

Cashier guide

Exonita POS · Restaurant

Open your till, take dine-in and pickup orders, send them to the kitchen, take payment, check your bills and close your till at the end of your shift.

Screens captured 13 October 2026

Latest version online: <https://docs.exonita.com/billing/cashier>

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What you can do

- Take dine-in, pickup and delivery orders
- Send orders to the kitchen (KOT)
- Take cash, card, UPI and wallet payments, or split a payment
- See today's bills 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 **Open Till** says it couldn't open the till, the previous business day may still be open. Ask your administrator to close it in **Day Close**.
- Closing the business day, reports, stock and menu changes are done 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

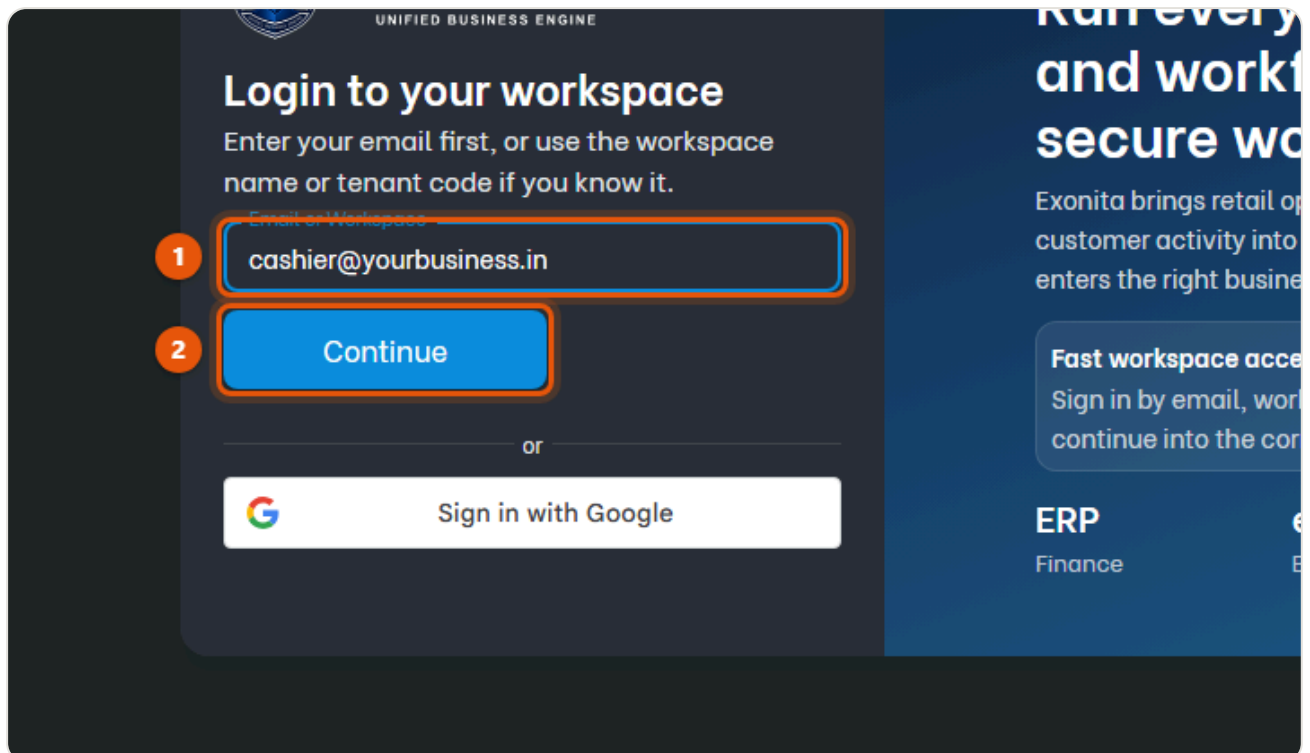
Sign in

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**, then select **Continue**.

You'll see: The password screen opens with your business name.



- 2 Enter your **Password** and select **Login**.

You'll see: The restaurant counter opens.

The screenshot shows the Exonita login interface. At the top, there is a 'Code: TEN0001' and a 'Password Sign-In' button. Below this is an 'Email' input field. A red circle with the number '1' points to the 'Password' input field, which is highlighted with a red border. To the right of the password field is an eye icon. Below the password field is a 'Remember Me' checkbox and a link that says 'Forget Your Password?'. A red circle with the number '2' points to the blue 'Login' button. Below the login button is a horizontal line with the word 'or' in the center. At the bottom is a 'Sign in with Google' button with the Google logo. On the right side of the screen, there is a dark blue sidebar with the text 'secure wo', 'Exonita brings retail op', 'customer activity into', 'enters the right busine', 'Fast workspace acce', 'Sign in by email, worl', 'continue into the cor', 'ERP', 'Finance', and 'E'.

TIP

Always sign in with your own login. Every bill is recorded under your name. If you see **Signed in on too many devices**, sign out a device you no longer use, or ask your administrator.

TASK 2

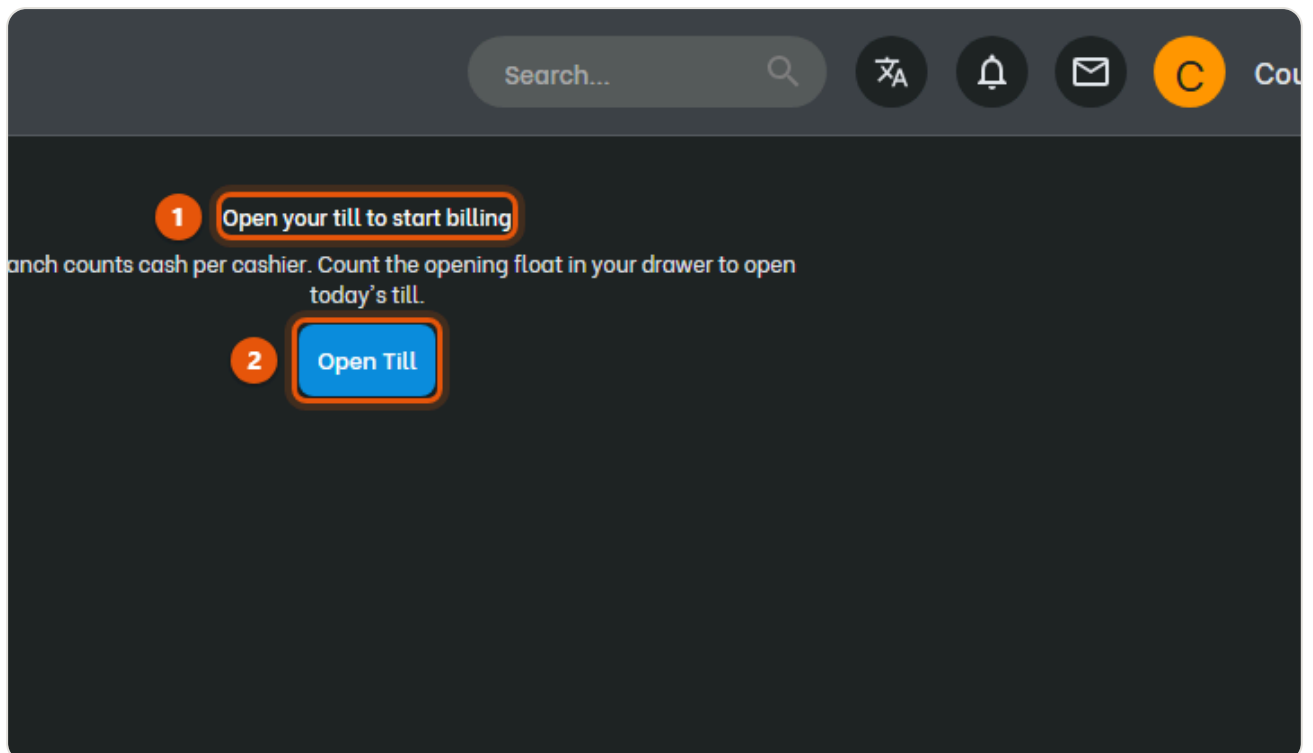
Open your till

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

WHERE Restaurant counter

- 1 After you sign in, the restaurant counter opens and asks you to open your till. Select **Open Till**.

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



- Count the cash in your drawer and enter how many of each note and coin you have. Leave everything at 0 if the drawer is empty.

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

Open till

Count the cash already in the drawer (opening float). Leave everything at 0 if the drawer is empty.

₹500 *	₹200 *	₹100 *
2		8
₹1,000.00		₹800.00
₹50 *	₹20 *	₹10 *
4		
₹200.00		
₹5 *	₹2 *	₹1 *

Total: ₹2,000.00

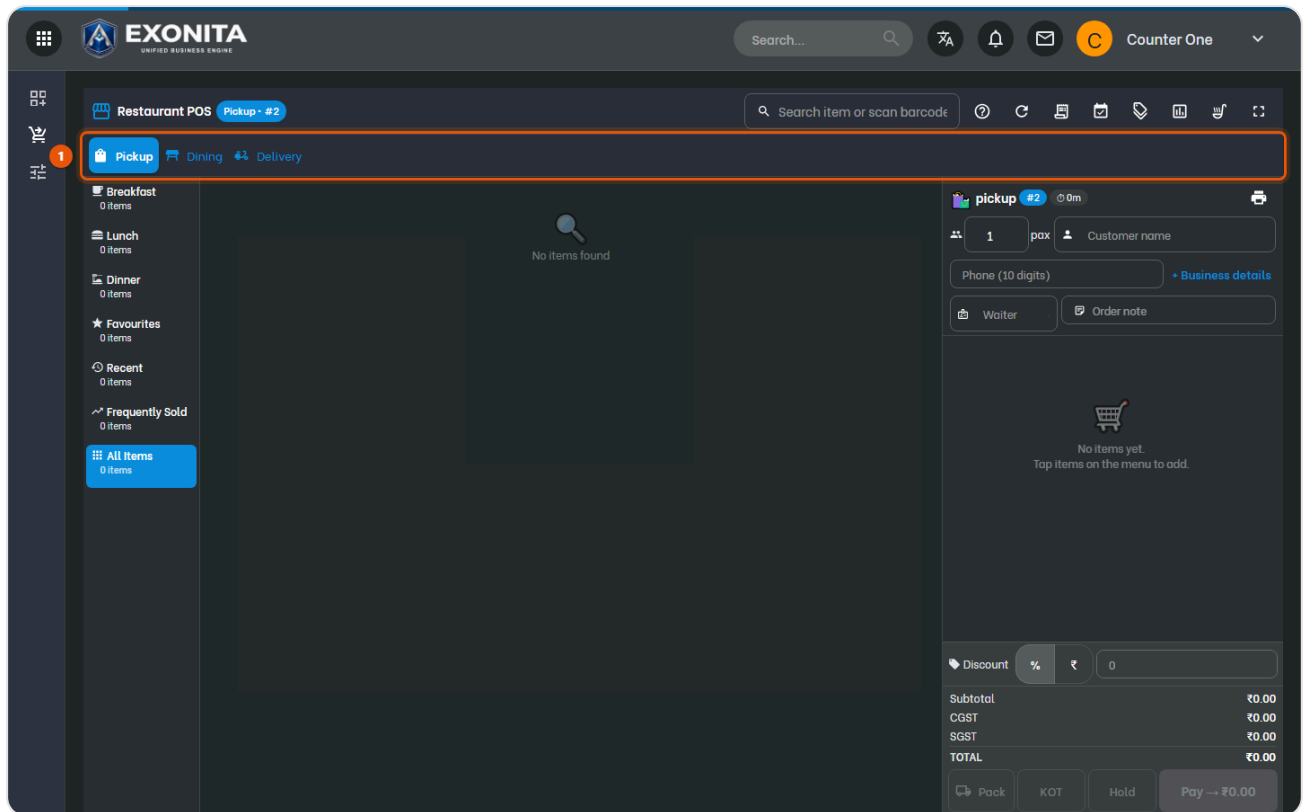
Cancel **Open Till**

IMPORTANT

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

3 Select **Open Till**.

You'll see: The counter is ready for orders.



TASK 3

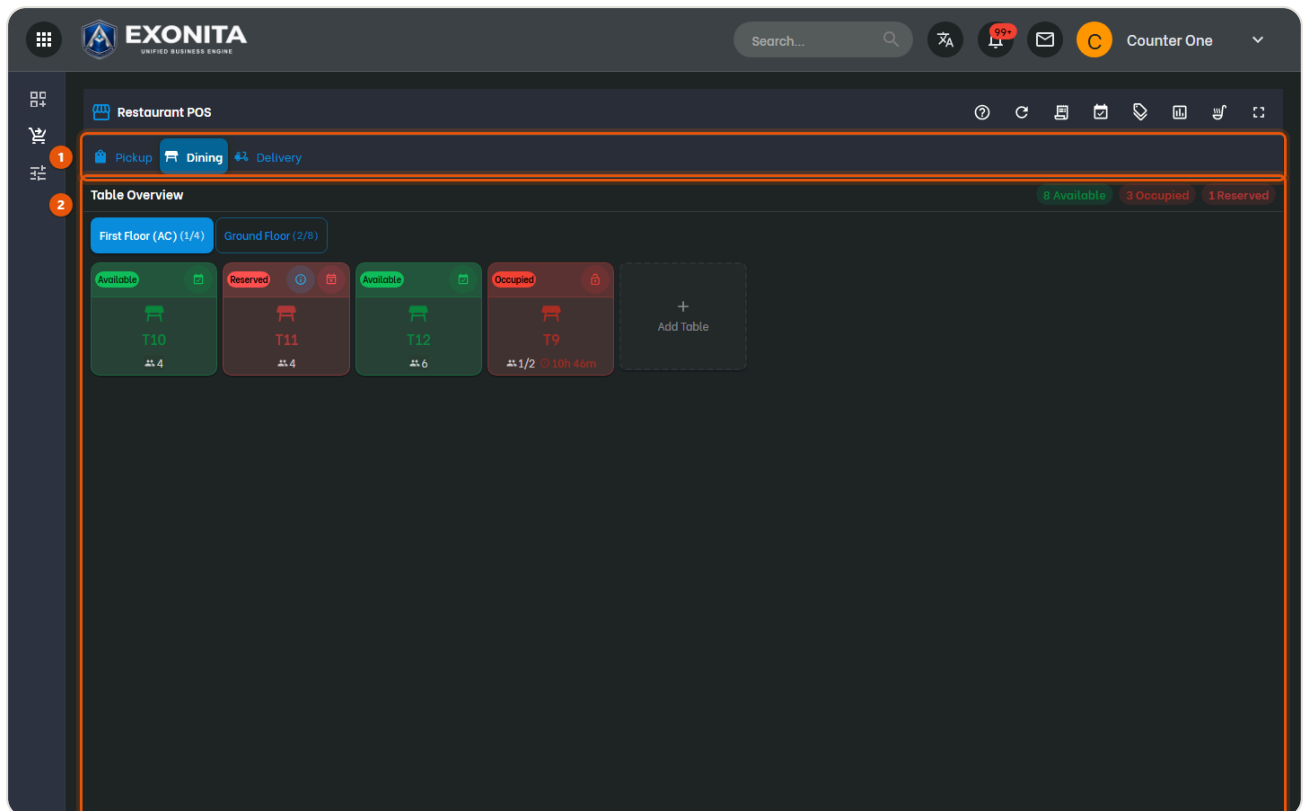
Take a dine-in order

Open a table and add what the guests ordered.

WHERE Restaurant counter → Dining

1 Select **Dining**.

You'll see: **Table Overview** shows your tables by floor. **Available** tables are green, **Occupied** and **Reserved** tables are red.

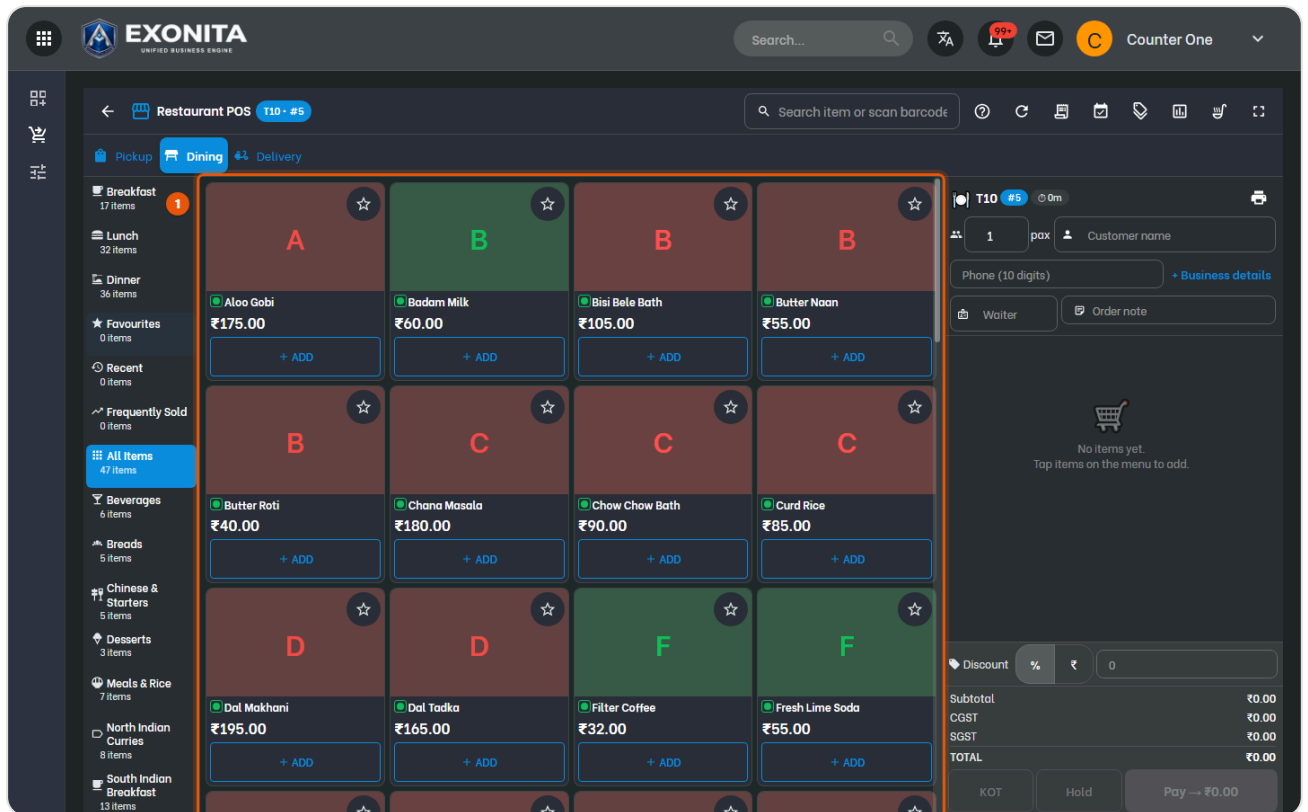


TIP

Select a floor, such as **Ground Floor**, to see its tables.

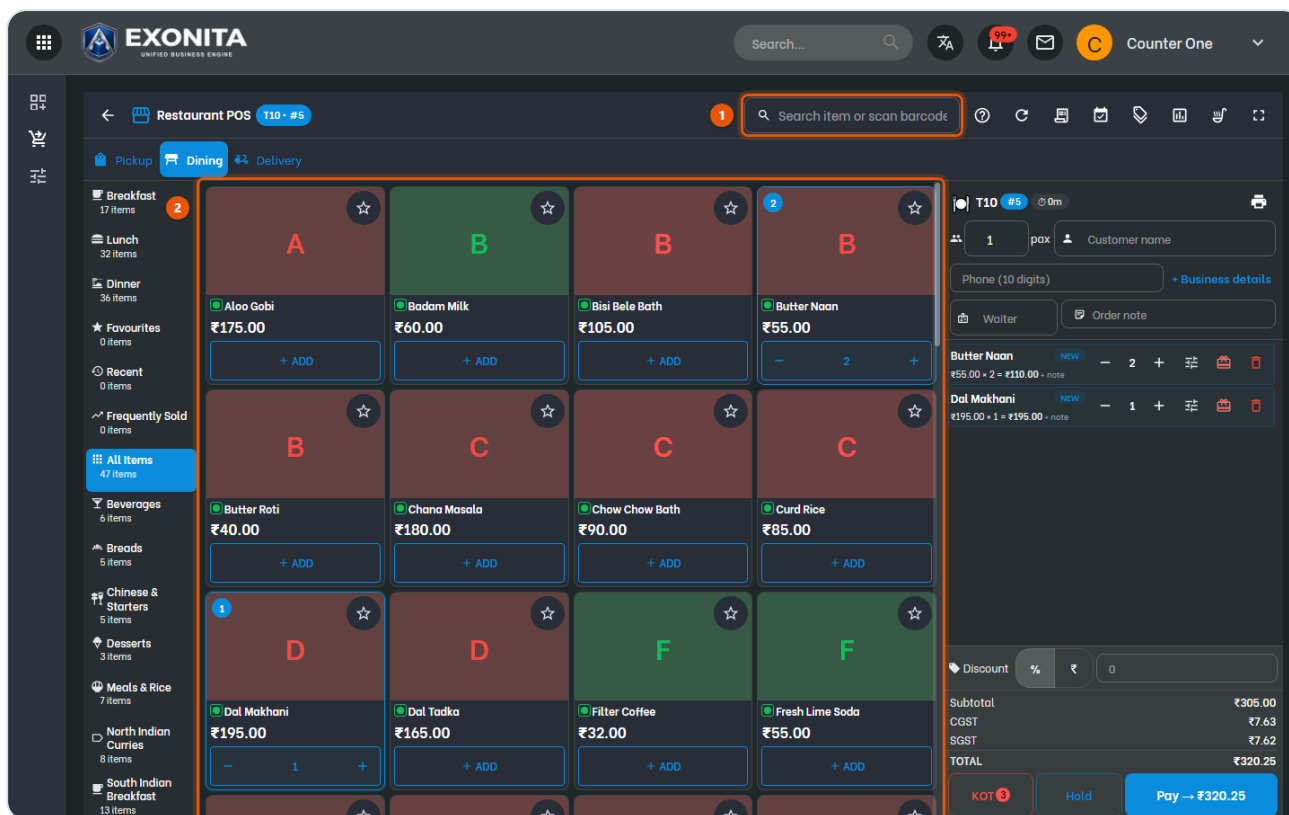
2 Select an **Available** table.

You'll see: The table's order opens, with the menu on the left and the order on the right.



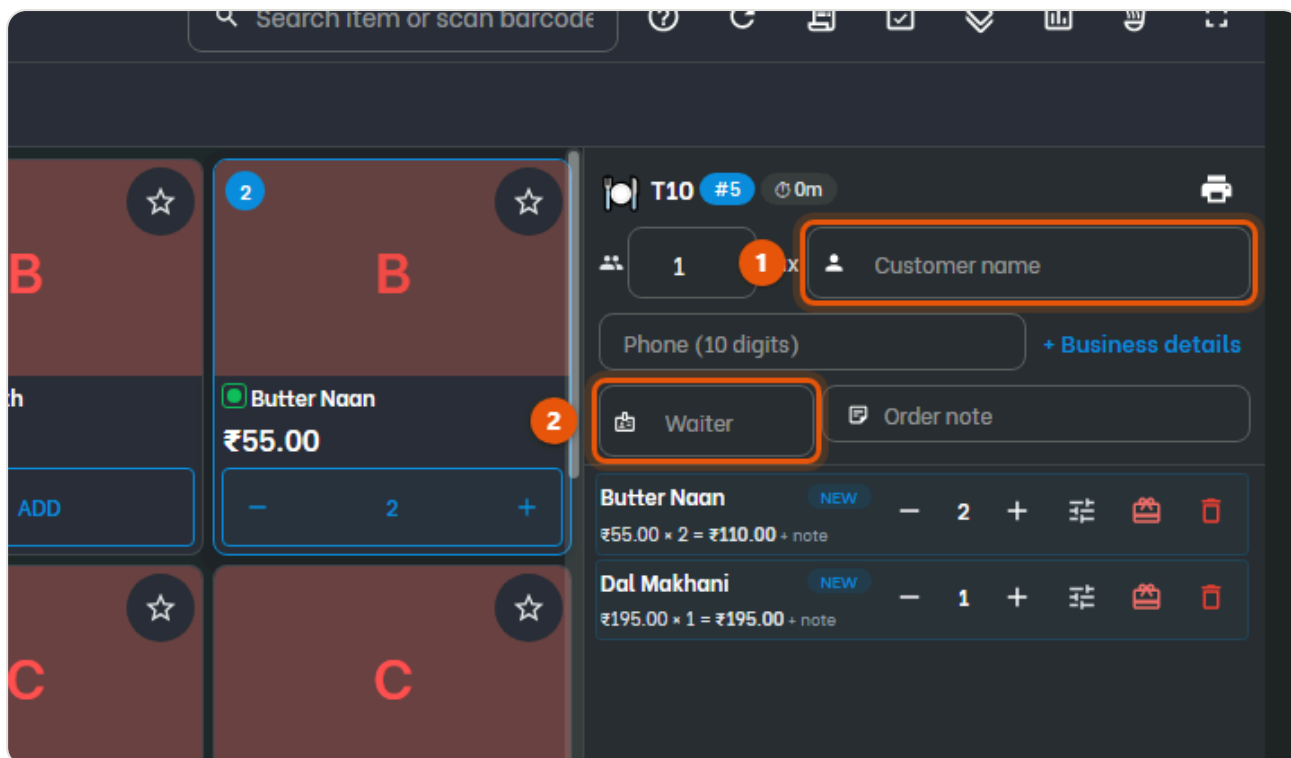
- 3 Pick a category on the left, then select + **ADD** on each dish. Select + to add one more. To find a dish fast, type its name in **Search item or scan barcode**.

You'll see: The dishes appear in the order marked **NEW**, with the total at the bottom.



- 4 Enter the number of guests in **pax**. Add the customer's name or phone if they want it on the bill, and choose the **Waiter** serving the table.

You'll see: The details print on the bill and show in reports.



TIP

Leave the customer empty for walk-in guests. Use **Order note** for instructions to the kitchen.

TASK 4

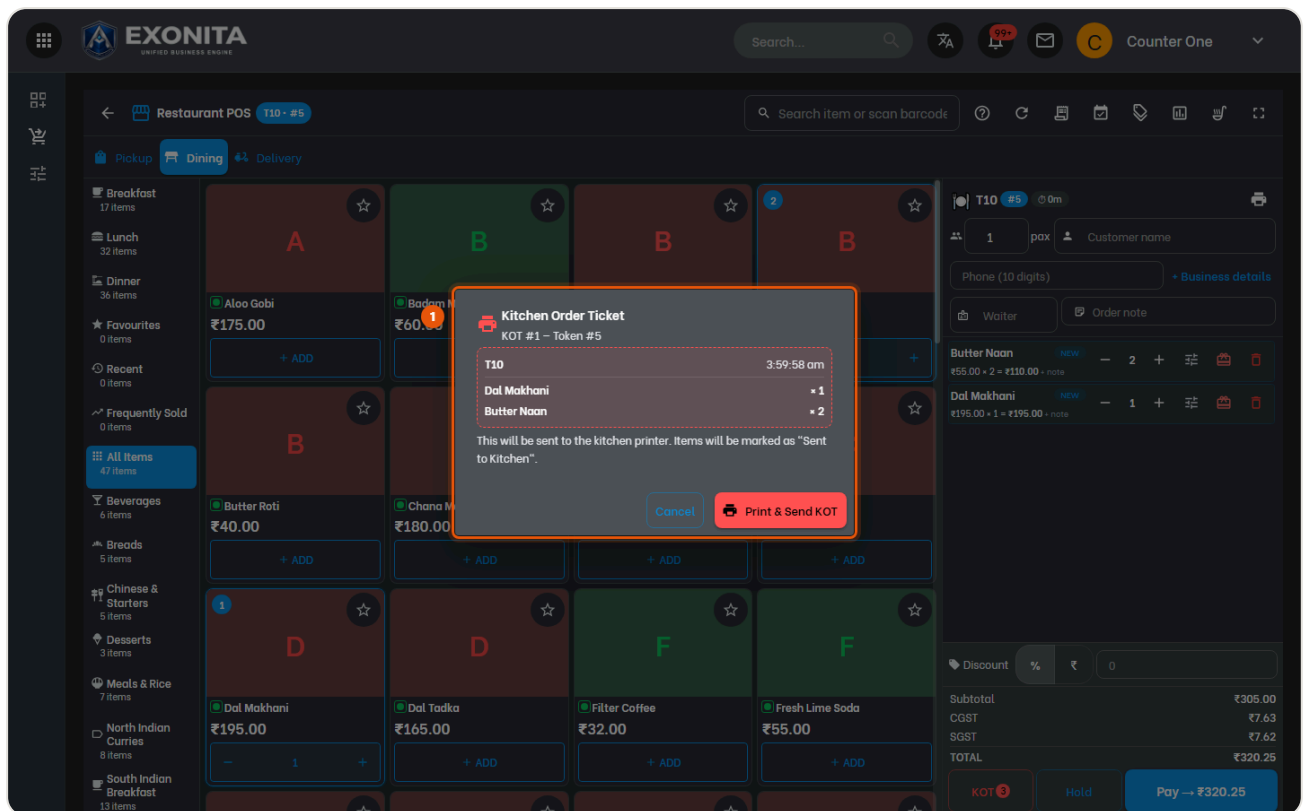
Send the order to the kitchen

Print the kitchen order ticket (KOT) for the new dishes.

WHERE Restaurant counter → open table

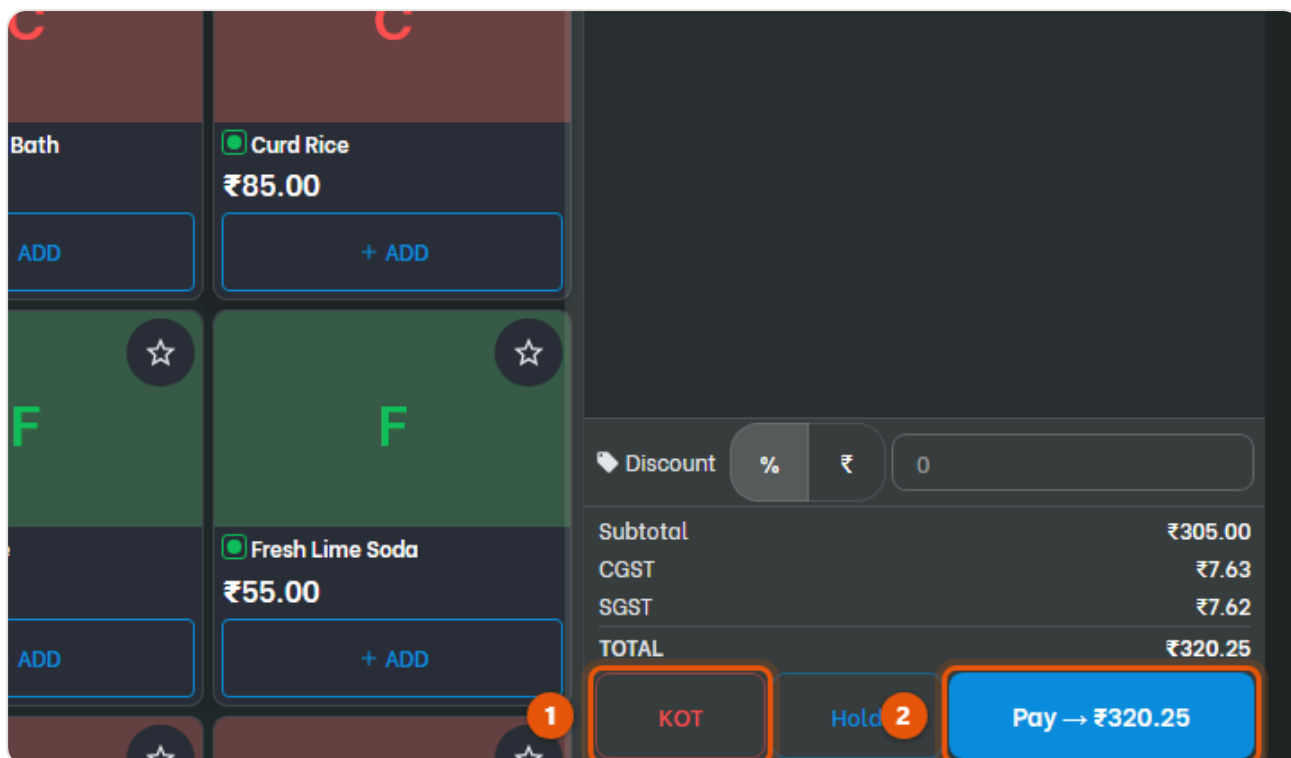
- 1 Select **KOT** or press **F9**. The number on the button is how many dishes are not sent yet.

You'll see: The **Kitchen Order Ticket** window shows the dishes that will go to the kitchen.



2 Select **Print & Send KOT**.

You'll see: The ticket prints in the kitchen and the dishes are marked as sent.



TIP

If the guests order more, open the same table, add the dishes and send a KOT again. Only the new dishes go to the kitchen.

IMPORTANT

Send a KOT before you leave the table. Dishes that are not sent are kept only on this computer.

TASK 5

Take payment

Settle the table when the guests are ready to pay.

WHERE Restaurant counter → open table → Pay

1 Select **Pay** or press **F4**.

You'll see: The **Payment** screen shows the order summary on the left and payment modes on the right.

EXONITA
UNITED BUSINESS ENGINE

Search...

Counter One

Payment 110 • #5

ORDER SUMMARY

Dal Makhani	₹195.00
Butter Naan	₹55.00
Subtotal	₹305.00
CGST (2.5%)	₹7.63
SGST (2.5%)	₹7.63
Tip	0
Packaging	0
Delivery	0
Round Off	0
NET PAYABLE	₹320.25

Cash Card UPI Wallet Split

Amount to collect ₹320.25

QUICK AMOUNT

₹50 ₹100 ₹200 ₹500 ₹1000 ₹2000 Exact

Cash Tendered (₹)
₹320.25

Change to Return ₹0.00

Cancel Pay Later Confirm Payment ₹320.25

- 2 Choose **Cash**, **Card**, **UPI** or **Wallet**. For cash, select a **Quick amount** such as ₹500, or type what the guest gave you in **Cash Tendered**.

You'll see: **Change to Return** shows how much to give back.

₹50 ₹100 ₹200 ₹500 ₹1000 ₹2000 Exact

Cash Tendered (₹)

₹ 500

1 Change to Return

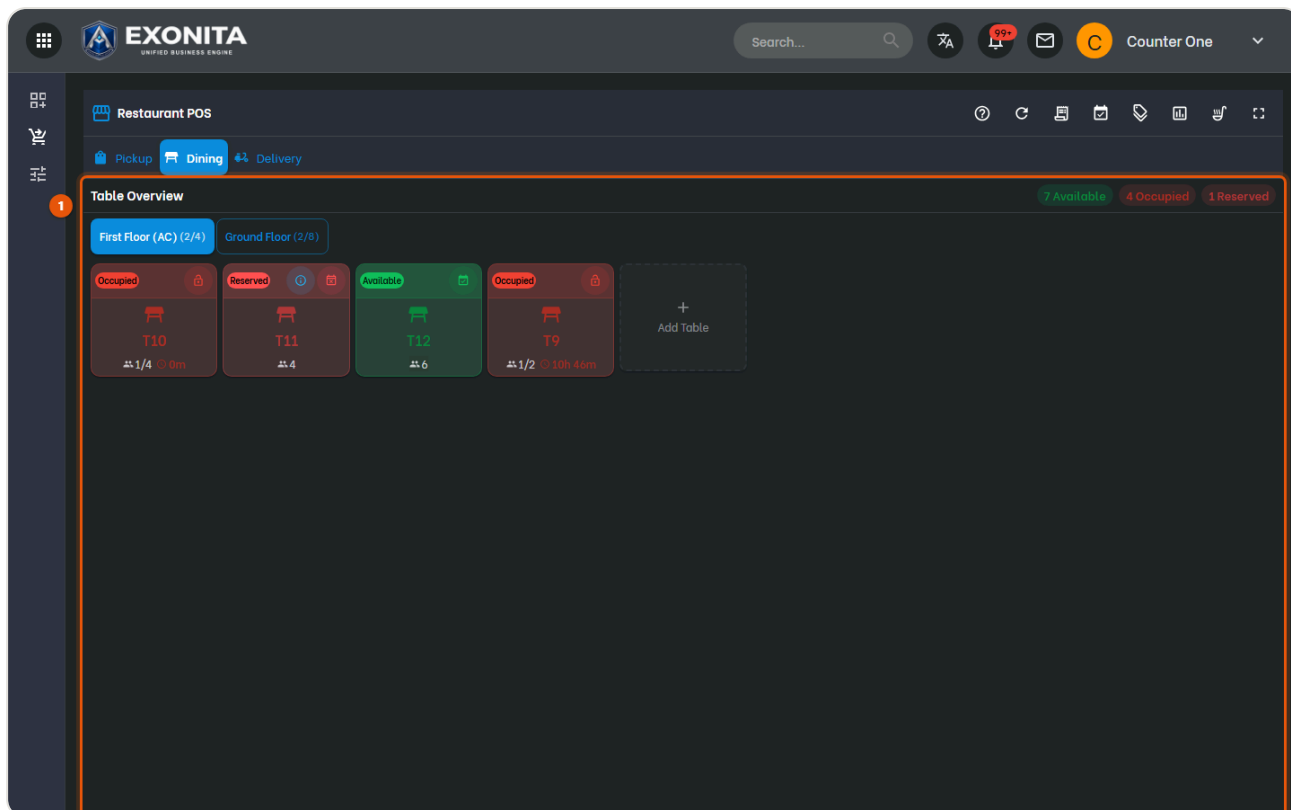
₹305.00

TIP

To take part in cash and part by card, select **Split**. Add tip, packaging or delivery charges on the left.

3 Select **Confirm Payment**.

You'll see: The bill is posted and printed, and the table is **Available** again.



IMPORTANT

Check the amount before you confirm. A posted bill can be cancelled, but not edited.

TASK 6

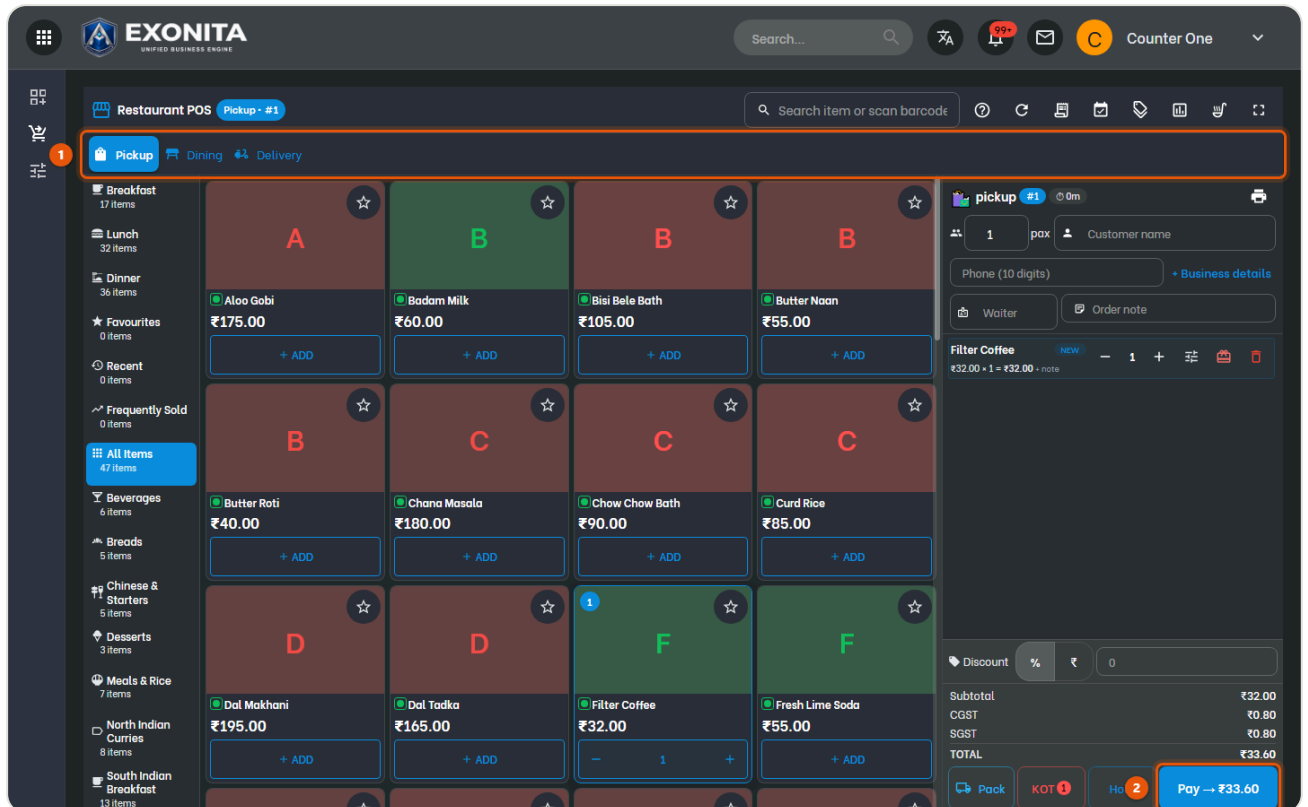
Take a pickup order

Bill a takeaway order without a table.

WHERE Restaurant counter → Pickup

1 Select **Pickup** and add the dishes.

You'll see: The order gets a token number, shown next to **pickup**.



- 2 Select **Pay**, choose the payment mode, select **Exact** if the guest paid the exact amount, then **Confirm Payment**.

You'll see: The bill is posted and a new pickup order starts.

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UNIFIED BUSINESS ENGINE

Search...

Counter One

Payment pickup #1

ORDER SUMMARY

Filter Coffee	₹32.00
₹32.00 × 1	
Subtotal	₹32.00
CGST (2.5%)	₹0.80
SGST (2.5%)	₹0.80
Tip	0
Packaging	0
Delivery	0
Round Off	0
NET PAYABLE	₹33.60

Cash Card UPI Wallet Split

Amount to collect ₹33.60

QUICK AMOUNT

₹50 ₹100 ₹200 ₹500 ₹1000 ₹20 **Exact**

Cash Tendered (₹)
₹ 33.6

Change to Return ₹0.00

Cancel Pay Lc 2 **Confirm Payment ₹33.60**

TASK 7

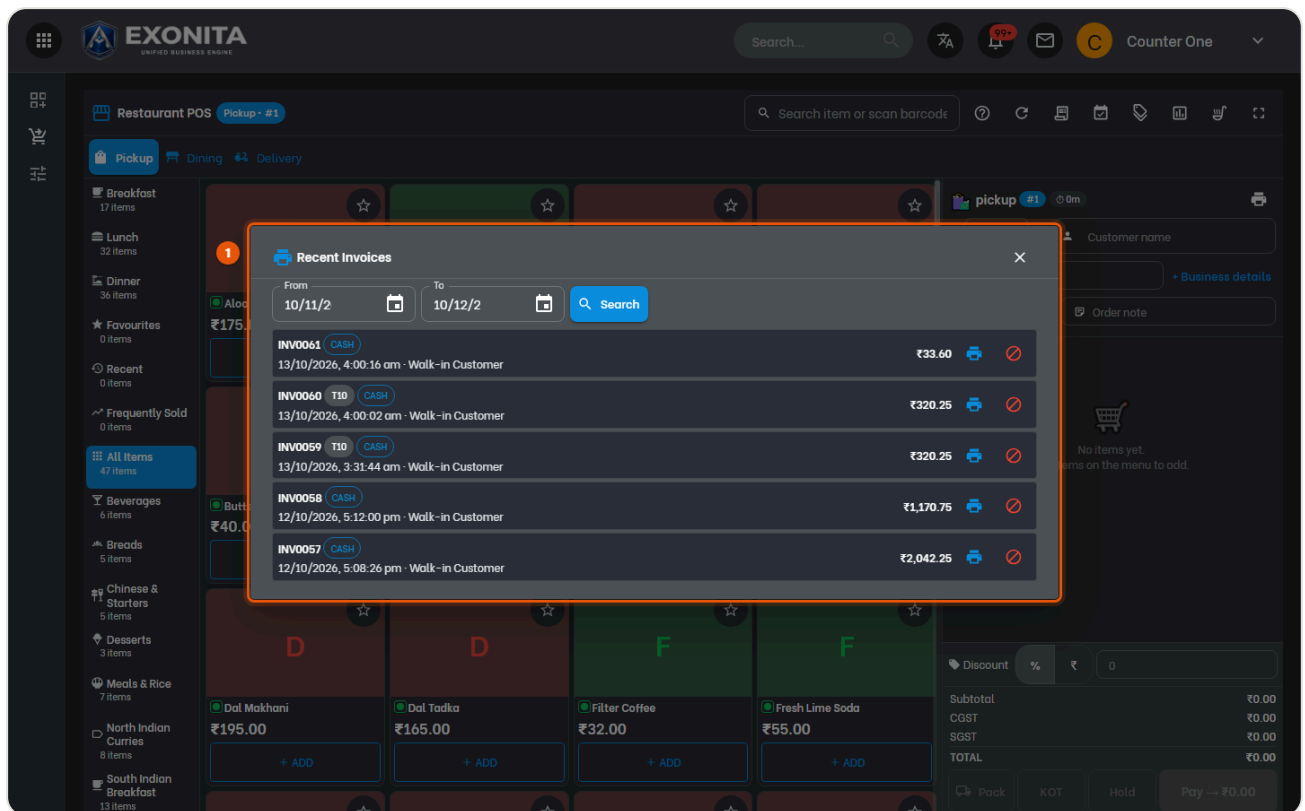
Find, reprint or cancel a bill

Look up a bill you posted today.

WHERE Restaurant counter → Recent Invoices

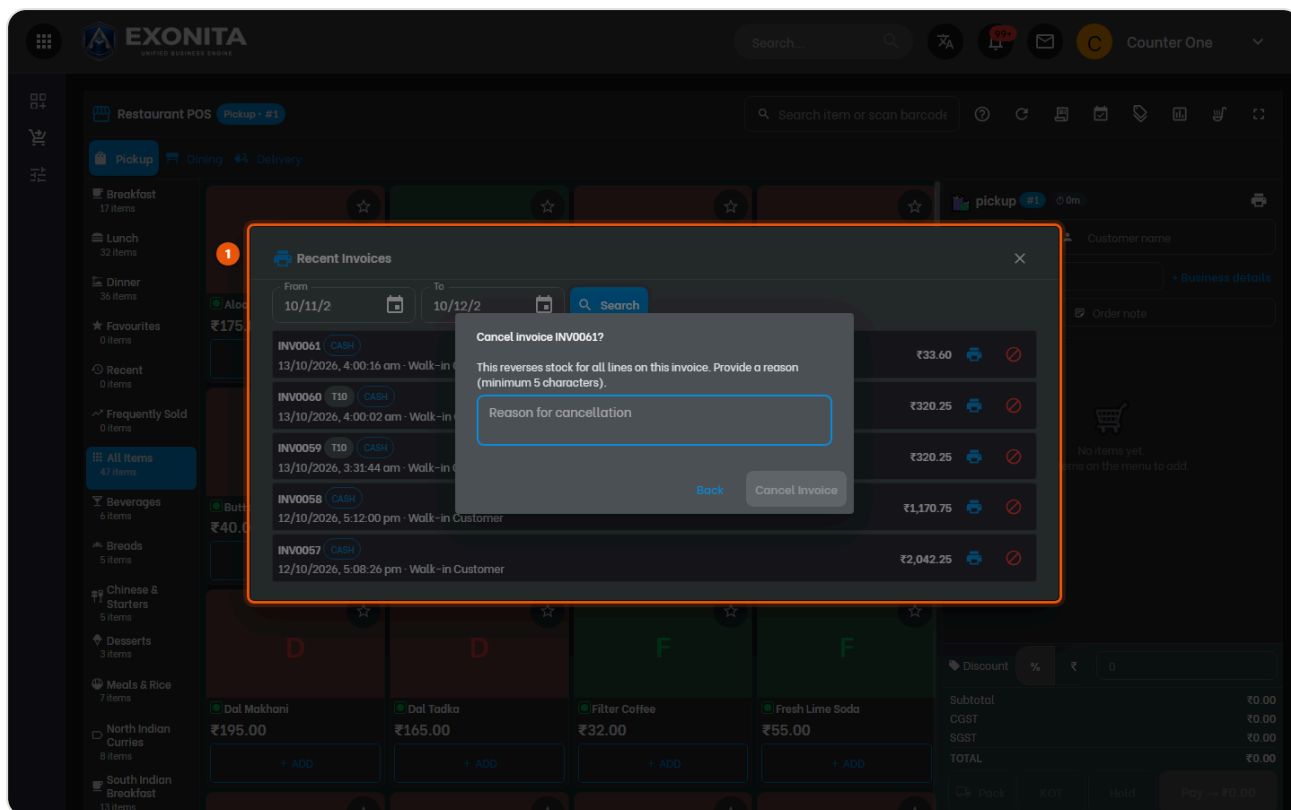
- 1 Select the **Recent Invoices** icon at the top of the counter, or press **Alt+2**. Choose the dates and select **Search**.

You'll see: Your bills are listed with the invoice number, table, payment mode, time and amount.



- 2 To reprint a bill, select its printer icon. To cancel a bill, select the red cancel icon next to it, enter the **Reason for cancellation** (at least 5 characters) and select **Cancel Invoice**. Select **Back** to keep the bill.

You'll see: A cancelled bill reverses the stock of its dishes and is counted under **Cancelled** in My Shift.



IMPORTANT

Cancel only a bill that was posted by mistake. Every cancellation is recorded with your name and the reason.

TASK 8

Check your shift

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

WHERE My Shift

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

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

My Shift

Date: 12-10-2026 🔄 Your own bills at this branch only.

1 My till Open since 03:56 am

Opening float ₹2,000.00	Cash collected ₹0.00	Expected in drawer ₹2,000.00	Bills / total 0 · ₹0.00
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[Close Till \(Count Cash\)](#)

2

Collected ₹3,533.25	Bills 3 05:08 pm - 03:31 am	Average bill ₹1,177.75	Cancelled 3 ₹560.70
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By payment mode

Mode	Bills	Amount
CASH	3	₹3,533.25

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.

EXONITA
UNIFIED BUSINESS ENGINE

Search... [Icons: Settings, Notifications, Messages, Counter One]

My Shift

Date: 12-10-2026 [Refresh] Your own bills at this branch only.

1 My till Open since 03:56 am

Opening float ₹2,000.00	Cash collected ₹1,333.50	Expected in drawer ₹3,333.50	Bills / total 2 - ₹353.85
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Count every note and coin in the drawer:

₹500 × 4	₹200 × 3
₹2,000.00	₹300.00
₹50 × 1	₹10 × 3
₹20.00	₹1 × 3
₹5 × 1	₹2 × 1

Total: ₹2,320.00

⚠ Short by ₹1,013.50.

Reason for the difference

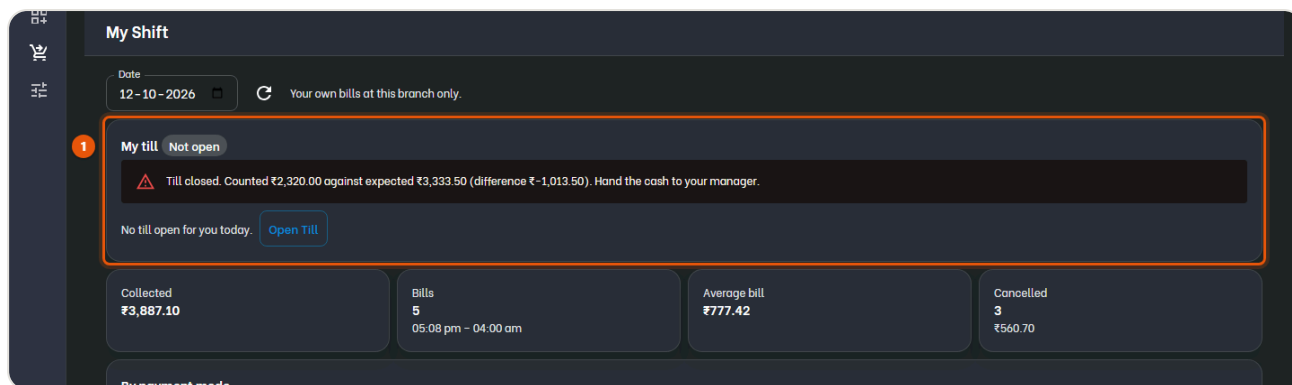
Cancel Close Till

Collected ₹3,887.10	Bills 5 05:08 pm - 04:00 am	Average bill ₹777.42	Cancelled 3 ₹560.70
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By payment mode

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.