How to Start a Tab
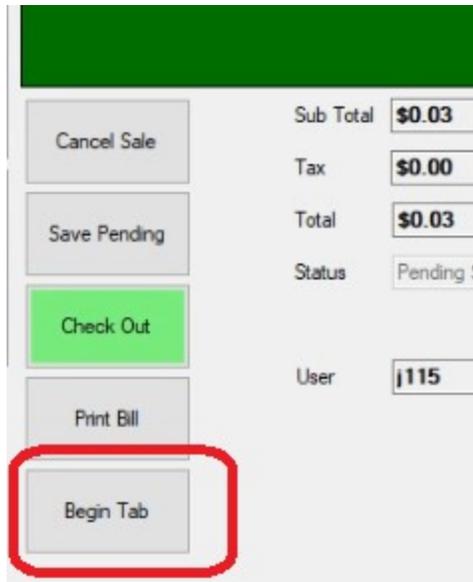
1. Start a sale as normal
2. Select the customer from the list of contacts
3. Add items to the sale

4. Instead of clicking on "CHECK OUT" or "SAVE PENDING", click on "BEGIN TAB". If you want to enter the card information manually, use your right mouse button to click the "BEGIN TAB" button.

5. Insert or swipe the card as if you are completing the sale (this screen will look different based on your credit card processor).
6. After the card is read, you will be returned to the sales screen.
7. Return the card to the customer.
8. You can continue to add items to the sale just like a "Pending Sale"

How to Finalize a tab.

1. Go to the SALES screen and select the sale.
2. Click the PRINT BILL button to print a receipt the customer can sign and enter a tip amount.
3. Click on the FINALIZE TAB button on the bottom right of the screen.
4. You will be prompted to enter the tip amount, then click OK
5. The sale is now completed and you are returned to the sales screen.