

Cómo registrar sobres

1. Presione el botón **Turnos**.



2. Elija la opción **Sobres**.



3. Presione el botón **Nuevo**.

The screenshot shows the 'REGISTRO DE SOBRES' interface. At the top left is a back arrow icon. The title 'REGISTRO DE SOBRES' is at the top. Below it, the 'SOBRES ACTUALES' section contains a table with columns 'Numero', 'Fecha', and 'Total'. The table is currently empty. Below the table are two buttons: 'NUEVO' and 'IMPRIMIR'. To the right of the table, there is a numeric keypad with buttons for digits 1-9, 0, and function keys 'B BORRAR' and 'A ACEPTAR'. Above the keypad, the 'PROMOTOR' is 'ROBERTO' and the 'TURNO NO.' is '21052401'. At the bottom right, the date '2021-05-25' and time '11:35:46' are displayed.

4. Ingrese un valor para billetes y monedas.

The screenshot shows the 'REGISTRO DE SOBRES' interface with the 'NUEVO SOBRE' section active. The 'PROMOTOR' is 'ROBERTO' and the 'TURNO NO.' is '21052401'. The 'NUEVO SOBRE' section contains the following fields:

- NUMERO DE SOBRE: 1
- VALOR EN BILLETES: 500
- VALOR EN MONEDA: 49
- TOTAL DEL SOBRE: \$549

Below these fields are two buttons: 'REPORTE' and 'GUARDAR'. To the right is the same numeric keypad as in the previous screenshot. At the bottom right, the date '2021-05-25' and time '11:36:33' are displayed.

5. Presione guardar, verá una notificación confirmando el registro del sobre y se imprimirá un recibo de Consignación de Sobre.