

**Инструкция кассира ККТ Атол 91Ф**



## Включить кассу

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| Нажмите | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_set.png?x_version=3.18.624-21 | и удерживайте 5 секунд | → | на экране сначала появится | |  | | --- | | **АТОЛ** | | → | потом | |  | | --- | | **ПРОДАЖА** | |

**Открыть смену**

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| https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. СИС. АДМИНИСТРАТОР** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | 30 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → |

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| → | |  | | --- | | **3. ОТКРЫТИЕ СМЕНЫ** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

Дождитесь печати чека и вернитесь в режим продажи:

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| https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | |  | | --- | | **1. КАССИР** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | 1 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

Пробить чек

Если на ККТ сохранен каталог товаров, по умолчанию откроется окно для продажи из него. Если каталога нет — продажа будет выполнена по свободной цене.

**На заметку!**

Компании на ОСН не могут продавать товар по свободной цене.

* **Товар со свободной ценой**

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| Цена | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | повторите для каждой позиции чека | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

* **Товар со свободной ценой и расчетом стоимости по количеству**

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| https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_x.png?x_version=3.18.624-21 | → | количество товара | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | цена (за единицу) | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | повторите для каждой позиции чека | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

* **Товар со свободной ценой по безналичному расчету**

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| Цена | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | повторите для каждой позиции чека | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **2. БЕЗНАЛИЧНЫМИ** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

* **Товар из каталога со свободной ценой**

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| Код товара или штрихкод | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | цена | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | повторите для каждой позиции чека | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

* **Товар из каталога со свободной ценой и расчетом стоимости по количеству**

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* **Товар из каталога со свободной ценой по безналичному расчету**

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* **Товар из каталога с фиксированной ценой**

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| Код товара или штрихкод | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | повторите для каждой позиции чека | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

* **Товар из каталога с фиксированной ценой и расчетом стоимости по количеству**

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| Код товара или штрихкод | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_x.png?x_version=3.18.624-21 | → | количество товара | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | повторите для каждой позиции чека | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

* **Товар из каталога с фиксированной ценой по безналичному расчету**

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| Код товара или штрихкод | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | повторите для каждой позиции чека | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → |

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Отправить чек по e-mail или смс

* **Товар со свободной ценой**

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| Цена | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | повторите для каждой позиции чека | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_tel.png?x_version=3.18.624-21 | → | |  | | --- | | **АБОН.НОМЕР** | | → | e-mail или номер абонента через восьмерку | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

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* **Товар со свободной ценой по безналичному расчету**

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| Цена | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | повторите для каждой позиции чека | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_tel.png?x_version=3.18.624-21 | → | |  | | --- | | **АБОН.НОМЕР** | | → | e-mail или номер абонента через восьмерку | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → |

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| → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **2. БЕЗНАЛИЧНЫМИ** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

* **Товар из каталога с фиксированной ценой**

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| Код товара или штрихкод | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_tel.png?x_version=3.18.624-21 | → | |  | | --- | | **АБОН.НОМЕР** | | → | e-mail или номер абонента через восьмерку | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

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* **Товар из каталога с фиксированной ценой по безналичному расчету**

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| Код товара или штрихкод | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | повторите для каждой позиции чека | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_tel.png?x_version=3.18.624-21 | → | |  | | --- | | **АБОН.НОМЕР** | | → | e-mail или номер абонента через восьмерку | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → |

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Выполнить возврат

* **Товар со свободной ценой**

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* **Товар со свободной ценой по безналичному расчету**

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| → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. ВОЗВРАТ ПРОДАЖИ** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | Сумма | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → |

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| → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **2. БЕЗНАЛИЧНЫМИ** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

* **Товар из каталога со свободной ценой**

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| https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. СИС. АДМИНИСТРАТОР** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | 30 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. ВОЗВРАТ ПРОДАЖИ** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | Код товара или штрихкод | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | цена | → |

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| → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

* **Товар из каталога со свободной ценой по безналичному расчету**

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| https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. СИС. АДМИНИСТРАТОР** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | 30 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. ВОЗВРАТ ПРОДАЖИ** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | Код товара или штрихкод | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | цена | → |

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| → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **2. БЕЗНАЛИЧНЫМИ** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

* **Товар из каталога с фиксированной ценой**

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| https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. СИС. АДМИНИСТРАТОР** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | 30 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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* **Товар из каталога с фиксированной ценой по безналичному расчету**

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| https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. СИС. АДМИНИСТРАТОР** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | 30 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. ВОЗВРАТ ПРОДАЖИ** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | Код товара или штрихкод | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → |

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| → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **2. БЕЗНАЛИЧНЫМИ** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

Если при выполнении возврата появляется ошибка 0x98, в кассе не хватает денег — внесите их.

Другие кассовые операции

* **Оформить чек коррекции прихода самостоятельно**

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| https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. СИС. АДМИНИСТРАТОР** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | 30 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f1.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **6. Коррекция продажи** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | |  | | --- | | **1. Самостоятельно** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | номер документа | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | дата документа | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | сумма | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

* **Оформить чек коррекции прихода самостоятельно по безналичному расчету**

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| https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. СИС. АДМИНИСТРАТОР** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | 30 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f1.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **6. Коррекция продажи** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | |  | | --- | | **1. Самостоятельно** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | номер документа | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | дата документа | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | сумма | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → |

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| → | |  | | --- | | **2. Электронными** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

* **Оформить чек коррекции прихода по предписанию**

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| https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. СИС. АДМИНИСТРАТОР** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | 30 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f1.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **6. Коррекция продажи** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | |  | | --- | | **2. По предписанию** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | номер документа | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | дата документа | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | сумма | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

* **Оформить чек коррекции прихода по предписанию по безналичному расчету**

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| https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. СИС. АДМИНИСТРАТОР** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | 30 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f1.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **6. Коррекция продажи** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | |  | | --- | | **2. По предписанию** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | номер документа | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | дата документа | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | сумма | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → |

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| → | |  | | --- | | **2. Электронными** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

* **Оформить чек коррекции расхода самостоятельно**

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| https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. СИС. АДМИНИСТРАТОР** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | 30 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f1.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **7. Коррекция покупки** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | |  | | --- | | **1. Самостоятельно** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | номер документа | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | дата документа | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | сумма | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

* **Оформить чек коррекции расхода самостоятельно по безналичному расчету**

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| https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. СИС. АДМИНИСТРАТОР** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | 30 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f1.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **7. Коррекция покупки** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | |  | | --- | | **1. Самостоятельно** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | номер документа | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | дата документа | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | сумма | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → |

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| → | |  | | --- | | **2. БЕЗНАЛИЧНЫМИ** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

* **Оформить чек коррекции расхода по предписанию**

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| https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. СИС. АДМИНИСТРАТОР** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | 30 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f1.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **7. Коррекция покупки** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | |  | | --- | | **2. По предписанию** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | номер документа | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | дата документа | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | сумма | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

* **Оформить чек коррекции расхода по предписанию по безналичному расчету**

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| → | |  | | --- | | **2. БЕЗНАЛИЧНЫМИ** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

* **Внести деньги в кассу**

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| https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. СИС. АДМИНИСТРАТОР** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | 30 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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* **Выплатить деньги из кассы**

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| https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. СИС. АДМИНИСТРАТОР** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | 30 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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Закрыть смену

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| https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. СИС. АДМИНИСТРАТОР** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | 30 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. ЗАКРЫТИЕ СМЕНЫ** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

Дождитесь печати Z-отчет.

**Распечатать X-отчет (промежуточный отчет)**

До или сразу после закрытия смены можно дополнительно снять сменный отчет, в котором будет напечатана общая сумма выручки за смену:

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| https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_f2.png?x_version=3.18.624-21 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **3. СИС. АДМИНИСТРАТОР** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | 30 | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → |

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| → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_-.png?x_version=3.18.624-21 | → | |  | | --- | | **4. ОТЧЕТЫ** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 | → | |  | | --- | | **1. Х-ОТЧЕТ** | | → | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_enter.png?x_version=3.18.624-21 |

**Выключить кассу**

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| Нажмите | https://sbis.ru/help/resources/docs/images/equipment/auto_eq/atol91f_c.png?x_version=3.18.624-21 | и удерживайте 5 секунд |