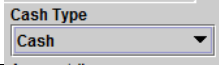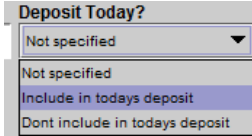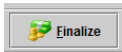# Retail - Cash Splits

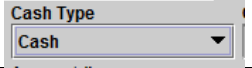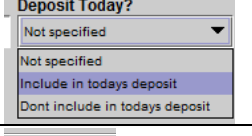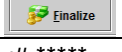| **Purpose**	To guide employees on the proper way to perform a split between two different DC's using cash.
	Important: Splits can only be done M-F with a 5:00pm cut off time. Splits are not to be created on Saturday/Sunday.

Refunding order using cash

Follow the steps below to refund an order using cash.

Step	Action	
1	Once at payment screen on the order you would like to refund, delete the Dollar amount in the Credit Card Field.	
2	Enter $ amount in cash field.	**Cash** 0.00
3	Within the Cash Type drop down, select cash.	**Cash Type** Cash
4	Within the Deposit Today, Select Include in today's deposit.	**Deposit Today?** Not specified / Not specified / Include in todays deposit / Dont include in todays deposit
5	Click Finalize.	Finalize
6	Enter Password.	
7	Click OK.	

Rewriting order using cash

Follow the steps below to rewrite an order out of a **different** warehouse using cash

Step	Action	
1	Create new order for customer.	
2	Once at payment screen, Enter $ amount in cash field.	**Cash** 0.00
3	Within the Cash Type drop down, select cash.	**Cash Type** Cash
4	Within the Deposit Today, Select Include in today's deposit.	**Deposit Today?** Not specified / Not specified / Include in todays deposit / Dont include in todays deposit
5	Click Finalize	Finalize
6	Email DTD_Cash Subject: Split Order# *****	

Contact	Please see admin if you have any questions.