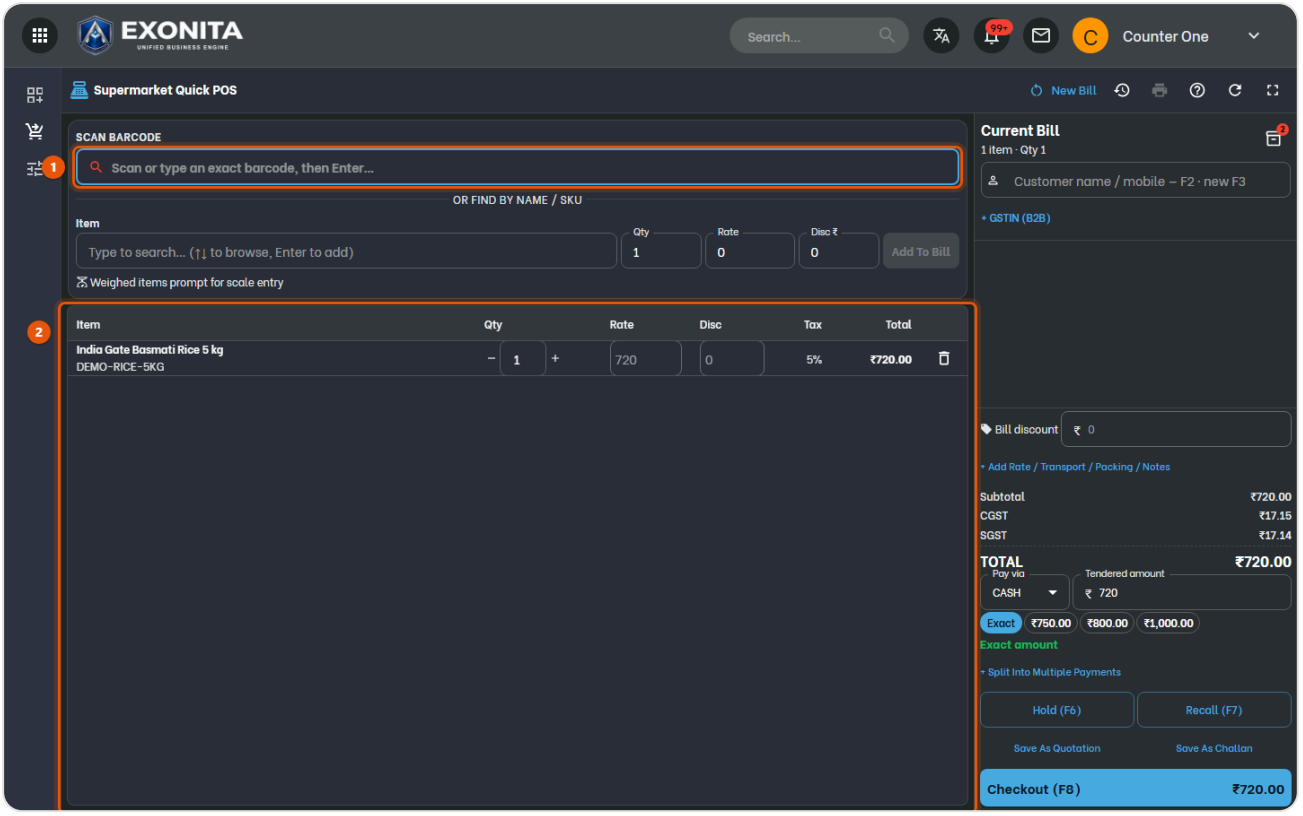
Bill fast on the Supermarket Quick POS

Bill with the keyboard: scan, or type a name, and the bill fills in as a list you can edit.

WHERE Billing / POS → Supermarket Quick POS

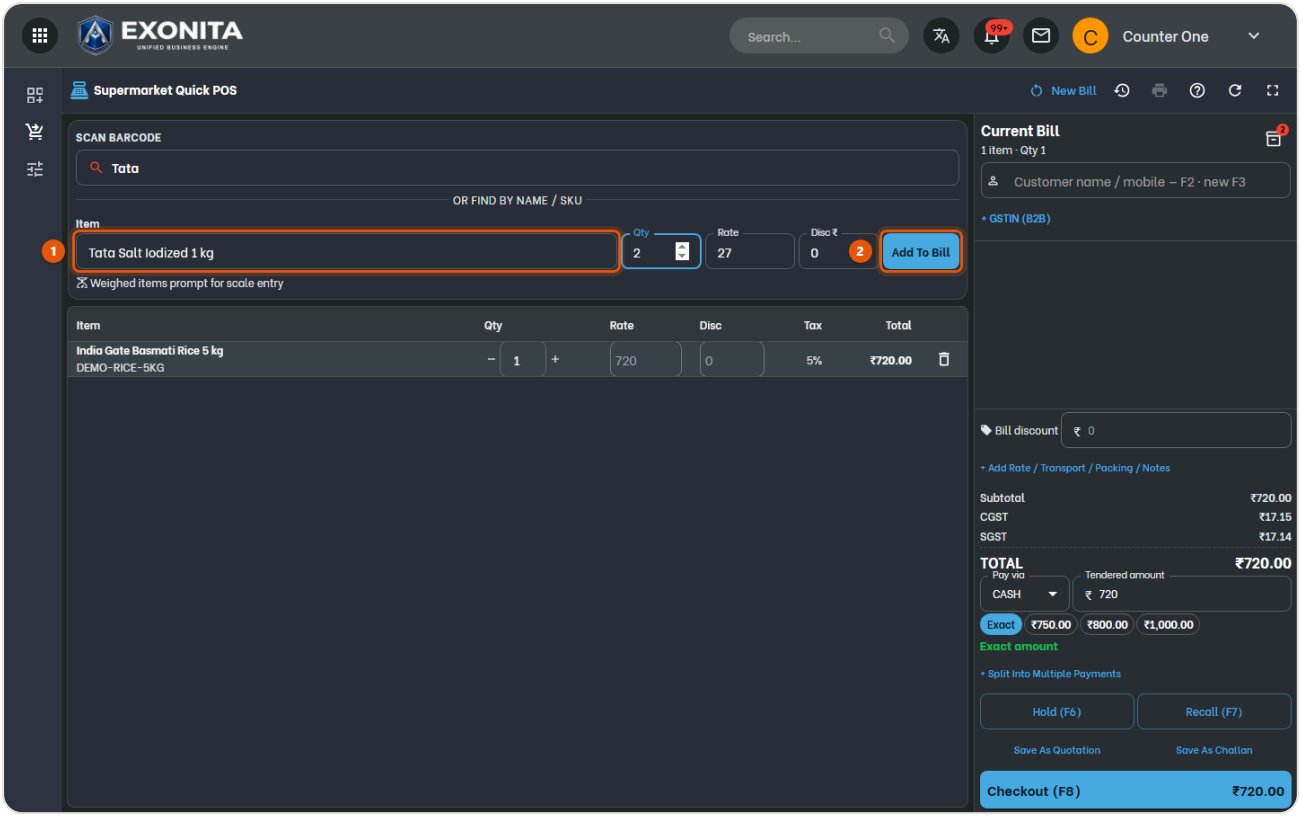
1. Open **Supermarket Quick POS**. Scan the barcode, or type it exactly in **SCAN BARCODE** and press `Enter`.

   You'll see: The item is added at the top of the bill.



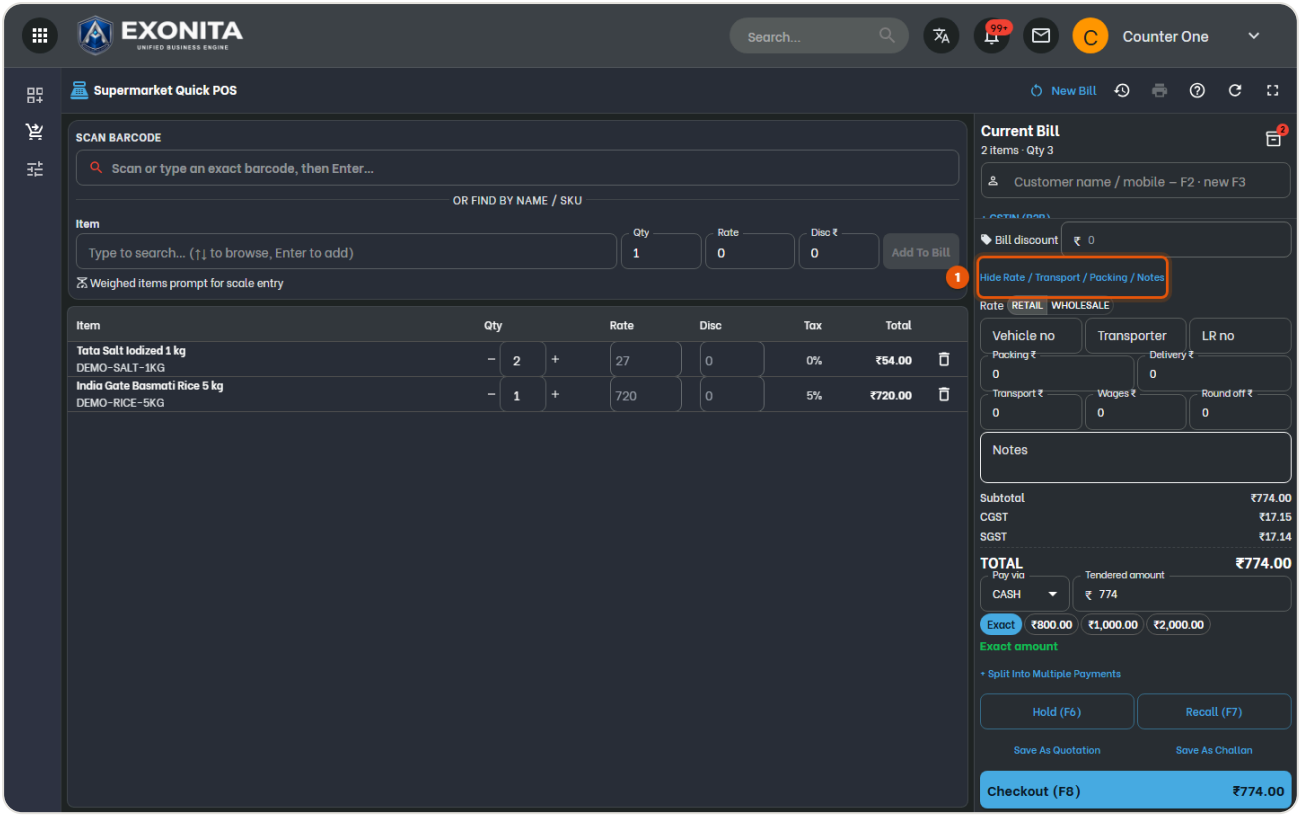
2 For an item without a barcode, type its name in **Item** (use [↑] [↓] to choose), set **Qty**, and press `Enter` or select **Add To Bill**.

You'll see: Newest items are listed first. Change any quantity, rate or discount right in the list.



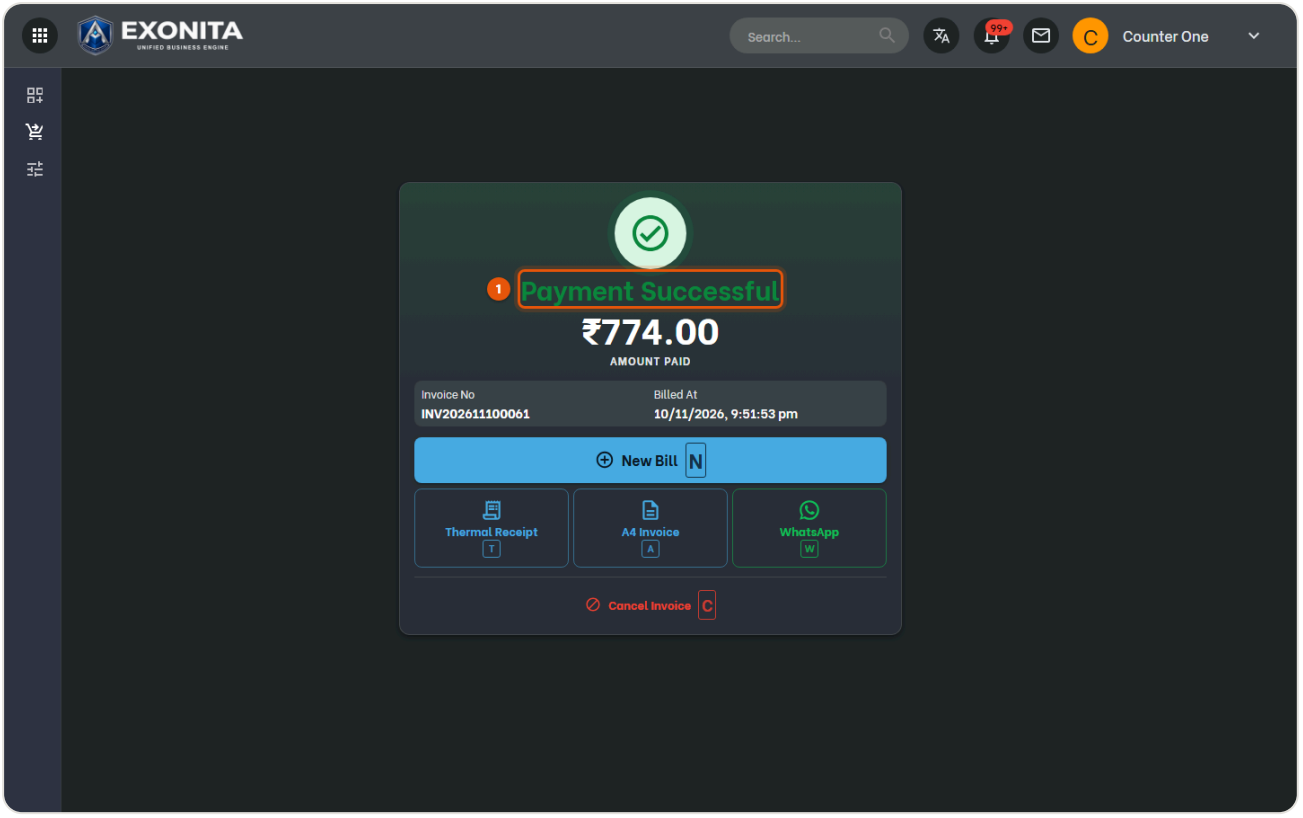
3 To bill at wholesale rates or add transport, packing or a note, select **+ Add Rate / Transport / Packing / Notes**.

You'll see: The extra charges and notes print on the bill.



4 Choose the payment, then select **Checkout (F8)** and **Save & Print**, as on the Supermarket POS.

You'll see: Payment Successful shows the invoice number.



TASK 6

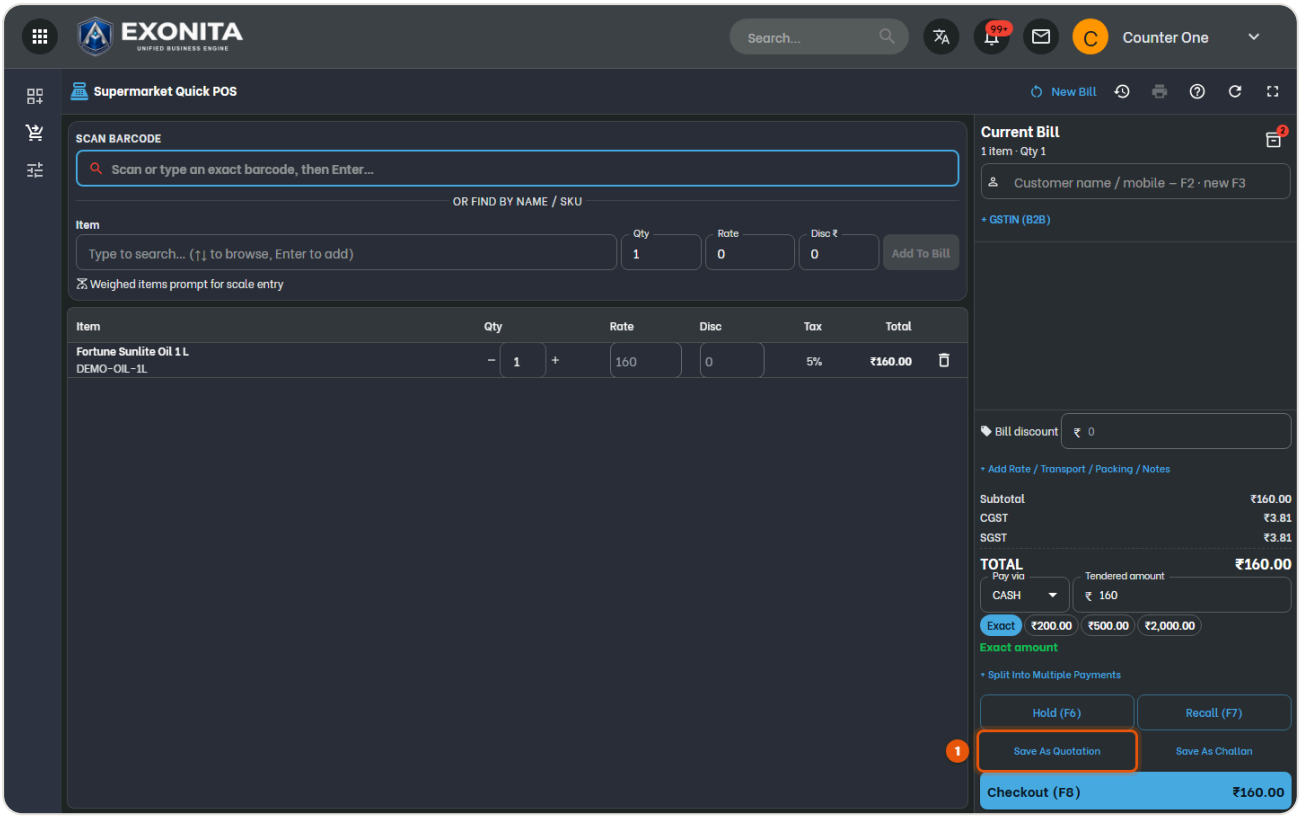
Save a quotation or a delivery challan

Give a customer a price, or send goods with a challan, without billing yet.

WHERE Supermarket Quick POS → Save As Quotation / Save As Challan

1. Add the items, then select **Save As Quotation** (no stock moves) or **Save As Challan** (for goods that leave on approval or for delivery).

   You'll see: The quotation or challan is saved with its own number, and the counter is ready for the next bill.



TASK 7

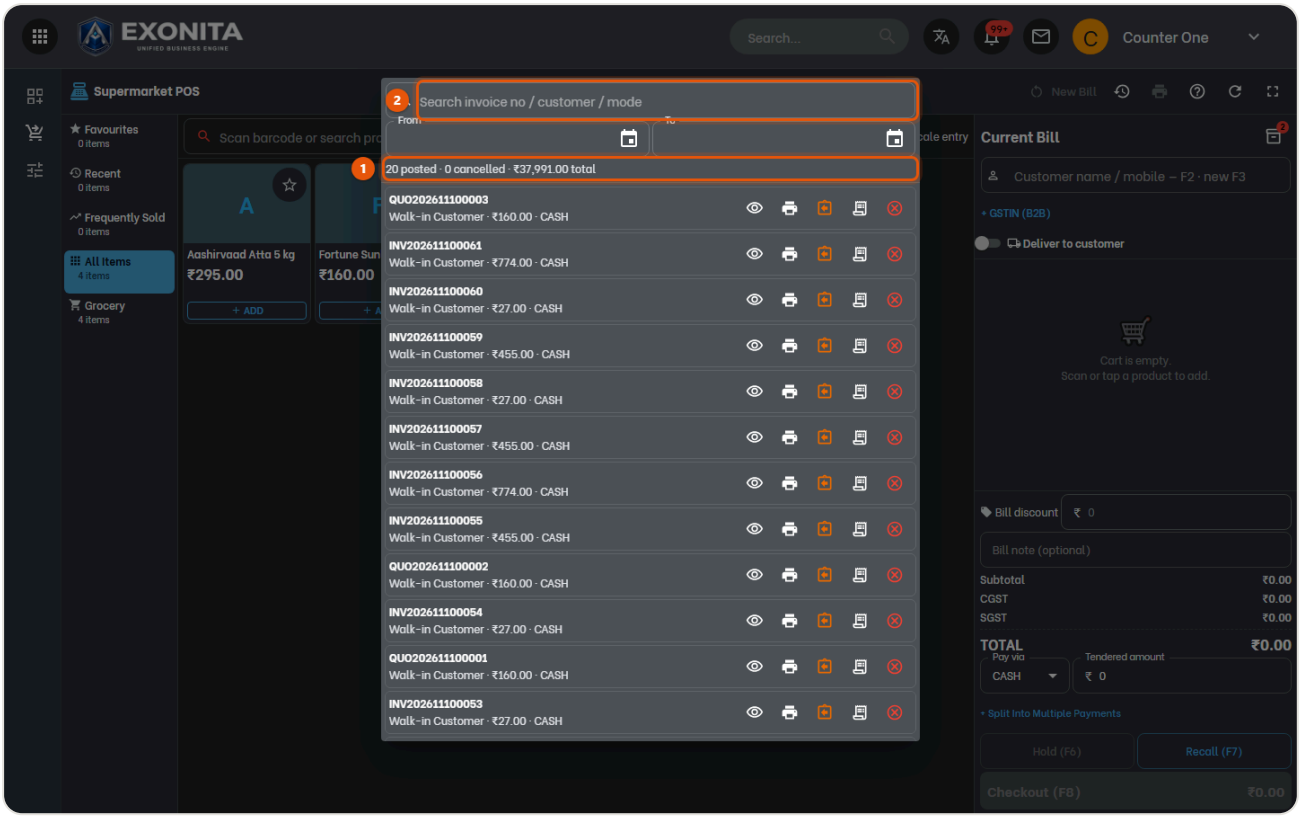
Find, reprint, return or cancel a bill

Look up a bill, print it again, take items back, or cancel it.

WHERE Counter → Recent bills

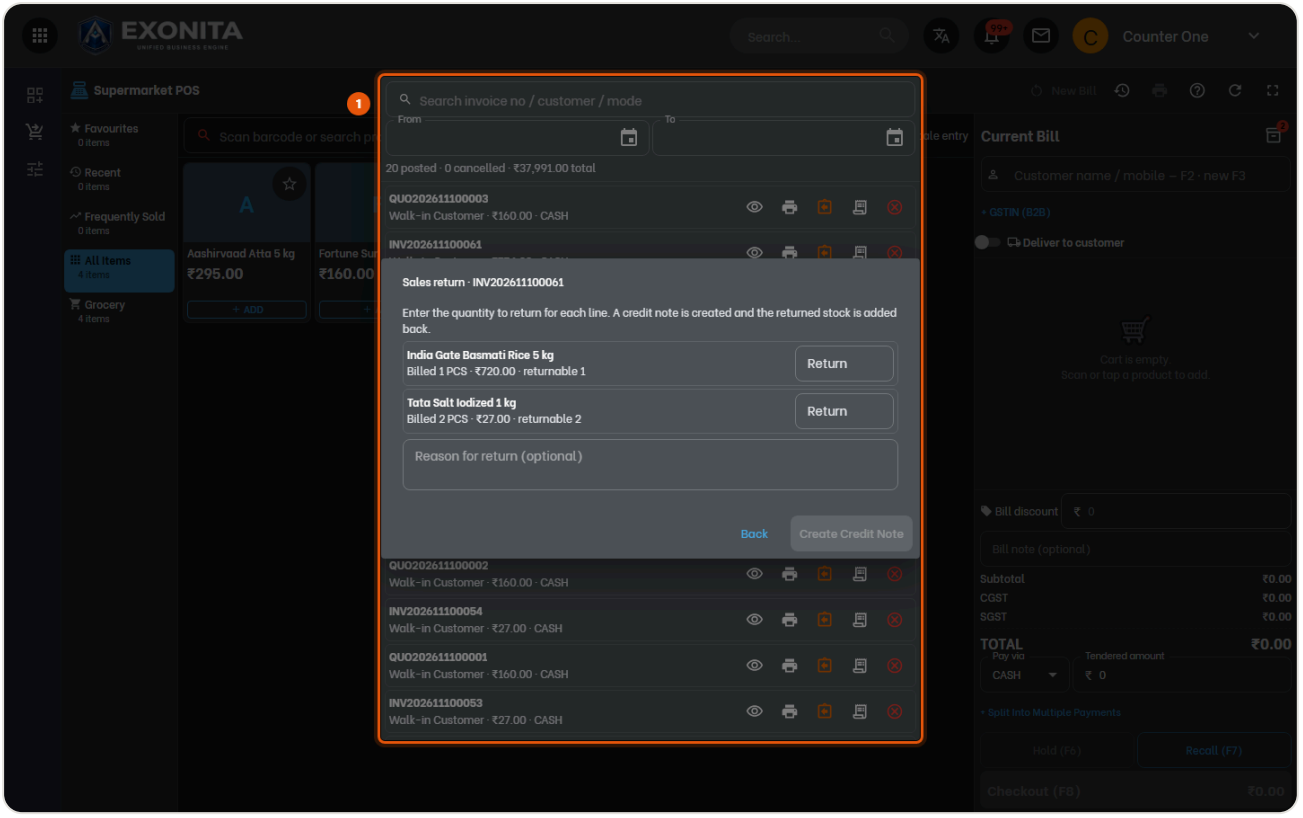
1. Select the **Recent bills** icon at the top of the counter, or press `Alt+2`. Search by invoice number, customer or payment mode, or set **From** and **To**.

   You'll see: The bills are listed newest first, with quotations (QUO…) and credit notes (CRN…). The icons on each bill are **View**, **Reprint**, **Sales return**, **e-Invoice / e-Way Bill** and **Cancel**.



2 When a customer brings items back, select **Sales return** on their bill, choose the items and quantities, and confirm.

You'll see: A credit note (CRN…) is made for the returned items, and they go back into stock.

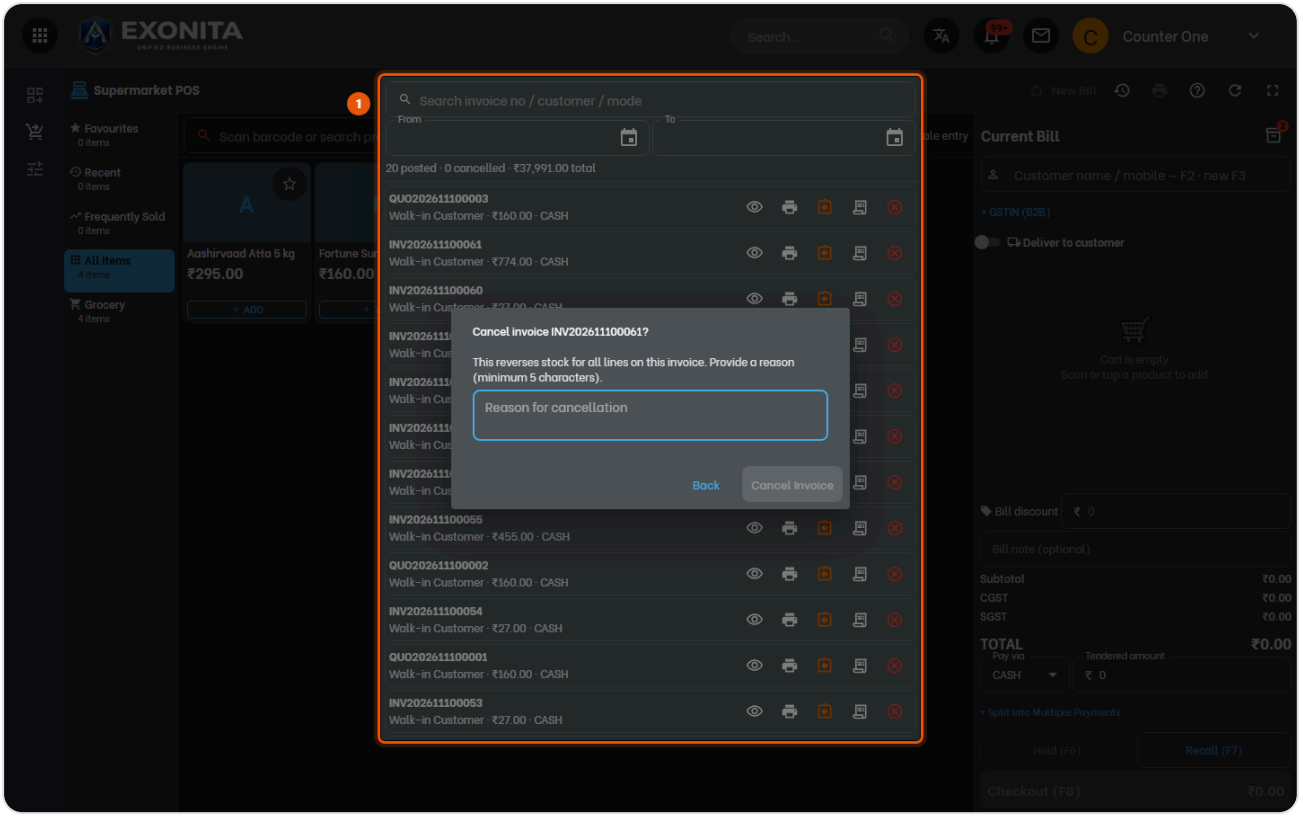


TIP

Returns show in **My Shift** and in Day Close, and the refund is taken out of the cash expected in your drawer.

3 To cancel a bill posted by mistake, select **Cancel** (the red icon) on it, enter the **Reason for cancellation** (at least 5 characters) and confirm. Select **Back** to keep the bill.

You'll see: A cancelled bill puts its items back in stock and shows under **Cancelled** in My Shift.



IMPORTANT

Every cancellation is recorded with your name and the reason. If your workspace protects cancellations, **Confirm it's you** asks for your code or password first.

TASK 8

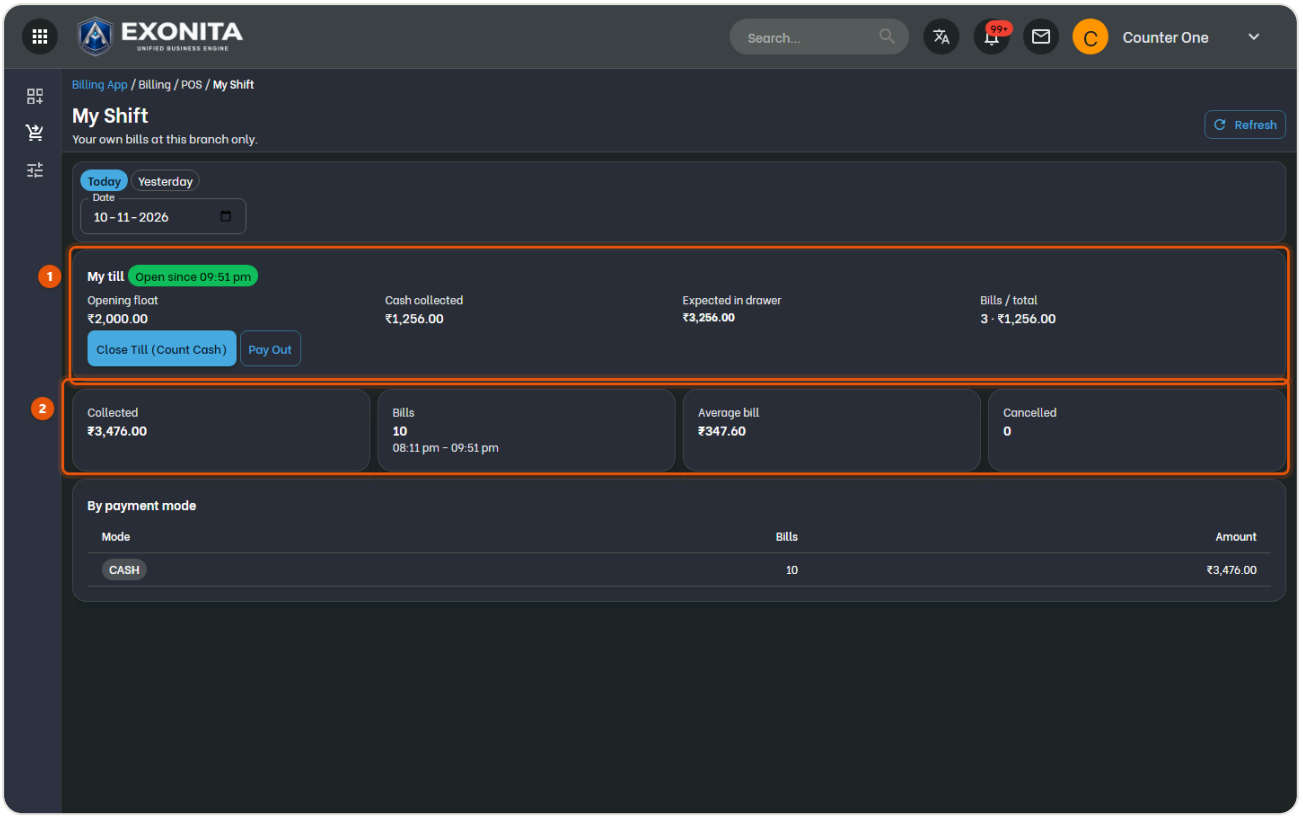
Check your shift

See your bills and the cash you should have in your drawer.

WHERE Billing / POS → My Shift

1 Open **My Shift** from the left menu.

You'll see: My till shows your opening float, the cash you collected and what should be in your drawer. Below are your bills and the split by payment mode.



TIP

Match the **Card** and **UPI** totals with your card machine and UPI app before you close your till.

TASK 9

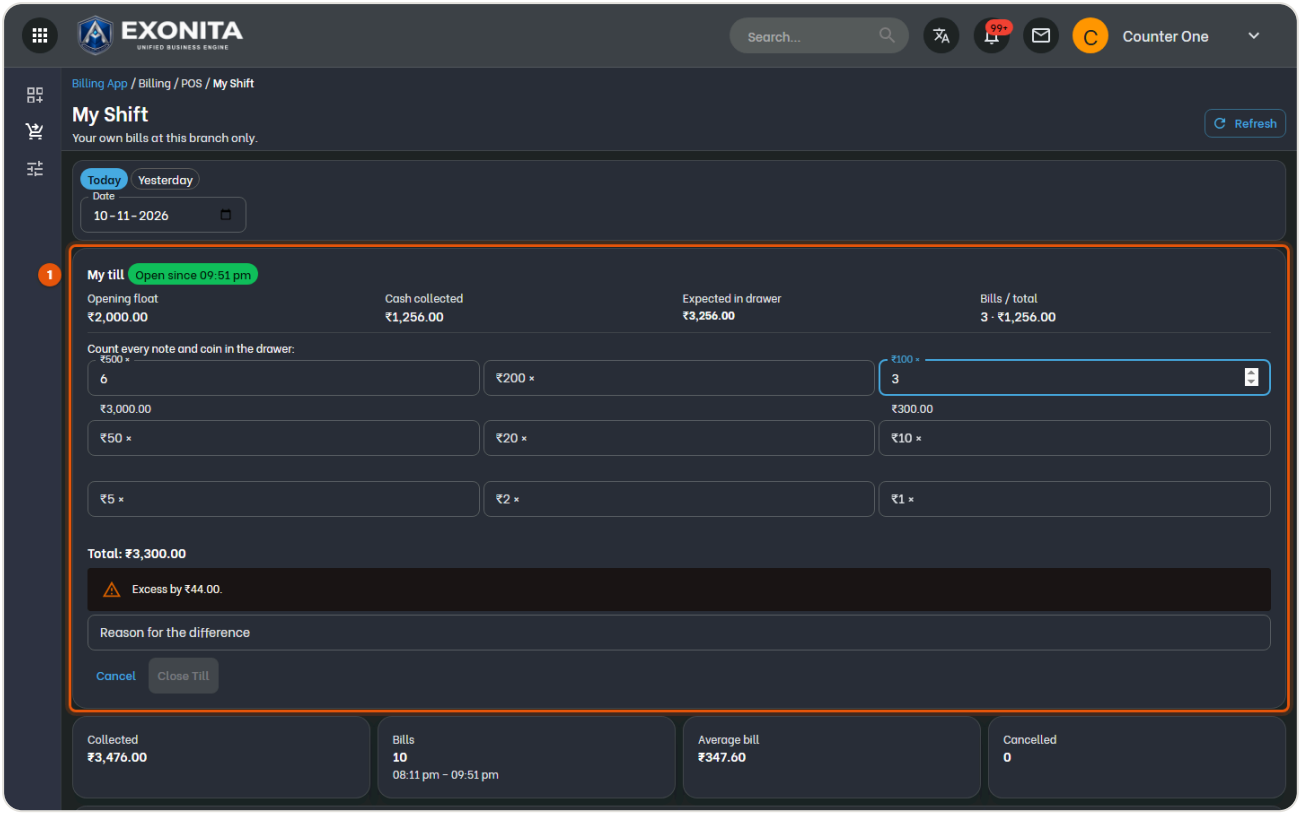
Close your till

End your shift by counting the cash in your drawer.

WHERE My Shift

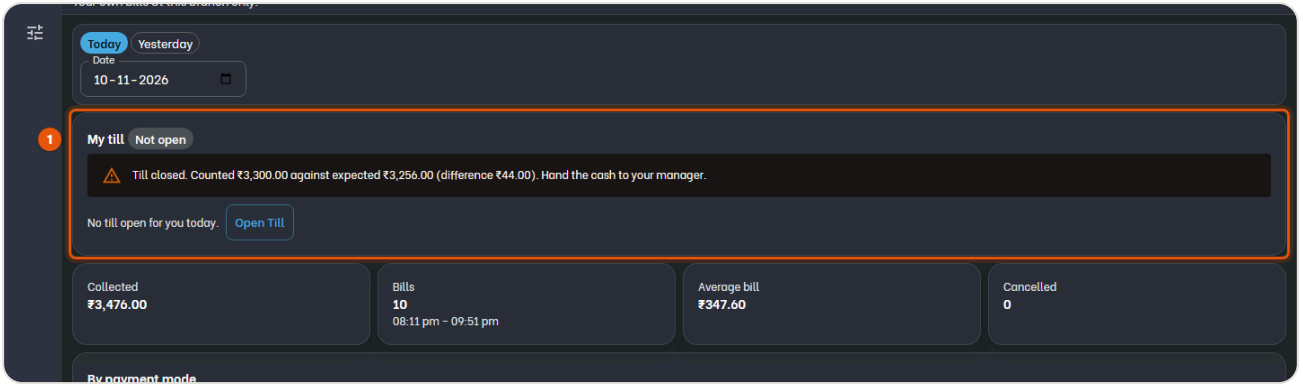
1. Select **Close Till (Count Cash)** and enter how many of each note and coin are in your drawer.

   You'll see: If the count doesn't match, you see how much you are short or over.



2 If there is a difference, enter the **Reason for the difference**. Then select **Close Till**.

You'll see: Your till is closed. Hand the cash to your administrator.



> **IMPORTANT**
>
> After you close your till you can't bill until you open a new one.