1. On the register screen F6 for customer list.
2. Pick staff member’s name from “Customer” list.
3. Scan items through as normal.
4. Select “Total”, then “Apply”.
5. Select “Charge to account”, then “Apply”, then “Yes”.
6. Be sure to print 2 receipts; keep one in the till like a normal purchase, and one goes in the staff member’s envelope located beside the cash drawer.

**\*\*At the end of the pay period, Report need to be printed off \*\***

1. Smart Vendor home screen- Select “Reports”
	1. -Report Generator
	2. -Customers
	3. -Customer Information
	4. (Use Existing Report)
	5. -Tabs
2. On the left side select View Report
3. Select 1 “Details, Sub Totals and Total”.
4. Print

**\*\*All receipts should be stapled in a group by person and sent to accounting\*\***

Once the Report has been printed “pay” the due amount in each account.

1. Go to “Files” – Customer File
2. F12 to filter
3. Level “Staff”
4. Double click on staff name-F6 Account
5. Apply date range for the pay period
6. F3-post
7. For Type select “Payment”
8. Enter the total due on the account
9. PGDN to save