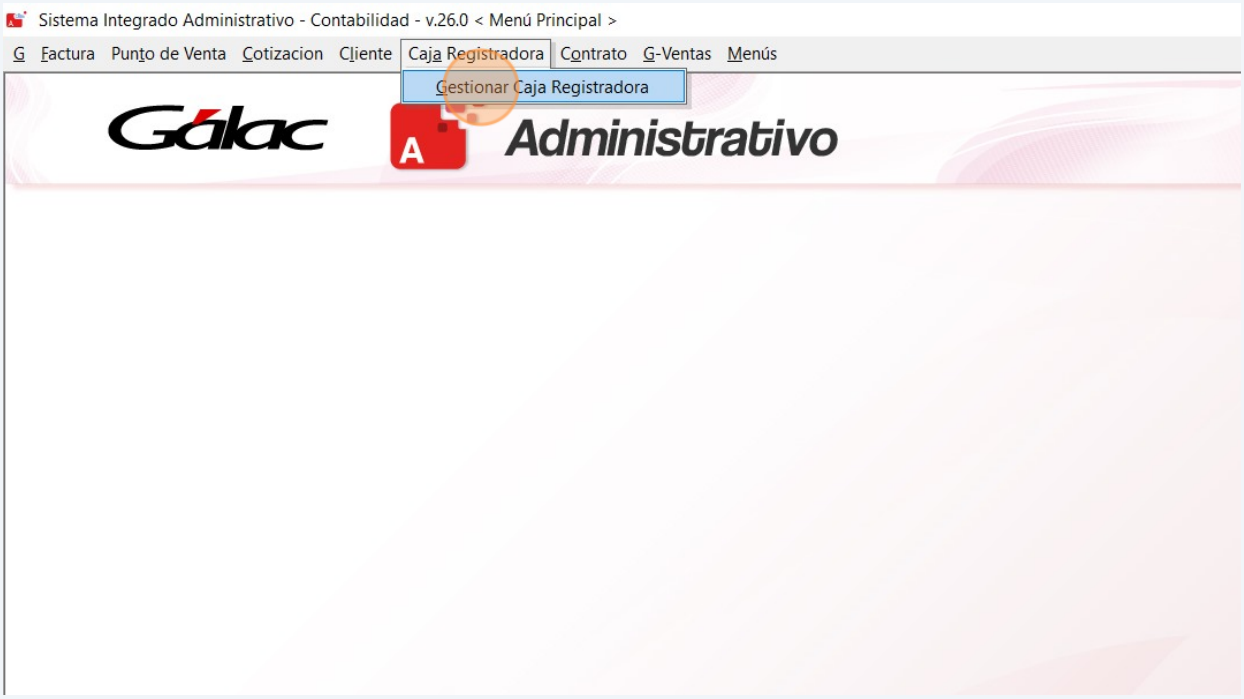
# Administrativo: Gestionar Caja Registradora

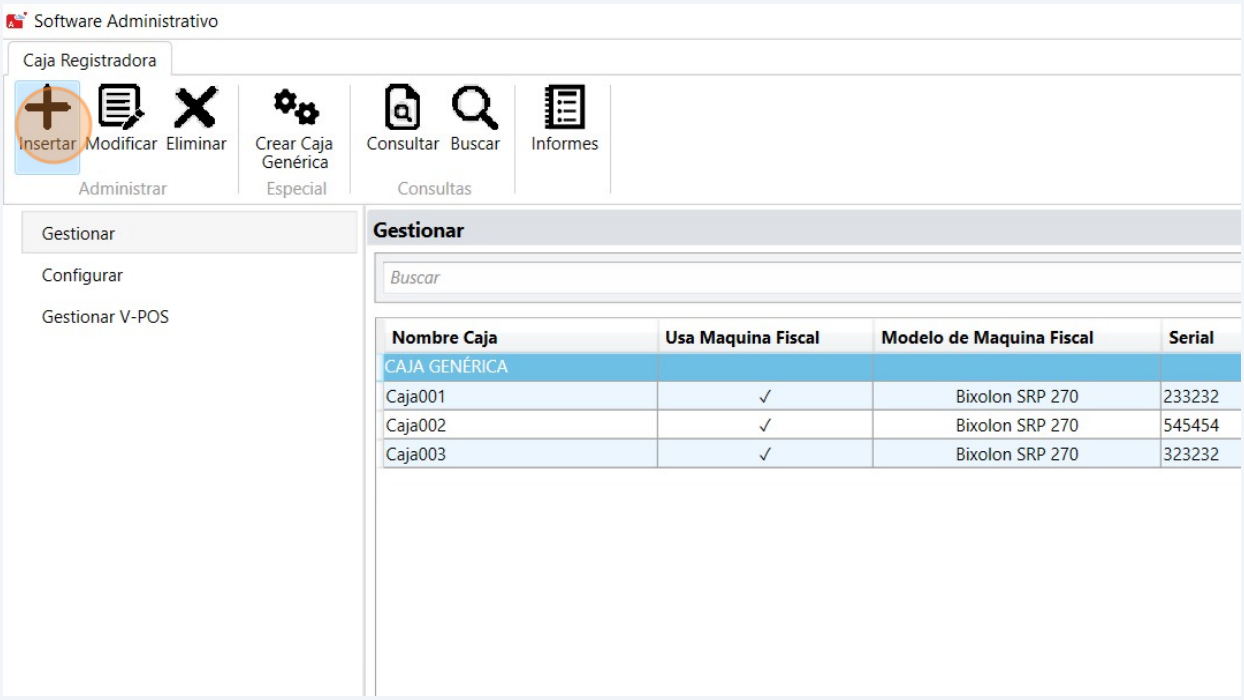
Paso a paso para configurar, abrir, asignar y cerrar cajas registradoras en el sistema

## Configurar caja registradora

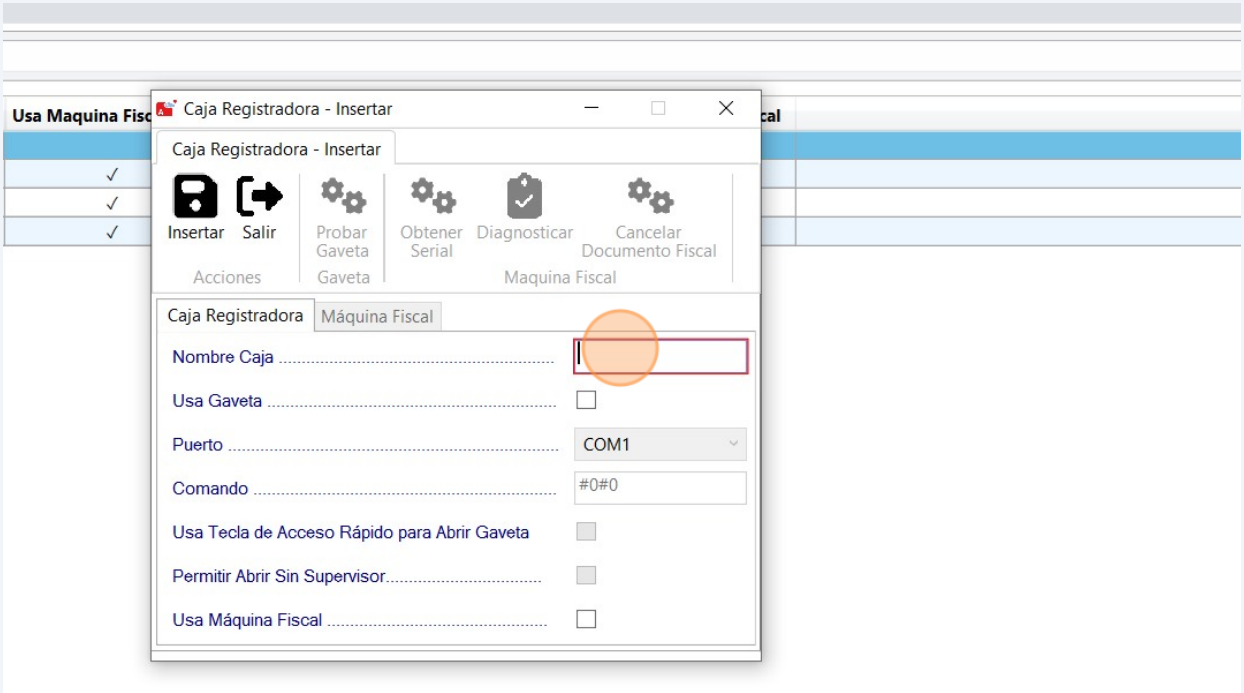
1 Paso 1. Haz clic en el menú "Caja Registradora - Gestionar Caja Registradora".



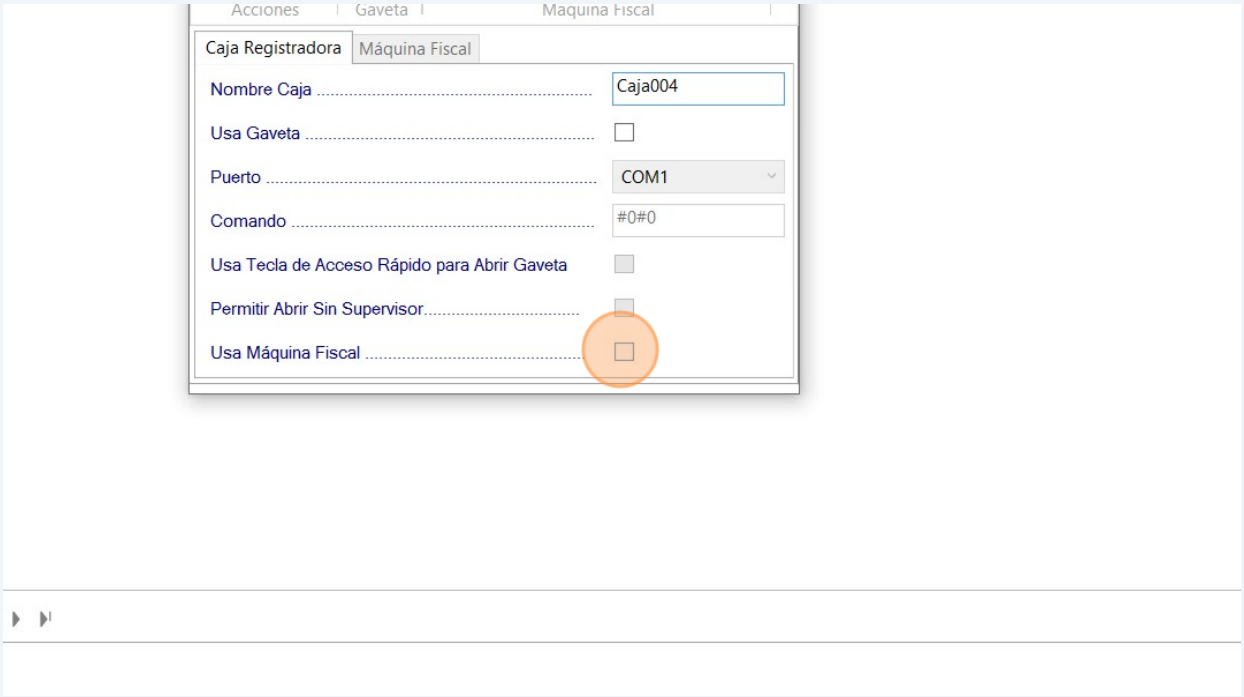
## 2 Paso 2. Haz clic en "Insertar".



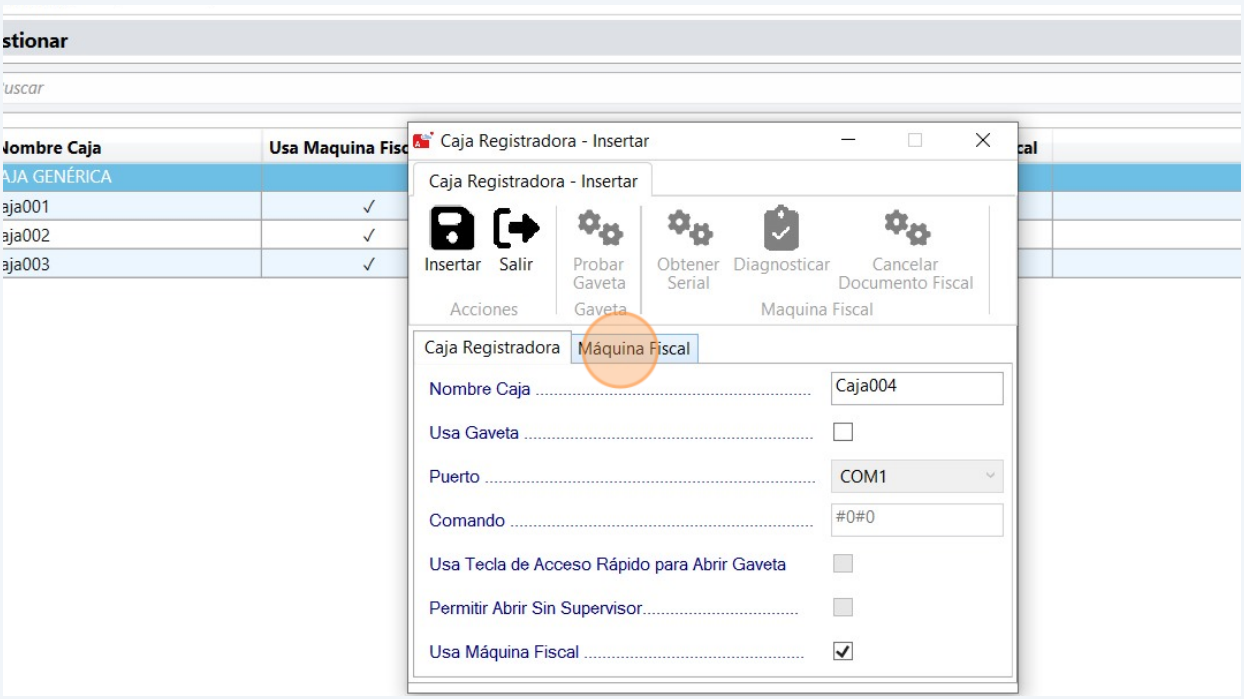

## 3 Paso 3. Ingresa el nombre de la caja registradora.



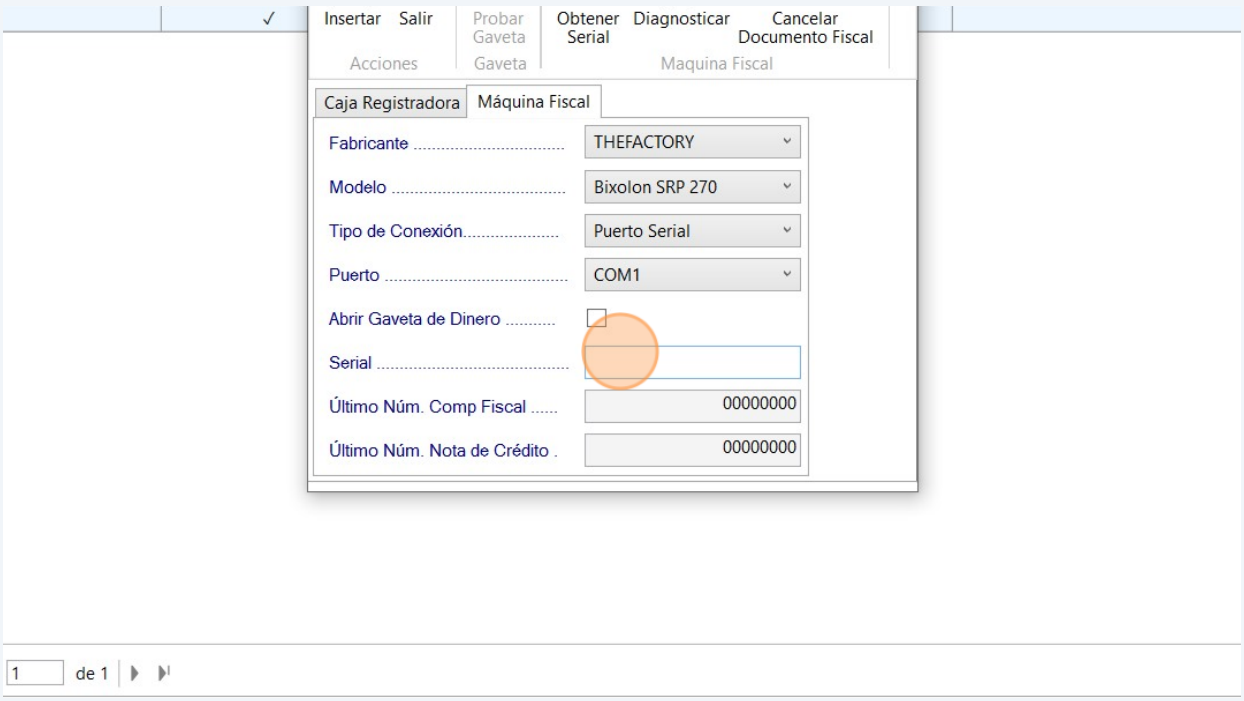
## 4 Paso 4. Activa la opción "Usa Máquina Fiscal".



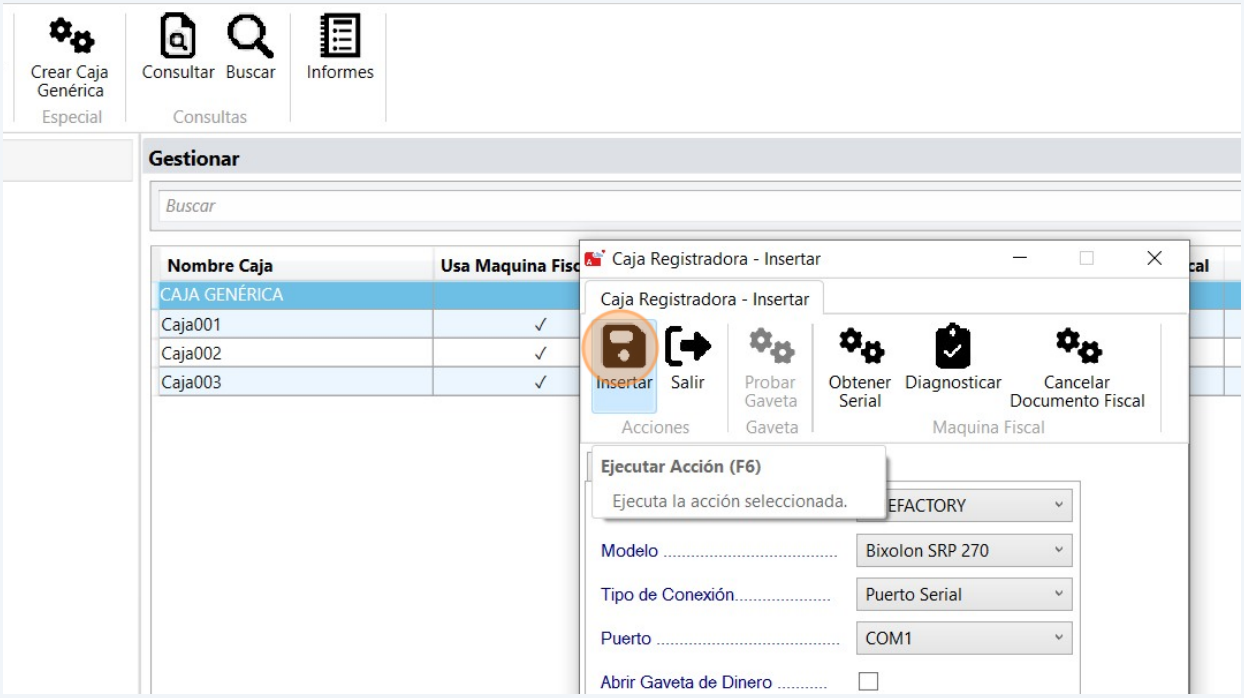

## 5 Paso 5. Haz clic en la pestaña "Máquina Fiscal".



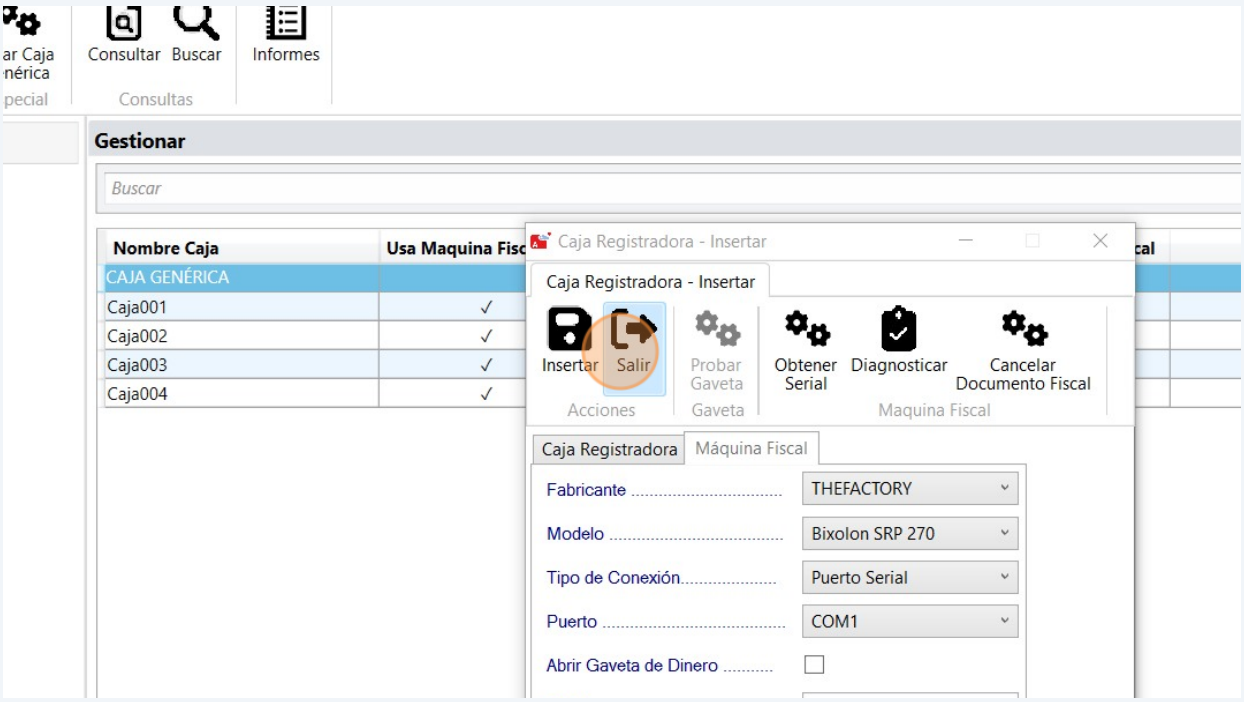
## 6 Paso 6. Ingresa el "Serial" de la máquina fiscal.




## 7 Paso 7. Haz clic en "Insertar".

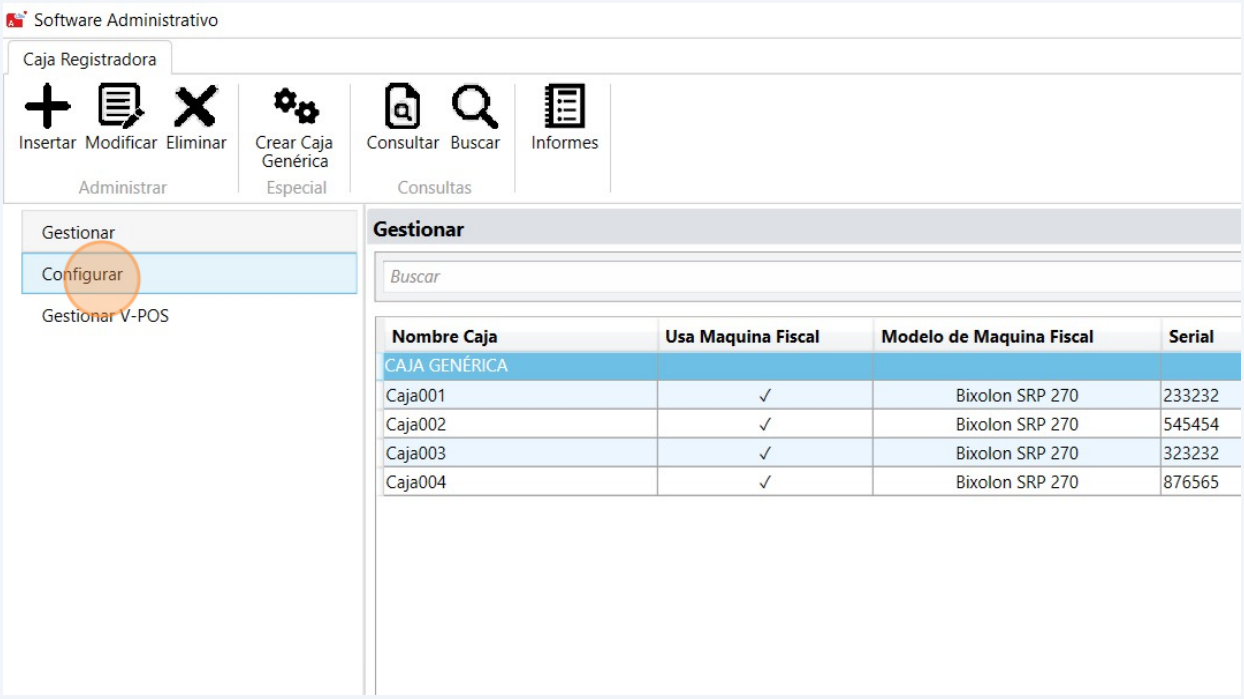


8 Paso 8. Haz clic en "Salir" para cerrar la ventana.

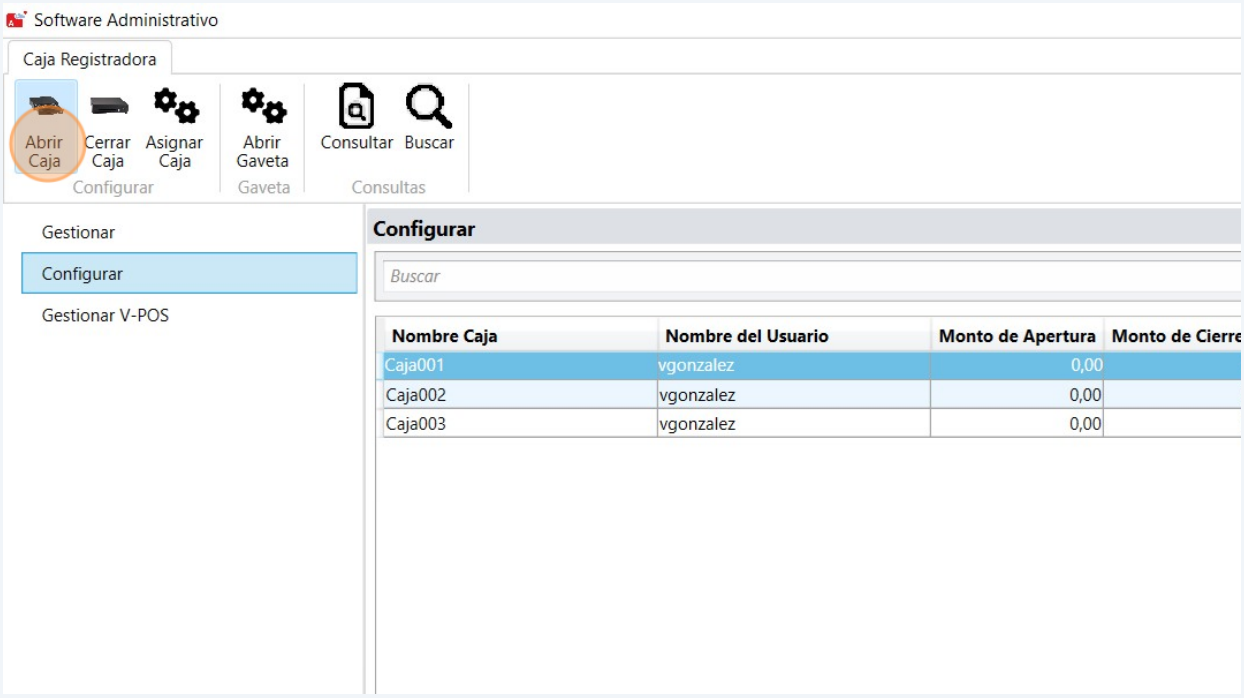



## Abrir caja registradora

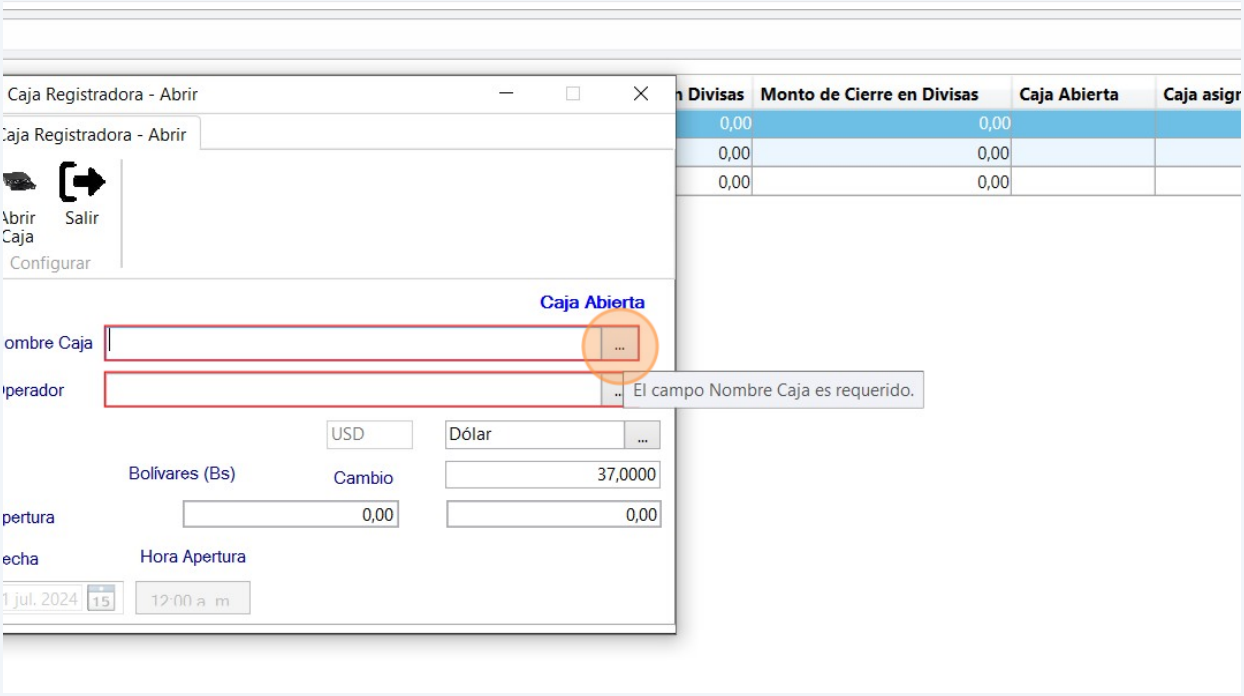
9 Paso 9. Haz clic en "Configurar"



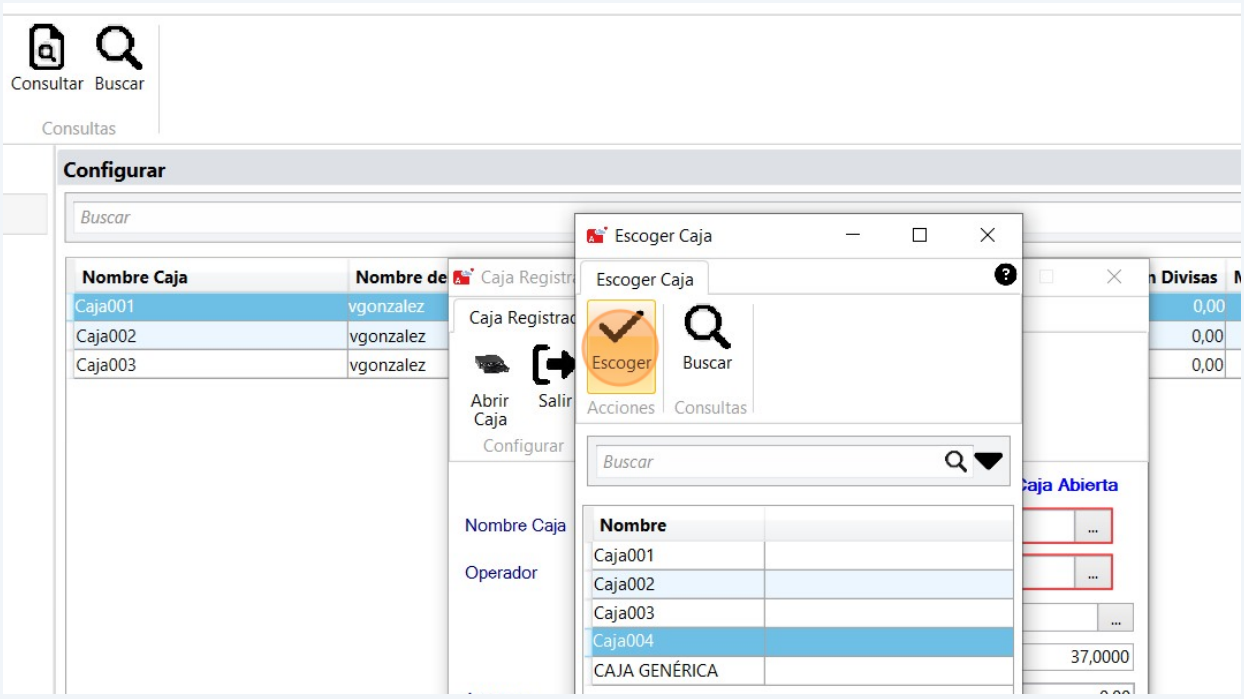
## 10 Paso 10. Haz clic en "Abrir Caja".



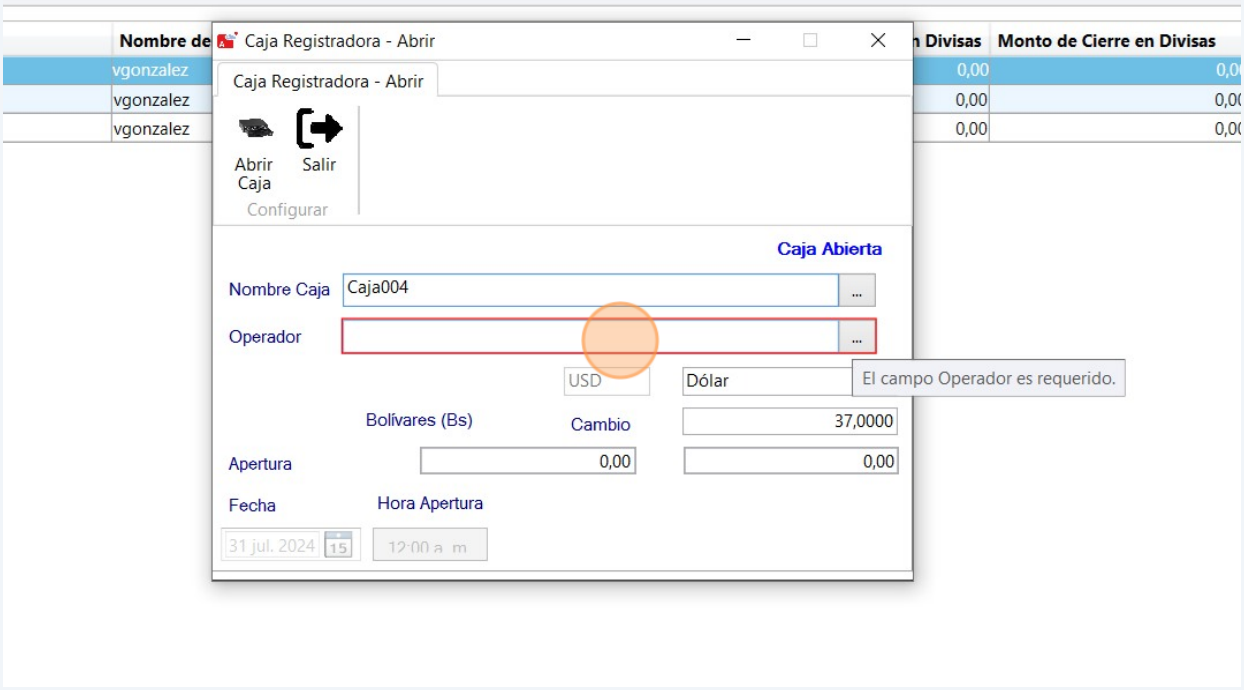

## 11 Paso 11. Haz clic en "..." para ubicar la caja que requieres abrir.



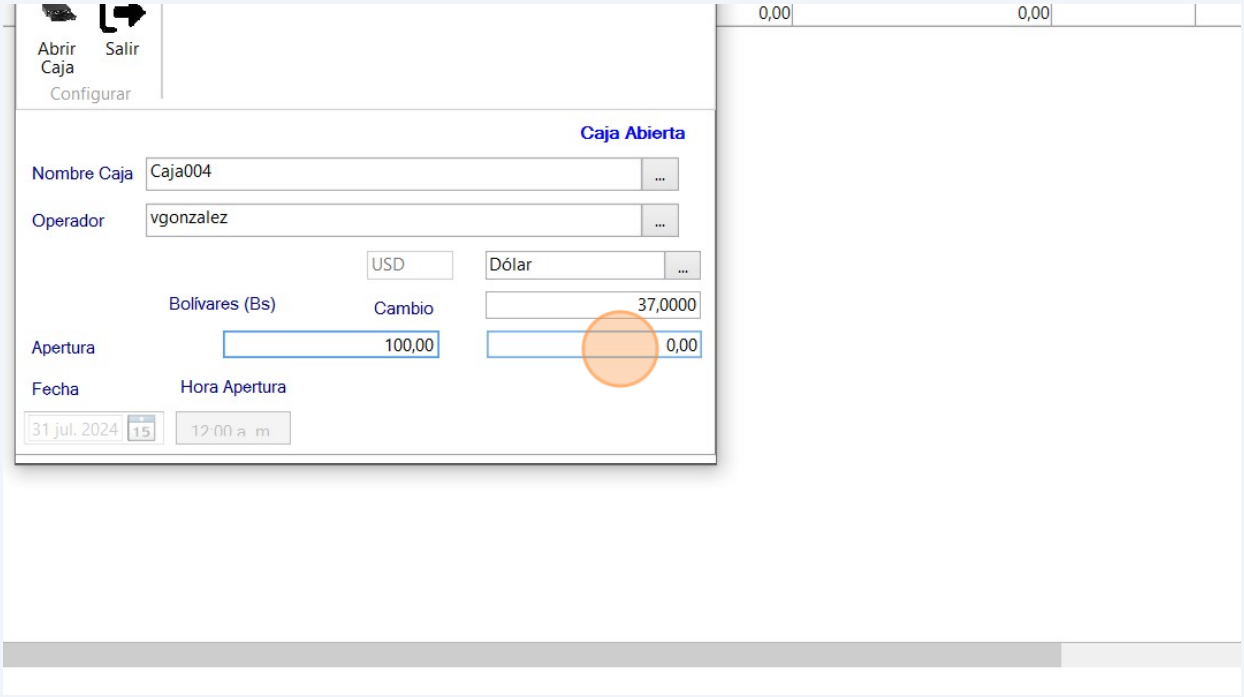
## 12 Paso 12. Selecciona la caja "Caja004" y haz clic en "Escoger".



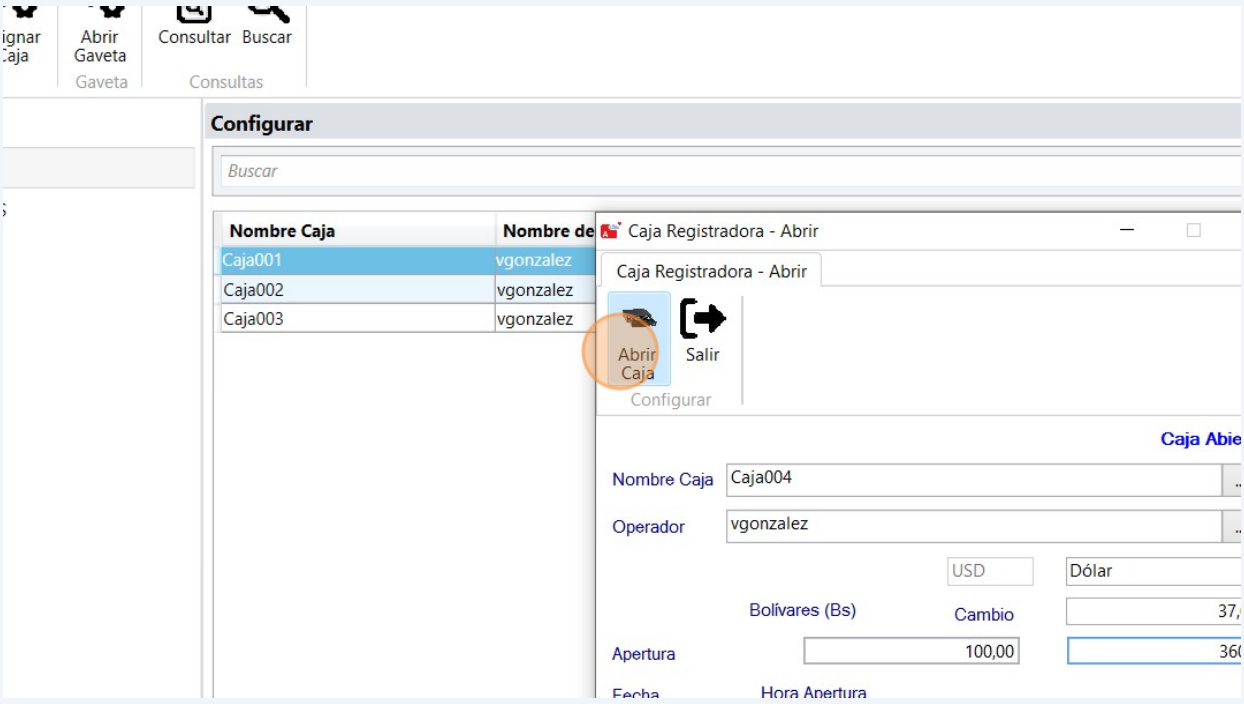

## 13 Paso 13. Selecciona el "Operador".



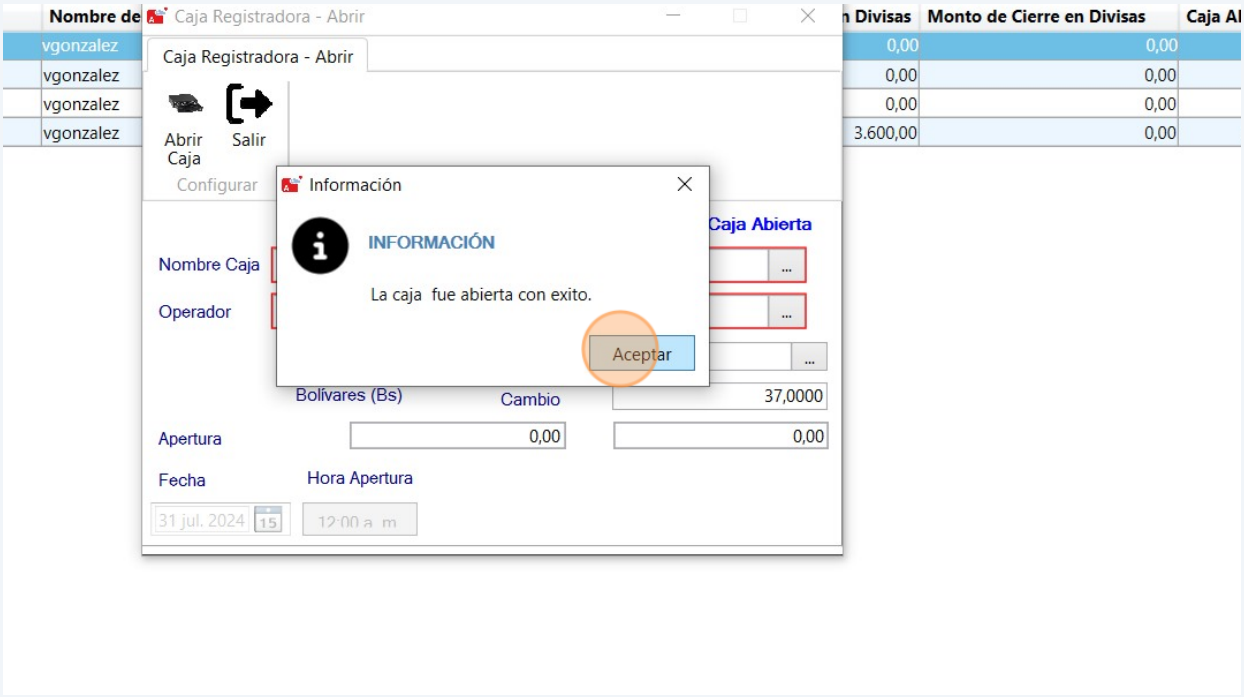
## 14 Paso 14. Ingresa el monto de "Apertura".




## 15 Paso 15. Haz clic en "Abrir Caja"

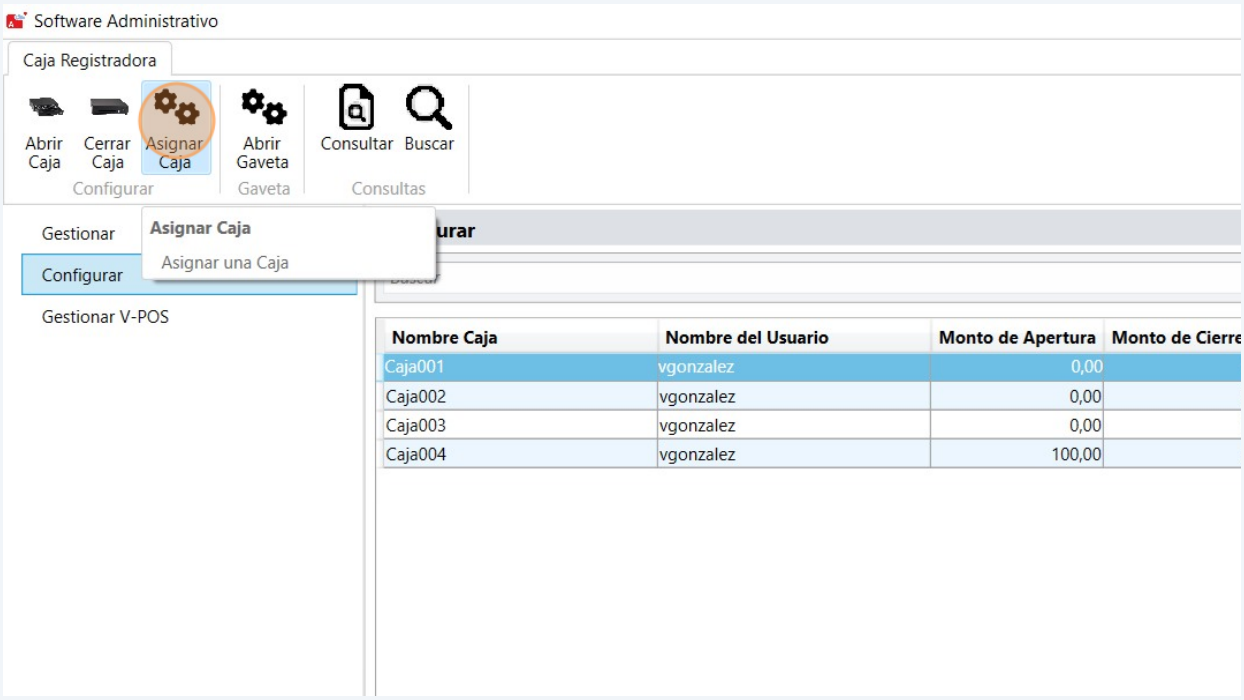


16 Paso 16. En el mensaje que se muestra haz clic en "Aceptar".

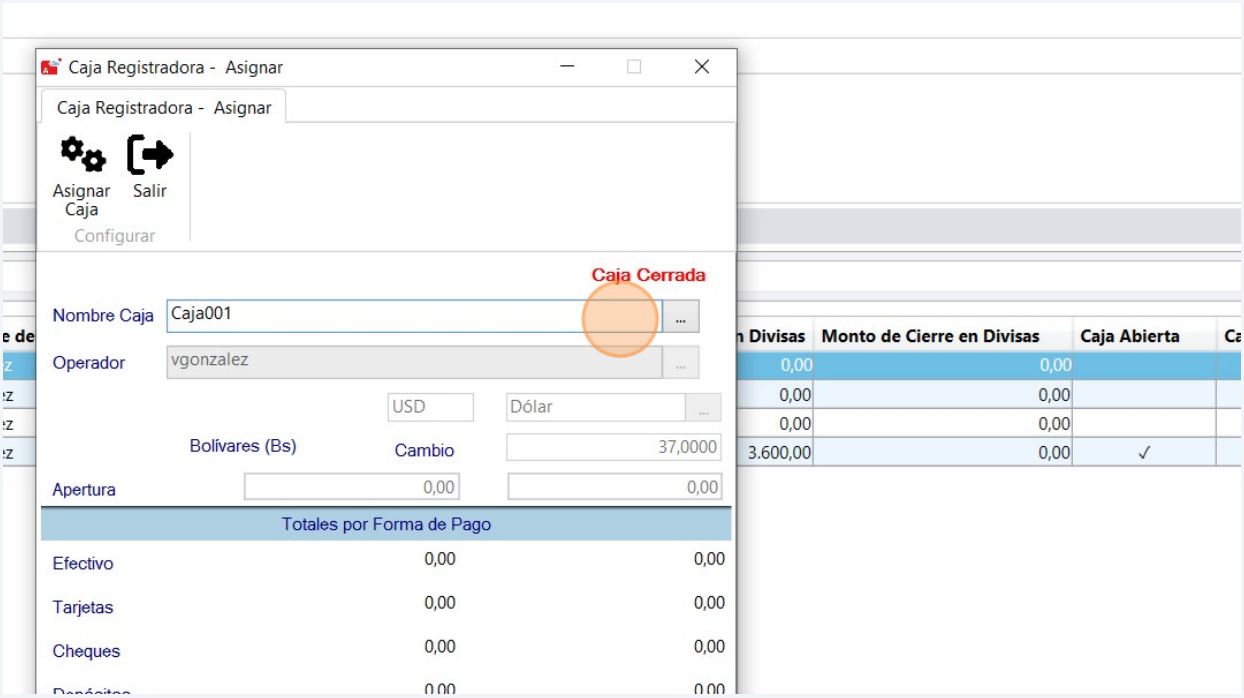



## Asignar caja registradora

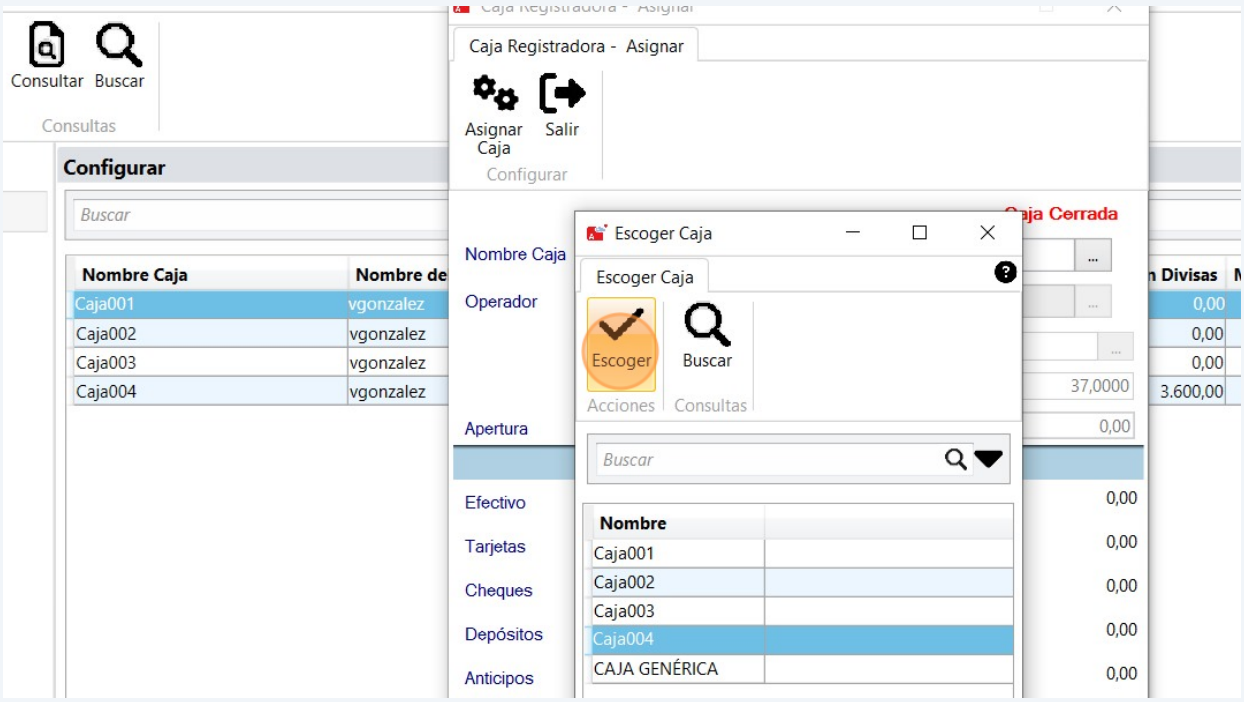
**17** Paso 17. Haz clic en "Asignar Caja".



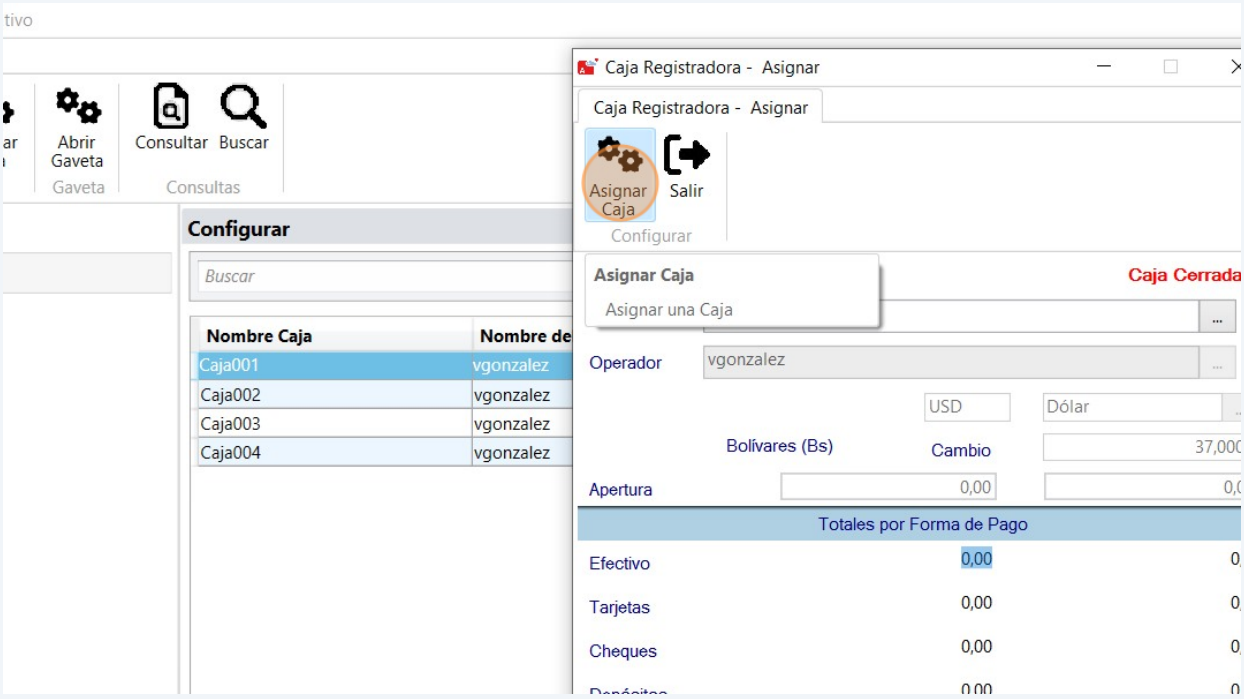

**18** Paso 18. Ingresa la combinación de teclas "(asterisco (*) + Enter)" para seleccionar la caja que requieres asignar.



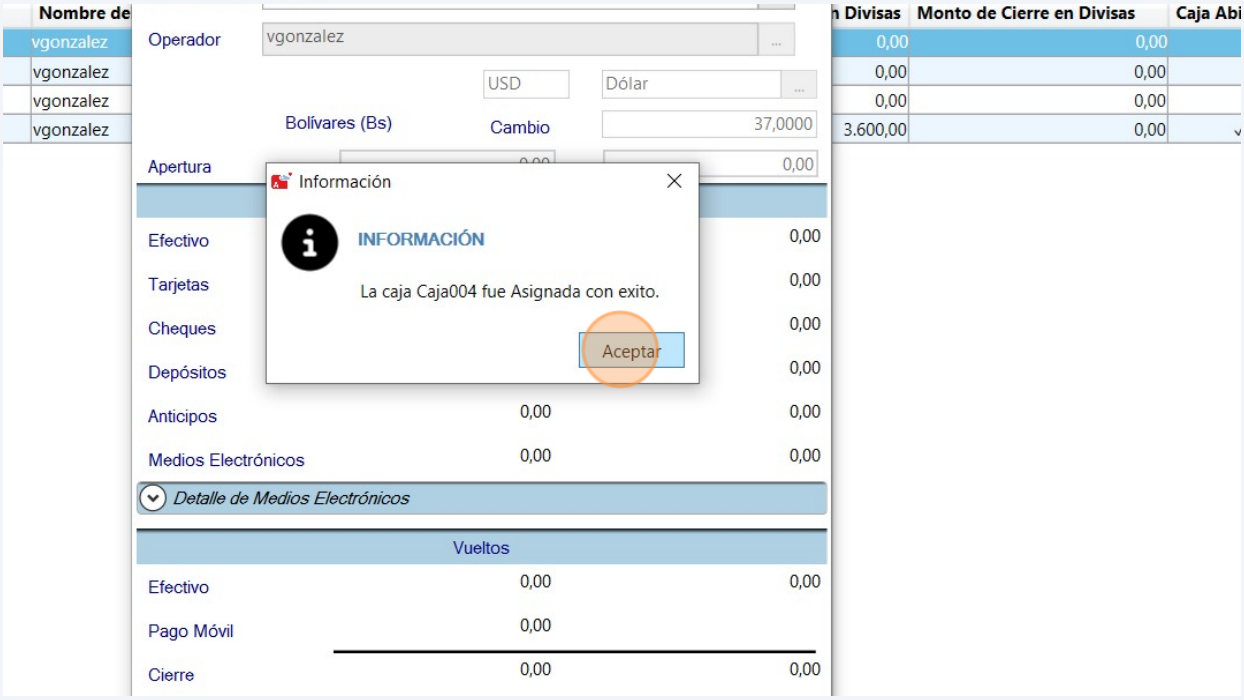
**19** Paso 19 Seleciona la "Caja004" luego haz clic en "Escoger".




**20** Paso 20. Ahora haz clic en "Asignar Caja".

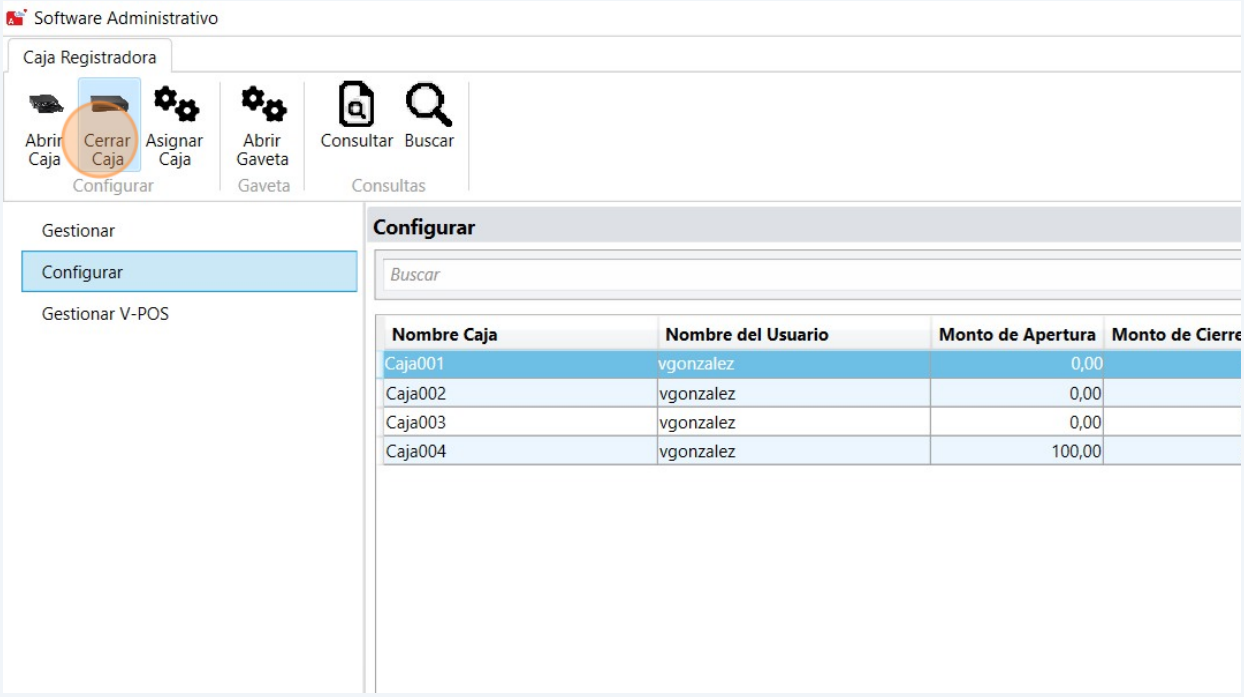


**21** Paso 21. En el mensaje que aparece, haz clic en "Aceptar".

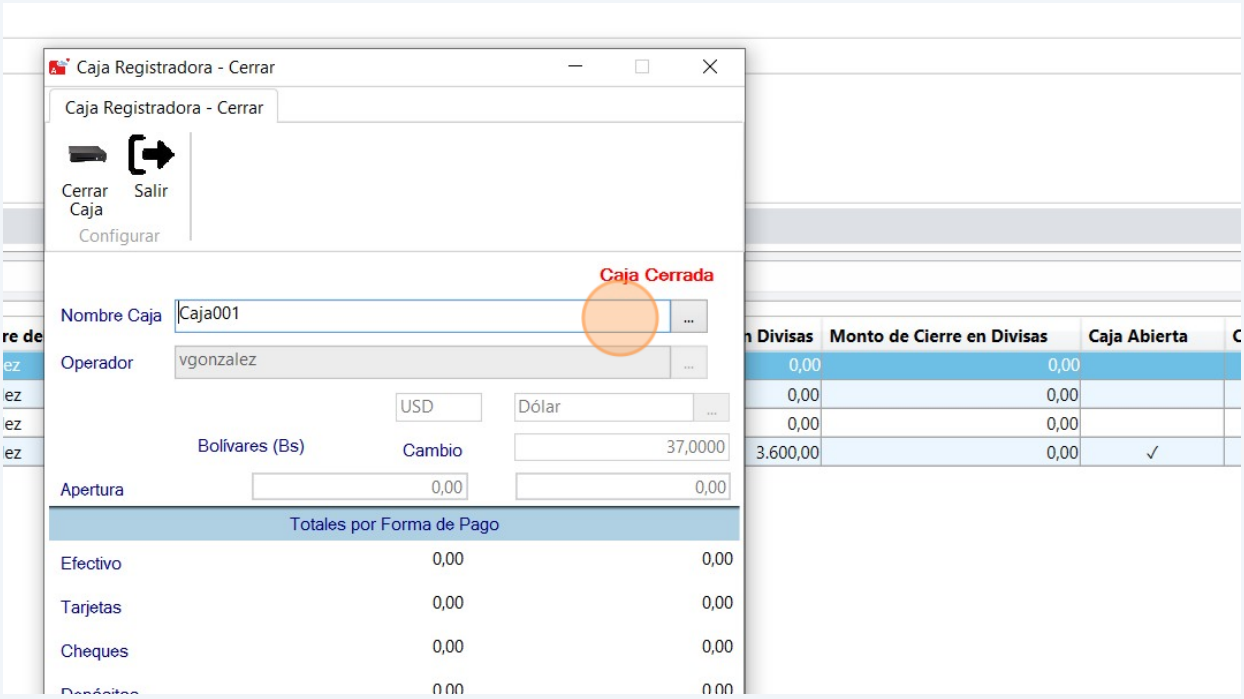



## Cerrar caja registradora

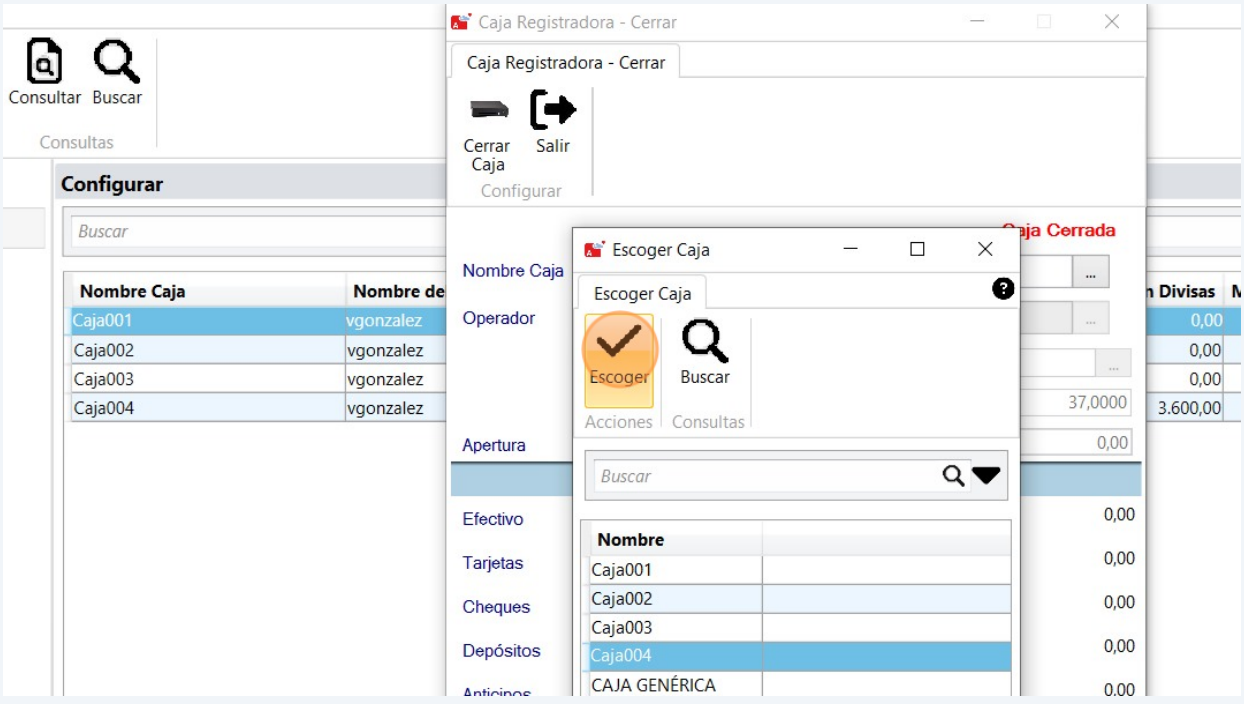
**22** Paso 22. Haz clic en "Cerrar Caja".



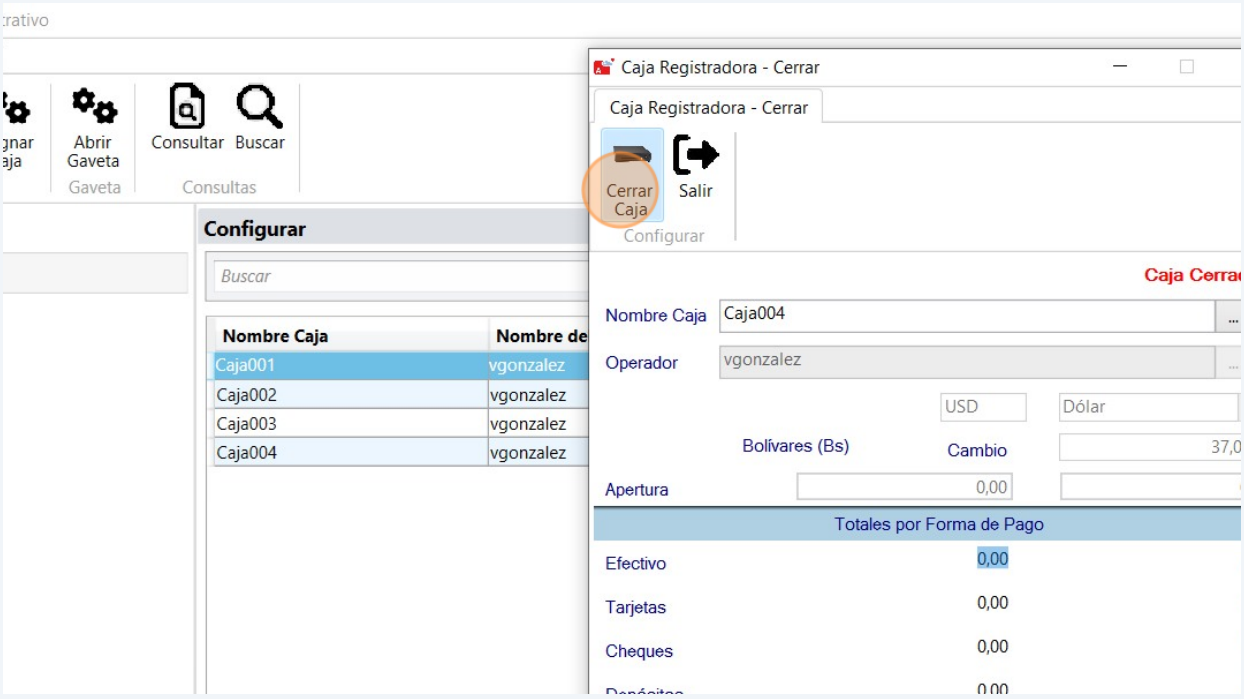
**23** Paso 23. Ingresa la combinación de teclas "(asterisco (*) + Enter)" para seleccionar la caja que requieres cerrar.



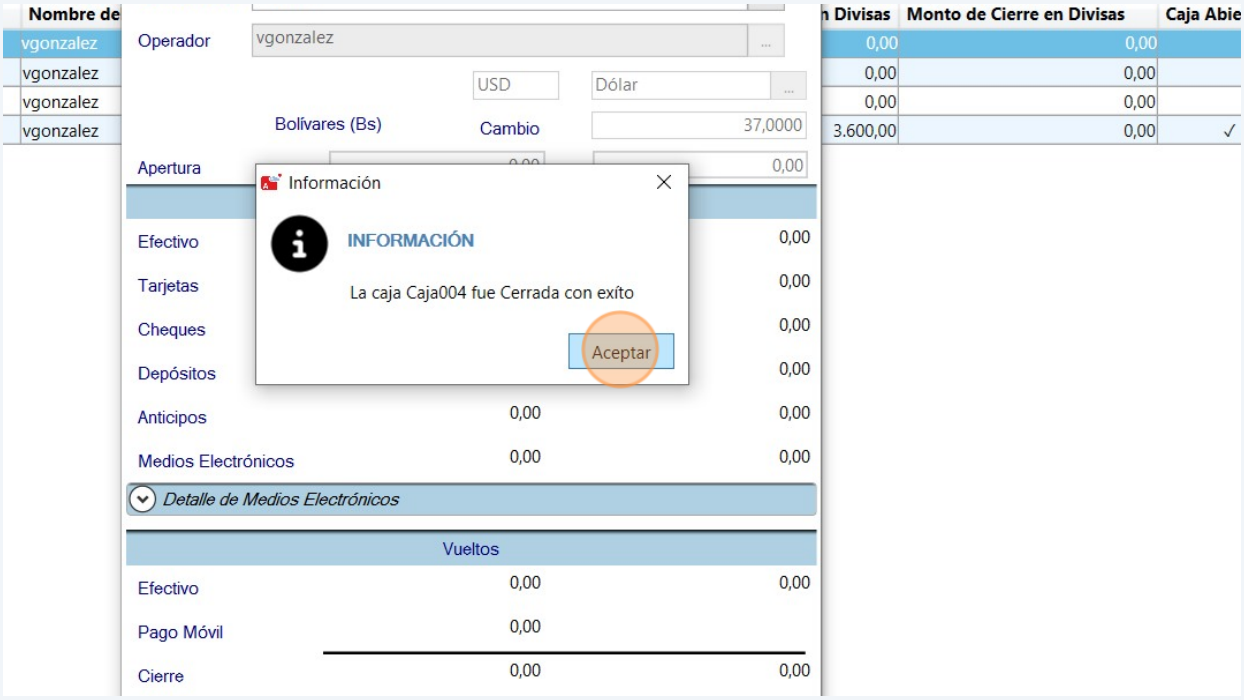

**24** Paso 24. Selecciona la caja "Caja004" y haz clic en "Escoger".



**25** Paso 25 Haz clic en "Cerrar Caja".




**26** Paso 26. En el mensaje que aparece haz clic en "Aceptar".



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