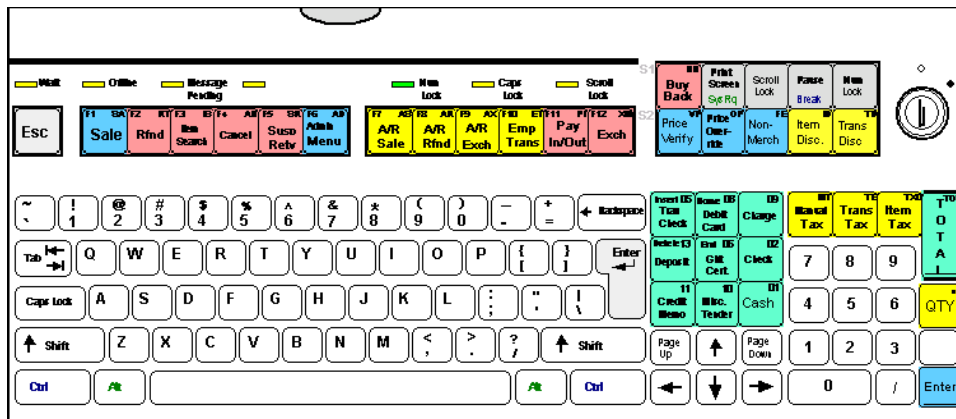


WinPRISM POS TM

Version 1.4.1.0

POS Software Transaction Guide



Nebraska
Book Company

June, 2005

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Introduction

As you are using this documentation, keep in mind the WinPrism POS software is very customizable. Since it is customizable, the results to any instruction may be different at your store than the results obtained by another store, and both of those results may be different than the results presented in this documentation. With over 60 years cumulative experience in POS systems, we believed we have selected the most common parameter choices.

As an example, we believe most stores will want to have one receipt print for a standard sales transaction, and two receipts print for a common refund. If your store has elected to have a single receipt and an insert for a refund, bear in mind that your results will differ slightly from the results listed.

We have several stores using our POS systems in convenience stores, and it has been their experience that most customers purchasing a bottle of water or Coke don't want a receipt, so they have receipts turned off. In the event they have a customer that wants a receipt, they just issue the "RL" command to print one out.

This manual is arranged with two main sections. Section one contains the steps involved in each of the transaction types, from the beginning of the transaction to the point of totaling the transaction. Section 2 involves the steps necessary to tender the transaction for any of the common tender types. Examples are on the next page.

Example:

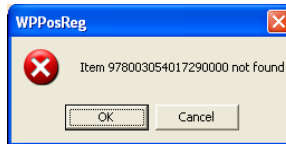
Sale

The act of selling; specifically: the transfer of ownership of and title to merchandise from one person to another for a price.

Step	Prompt	Instruction
1	Enter Transaction: <input type="text"/>	Press the SALE key.
2	Enter Item ID: <input type="text"/>	<ol style="list-style-type: none"> 1. Scan barcode¹ or 2. Enter Quick SKU number and press ENTER¹ or 3. Manually enter barcode number¹ or 4. Enter DCC code and press ENTER¹, enter item's price and press ENTER.
3	Enter Item ID: <input type="text"/>	<ol style="list-style-type: none"> 1. Repeat step 2 for additional items or 2. Press TOTAL when finished.

¹The system begins an exchange in Refund Mode. Press the A/R Exch key to toggle from Refund Mode to Sale Mode and back again, as many times as needed.

²If a number is keyed or scanned which is not found in the Item Record file, the system will display a message indicating the item was not found (see below). Click the Cancel button to clear the message.



For information on tendering out a transaction, go to section 2.

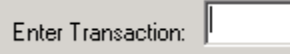



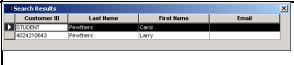
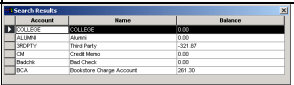
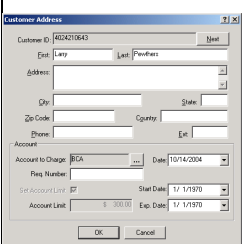


Sale: Cash


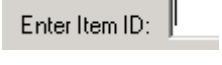
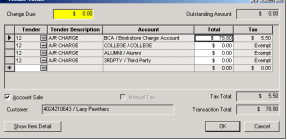
Step	Description	Instruction
1	Tender Totals screen, Tender field	Tap the CASH tender key or enter the number "1."
2	Cursor is still in the Tender field, immediately following a 1	Tap the TAB key to advance to the TOTAL field, or click on the top available line in the Total column.
3	Cursor is in the Total field	Enter the amount of cash the customer is giving the cashier. If the cashier has been given an amount in even dollars, only the dollar amount needs to be entered; if the amount given the cashier is dollars and cents, enter the dollar amount, then tap a "period" key or the slash key at the base of the number pad, then enter the amount given in change.
4	Cursor is in the Total field and the amount has been completely entered.	Tap the Enter key or click on the OK button in the lower right corner of the window.
5	You have been returned to the Enter Transaction prompt in preparation for the next transaction and the Change Due field displays the amount of money to give the customer.	Dispense the correct amount of change to the customer.

Section 1 – Transactions

Account Exchange

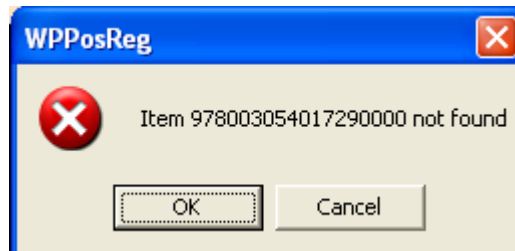
A single transaction that is a combination of an A/R Sale and an A/R Refund.

Step	Prompt	Instruction
1		Press the A/R Exch key
2		<ol style="list-style-type: none"> 1. Enter the customer number and press ENTER or 2. Press ENTER to access search options.
3		Click on the arrowhead to the right of “Search By” to list your search options.
4		Select the field you want to search and fill in the text for which you wish to search.
5		If there is more than one customer that matches the search text, a select list allows you to choose.
6		Once you have selected the customer, you can select which account is to be affected, if they are attached to more than one account.
7		Confirm information for this customer. Fields with a white background may be edited if needed. The requisition number field may be required, depending on your system settings.
8		<ol style="list-style-type: none"> 1. Scan barcode of returning item or 2. Enter Quick SKU number of returning item and press ENTER or 3. Manually enter barcode number of returning item and press Enter or 4. Enter DCC number of returning item and press ENTER, enter item's price and press ENTER.
9		<ol style="list-style-type: none"> 1. Press A/R Exch to toggle to Sale mode or 2. Repeat step 8 to add another item being returned.

10		<ol style="list-style-type: none"> 1. Scan barcode² or 2. Enter Quick SKU number and press ENTER² or 3. Manually enter barcode number and press ENTER² or 4. Enter DCC code and press ENTER², enter item's price and press ENTER.
11		<ol style="list-style-type: none"> 1. Repeat step 10 for additional items or 2. Press TOTAL when finished.
10		<p>If this window comes up, the customer you entered is attached to more than one account. Select the account for which this account exchange is intended.</p>

¹The system begins an exchange in Refund Mode. Press the A/R Exch key to toggle from Refund Mode to Sale Mode and back again, as many times as needed.


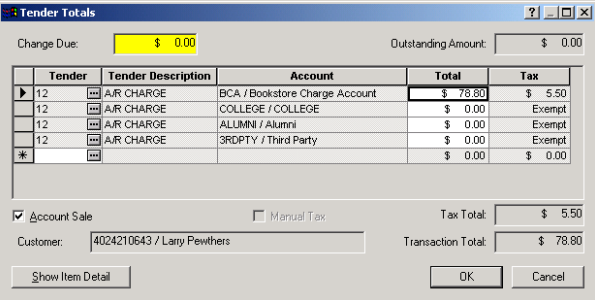
²If a number is keyed or scanned which is not found in the Item Record file, the system will display a message indicating the item was not found (see below). Click the Cancel button to clear the message.



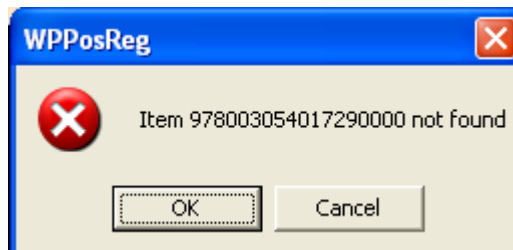
Account Refund

Returning an item or items that were purchased on an A/R Sale.

Step	Prompt	Instruction
1		Press the A/R Rfnd key.
2		<ol style="list-style-type: none"> 1. Enter the customer number and press ENTER or 2. Press ENTER to access search options.
3		Click on the arrowhead to the right of "Search By" to list your search options.
4		Select the field you want to search and fill in the text for which you wish to search.
5		If there is more than one customer that matches the search text, a select list allows you to choose.
6		Once you have selected the customer, you can select which account is to be affected, if they are attached to more than one account.
7		Confirm information for this customer. Fields with a white background may be edited if needed. The requisition number field may be required, depending on your system settings.
8		<ol style="list-style-type: none"> 1. Scan barcode¹ or 2. Enter Quick SKU number

		<p>and press ENTER¹</p> <p>or</p> <p>3. Manually enter barcode number¹</p> <p>or</p> <p>4. Enter DCC code and press ENTER¹, enter item's price and press ENTER.</p>
9		<p>1. Repeat step 8 for additional items</p> <p>or</p> <p>2. Press TOTAL when finished.</p>
10		<p>If this window comes up, the customer you entered is attached to more than one account. Select the account for which this account sale is intended.</p>


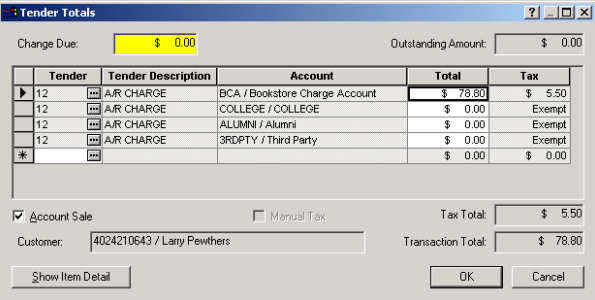
¹If a number is keyed or scanned which is not found in the Item Record file, the system will display a message indicating the item was not found (see below). Click the Cancel button to clear the message.



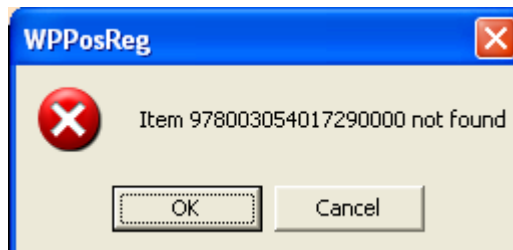
Account Sale

Purchase of an item or items that will be tendered to an A/R account.

Step	Prompt	Instruction
1		Press the A/R Sale key.
2		<ol style="list-style-type: none"> 1. Enter the customer number and press ENTER or 2. Press ENTER to access search options.
3		Click on the arrowhead to the right of "Search By" to list your search options.
4		Select the field you want to search and fill in the text for which you wish to search.
5		If there is more than one customer that matches the search text, a select list allows you to choose.
6		Once you have selected the customer, you can select which account is to be affected, if they are attached to more than one account.
7		Confirm information for this customer. Fields with a white background may be edited if needed. The requisition number field may be required, depending on your system settings.
8		<ol style="list-style-type: none"> 1. Scan barcode¹ or 2. Enter Quick SKU number


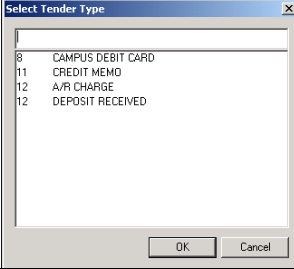

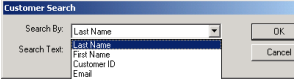
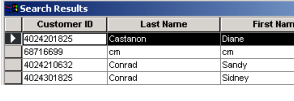
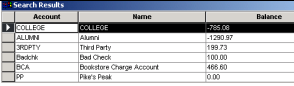
		<p>and press ENTER¹</p> <p>or</p> <p>3. Manually enter barcode number¹</p> <p>or</p> <p>4. Enter DCC code and press ENTER¹, enter item's price and press ENTER.</p>
9		<p>1. Repeat step 8 for additional items</p> <p>or</p> <p>2. Press TOTAL when finished.</p>
10		<p>If this window comes up, the customer you entered is attached to more than one account. Select the account for which this account sale is intended.</p>

¹If a number is keyed or scanned which is not found in the Item Record file, the system will display a message indicating the item was not found (see below). Click the Cancel button to clear the message.



Balance Inquiry

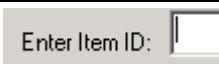
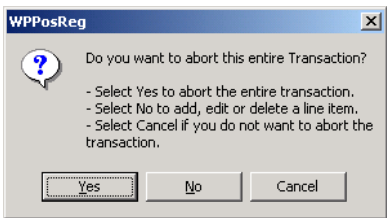
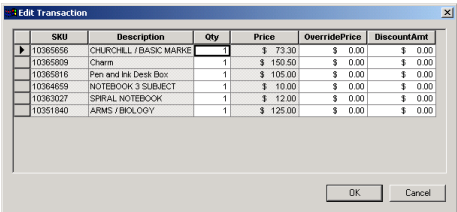
A transaction whose purpose is to determine an available balance.

Step	Prompt	Instruction																					
1		Type in “BI” and press the Enter key.																					
2		Highlight the tender for which you want to query the balance, and click on the OK button.																					
3		Click on the arrowhead to the right of “Search By” to list your search options.																					
4		Select the field you wish to search and fill in the text for which you wish to search.																					
5	 <table border="1" style="font-size: small;"> <thead> <tr> <th>Customer ID</th> <th>Last Name</th> <th>First Name</th> </tr> </thead> <tbody> <tr> <td>4024201825</td> <td>Castanon</td> <td>Olga</td> </tr> <tr> <td>55716899</td> <td>cm</td> <td>cm</td> </tr> <tr> <td>4024210632</td> <td>Conrad</td> <td>Sandy</td> </tr> <tr> <td>4024301825</td> <td>Conrad</td> <td>Sidney</td> </tr> </tbody> </table>	Customer ID	Last Name	First Name	4024201825	Castanon	Olga	55716899	cm	cm	4024210632	Conrad	Sandy	4024301825	Conrad	Sidney	If there is more than one customer that matches the search text you have entered, a select list allows you to pick the correct choice.						
Customer ID	Last Name	First Name																					
4024201825	Castanon	Olga																					
55716899	cm	cm																					
4024210632	Conrad	Sandy																					
4024301825	Conrad	Sidney																					
6	 <table border="1" style="font-size: small;"> <thead> <tr> <th>Account</th> <th>Name</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>COLLEGE</td> <td>COLLEGE</td> <td>755.08</td> </tr> <tr> <td>ALMNN</td> <td>Alumni</td> <td>-1290.97</td> </tr> <tr> <td>THIRDPY</td> <td>Third Party</td> <td>189.73</td> </tr> <tr> <td>BEACH</td> <td>Beach Credits</td> <td>100.00</td> </tr> <tr> <td>BCA</td> <td>Bookstore Charge Account</td> <td>468.80</td> </tr> <tr> <td>SP</td> <td>Hunt Peak</td> <td>0.00</td> </tr> </tbody> </table>	Account	Name	Balance	COLLEGE	COLLEGE	755.08	ALMNN	Alumni	-1290.97	THIRDPY	Third Party	189.73	BEACH	Beach Credits	100.00	BCA	Bookstore Charge Account	468.80	SP	Hunt Peak	0.00	Once you have selected the customer, the balances for each account to which they are attached displays. Close the Search Results window when done.
Account	Name	Balance																					
COLLEGE	COLLEGE	755.08																					
ALMNN	Alumni	-1290.97																					
THIRDPY	Third Party	189.73																					
BEACH	Beach Credits	100.00																					
BCA	Bookstore Charge Account	468.80																					
SP	Hunt Peak	0.00																					
7	You have been returned to the Enter Transaction prompt in preparation for the next transaction.																						

Canceling a Line Item

Canceling a Transaction in Progress

The canceling of a line, or a transaction that is in progress.

Step	Prompt	Instruction
<p>Note: These instructions assume you are already in a transaction</p>		
1		<ol style="list-style-type: none"> 1. Tap the Cancel key or 2. Tap the Escape key.
2		<ol style="list-style-type: none"> 1. Select “Yes” to terminate the entire transaction or 2. Select “No” to add, edit, or delete a line or 3. Select “Cancel” if you no longer wish to Cancel, edit, or delete; you will be returned to your current transaction.
		<p>If you get to the “Edit Transaction” window, you have indicated you wish to edit or delete a line. If you wish to delete a line, highlight one or more of its fields and tap the delete key. If you wish to edit the line, you may change the fields in white (Quantity, Override Price, or Discount Amount), and return to the transaction.</p>

Cashier Report

A report to list the totals for tenders taken and merchandise, non-merchandise, buyback, pay in/pay out transactions, taxes and discounts. Information on this report pertains only to the individual cashier.


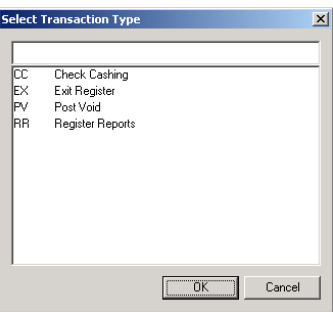




Step	Prompt	Instruction
1	Enter Transaction: <input style="width: 50px;" type="text"/>	Type in CR and press ENTER.
2	Enter Transaction: <input style="width: 50px;" type="text"/>	Remove cashier report from receipt printer.

Example:

**** Cashier Totals Report ****		
12/25/04 12:54:32		
Open For: 12/25/04		
Store: 001 Cashier: Johnny		
Description	#	Register Totals
<hr style="border-top: 1px dashed black;"/>		
Check	58	1538.50
Cash	767	78776.78
Visa	62	3975.09
		<hr style="border-top: 1px dashed black;"/>
	887	84290.37
TOTAL MERCHANDISE		79123.54
TOTAL NON-MERCHANDISE		5144.48
TOTAL TAXES		22.35
TOTAL DISCOUNTS		<hr style="border-top: 1px dashed black;"/>
		84290.37
Registers This Cashier Used:		
Reg_2		

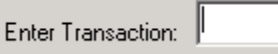
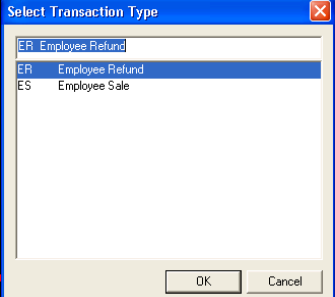


Check Cashing

A transaction to allow for the exchange of the store's cash for a customer's check.

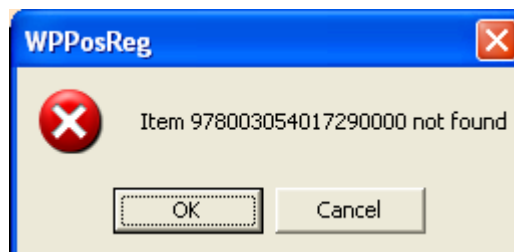
Step	Prompt	Instruction
1	Enter Transaction: 	Press the blue Admin Menu key.
2		Select "Check Cashing" from the select list.
3	Enter Check Amount: 	Type in the amount of the check and press ENTER. This figure is being entered in pennies, if the check is for \$10.00, enter 1000, and press ENTER.
4	Enter Check Tender: 	Tap the Tender key labeled "Check."
5	Enter Tender to Pay Out 	Tap the Tender key labeled "Cash."
6	Enter Tender Amount: 	Enter the amount of the cash that is being given out. This figure is being entered in pennies, if the check is for \$10.00, enter 1000, and press ENTER.

Employee Refund

A special type of refund designed to generate additional paperwork for the purpose of documenting refunds.

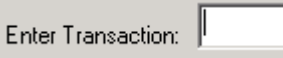
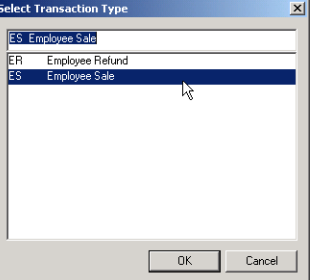


Step	Prompt	Instruction
1		Press the “Emp Trans” (Employee Transaction) key.
2		Highlight Employee Refund and click on the OK button or tap the Enter key.
3		<ol style="list-style-type: none"> 1. Scan barcode¹ or 2. Enter Quick SKU number and press ENTER¹ or 3. Manually enter barcode number¹ or 4. Enter DCC code and press ENTER¹, enter item's price and press ENTER.
4		<ol style="list-style-type: none"> 1. Repeat step 2 for additional items or 2. Press TOTAL when finished.

¹If a number is keyed or scanned which is not found in the Item Record file, the system will display a message indicating the item was not found (see below). Click the Cancel button to clear the message.

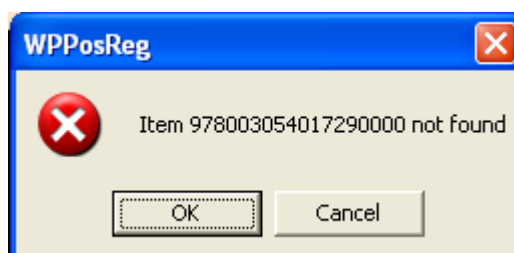


Employee Sale

A special type of sale designed to generate additional paperwork for the purpose of documenting purchases.

Step	Prompt	Instruction
1		Press the “Emp Trans” (Employee Transaction) key.
		Highlight Employee Sale and click on the OK button or tap the Enter key.
2		<ol style="list-style-type: none"> 1. Scan barcode¹ or 2. Enter Quick SKU number and press ENTER¹ or 3. Manually enter barcode number¹ or 4. Enter DCC code and press ENTER¹, enter item's price and press ENTER.
3		<ol style="list-style-type: none"> 1. Repeat step 2 for additional items or 2. Press TOTAL when finished.

¹If a number is keyed or scanned which is not found in the Item Record file, the system will display a message indicating the item was not found (see below). Click the Cancel button to clear the message.





An “Exchange” allows you to process a Return and a Sale within the same transaction, as outlined on the following page. In the above image we can see the customer first returned Churchill’s Basic Marketing, then a charm. The transaction was then changed from recording what the customer was returning, to what the customer wanted to buy and an American Heritage Dictionary and a Flag was rung up. Finally the customer realized the candy bar they had purchased was outdated and returned that also.

Exchange

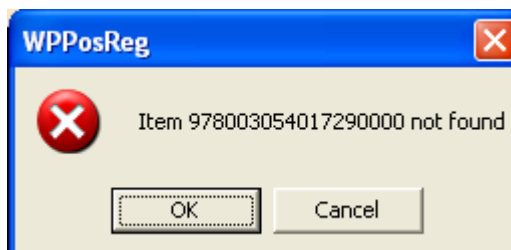
A single transaction that is a combination of a sale and a refund.

Step	Prompt	Instruction
1	Enter Transaction: <input type="text"/>	Press the EXCHANGE key ¹ .
2	Enter Item ID: <input type="text"/>	1. Scan barcode of returning item or 2. Enter Quick SKU number of returning item and press ENTER or 3. Manually enter barcode number of returning item and press Enter or 4. Enter DCC number of returning item and press ENTER, enter item's price and press ENTER.
3	Enter Item ID: <input type="text"/>	1. Press EXCHANGE to toggle to Sale mode or 2. Repeat step 2 to add another item being returned.
4	Enter Item ID: <input type="text"/>	1. Scan barcode ² or 2. Enter Quick SKU number and press ENTER ² or 3. Manually enter barcode number ² and press Enter or 4. Enter DCC code and press ENTER ² , enter item's price and press ENTER.
5	Enter Item ID: <input type="text"/>	1. Repeat step 4 for additional items or 2. Press TOTAL when finished.

For information on tendering out a transaction, go to section 2.


¹The system begins an exchange in Refund Mode. Press the EXCHANGE key to toggle from Refund Mode to Sale Mode and back again, as many times as you need.

²If a number is keyed or scanned which is not found in the Item Record file, the system will display a message indicating the item was not found (see below). Click the Cancel button to clear the message.




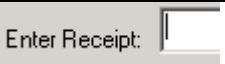
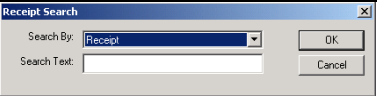

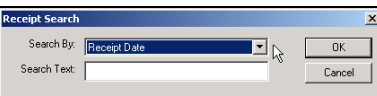

Exit Register

The only proper way to exit the register routine at the end of the business day or when changing from one cashier to another.

Step	Prompt	Instruction
1	Enter Transaction: 	Type in "EX" and press enter or tap the Admin Menu key and select Exit Register.

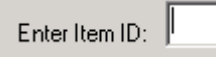
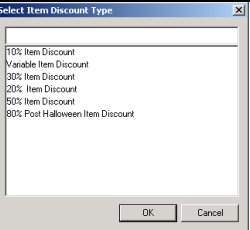


Gift Receipt

Option at the register which allows you to print a receipt that omits the prices of the items on the receipt, which can be given to a gift recipient to more easily enable them to return a gift.

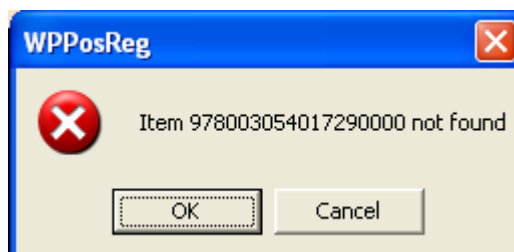
Step	Prompt	Instruction
1		1. Tap the Admin Menu key, and arrow down to Gift Receipt and press the Enter Key or 2. Type in “GR” and press the Enter key.
2		You can enter the receipt number to identify which transaction you wish to print a Gift Receipt for, or you can tap the Enter key to obtain the following search options. If you enter the receipt number at this prompt, you may skip on down to step #7.
3		In the “Search By” field, you can select to search by Receipt (Number), Receipt Date, or CC (Credit Card) Number. You can select one, or you can leave it set to the default of “Receipt” and tap the Enter key or click on the OK button.
4		If you select “Receipt” in the “Search By” field, you can enter the receipt number in the “Search Text” field to identify exactly which transaction you want the system to search for, or you can tap the Enter key and scroll through the list of transactions.
5		If you select “Receipt Date” in the “Search By” field, you can specify the date you wish to view a select list of transactions from, or click the OK button to view transactions from the current date.
6		If you select “CC Number” in the “Search By” field, you can specify a credit card number in the “Search Text” field and the system will search for all transactions that have been tendered against that credit card number.
7		After selecting the transaction you wish to generate a Gift Receipt for, the receipt will print from the register’s receipt printer.

Item Discount

The Item Discount is applied prior to scanning the item to be discounted, and will discount only the one following item, and only if that item is designated as discountable in WinPrism. The Transaction Discount should be used if you wish to discount all discountable items in the transaction.

Step	Prompt	Instruction
Note: These instructions assume you are already in a transaction		
1		Tap the “Item Disc” (Item Discount) key.
		Highlight the appropriate discount from the select list and click the OK button or tap the Enter key.
2		<ol style="list-style-type: none"> 1. Scan barcode¹ or 2. Enter Quick SKU number and press ENTER¹ or 3. Manually enter barcode number¹ or 4. Enter DCC code and press ENTER¹, enter item's price and press ENTER.
3		<ol style="list-style-type: none"> 1. Repeat step 2 for additional items or 2. press TOTAL when finished.





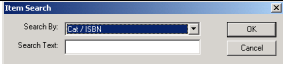



¹If a number is keyed or scanned which is not found in the Item Record file, the system will display a message indicating the item was not found (see below). Click the Cancel button to clear the message.



Note - Besides selecting a discount when ringing items at a register, you can also EDIT (ED, see entry for Transaction Edit) a transaction and specify the discount amount.


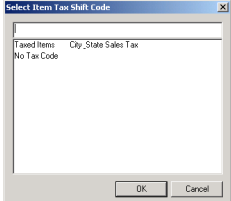


Item Search

Allows the cashier to search for items that have been entered in WinPrism. This function is usually used to search for items at the register that do not have scannable bar codes.

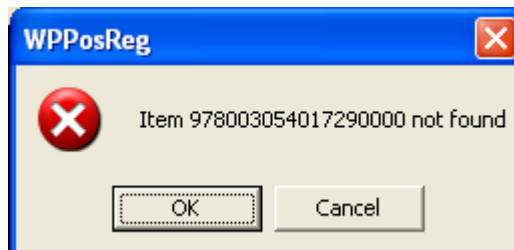
Step	Prompt	Instruction
<p>Note: These instructions assume you are already in a transaction.</p>		
1		Tap the “Search” key, or type in IS and press the Enter key.
2		In the “Search By” field, you can select to search by Author, Title, Cat/ISBN, XREF, Bookkey, or SKU.
3		If you select “Author” in the “Search By” field, you can enter the author’s last name in the “Search Text” field to identify exactly which author you want the system to search for, or you can enter the beginning portion of the author’s last name and tap the Enter key to scroll through the list of authors whose names start with the same characters.
4		If you select “Title” in the “Search By” field, you can enter the Title in the “Search Text” field to identify exactly which title you want the system to search for, or you can enter the beginning portion of the title and tap the Enter key to scroll through the list of titles that start with the same characters.
5		If you select “Cat/ISBN” in the “Search By” field, you can enter the catalog number or the ISBN (whichever would match the contents of the Cat/ISBN field in WinPrism) in the “Search Text” field to identify exactly which catalog/ISBN you want the system to search for, or you can enter the beginning portion of the Catalog number or ISBN and tap the Enter key to scroll through the list of Catalog numbers or ISBNs that start with the same characters.
6		If you select “XREF” in the “Search By” field, you can enter the XREF in the “Search Text” field to identify exactly which XREF you want the system to search for, or you can enter the beginning portion of the XREF and tap the Enter key to scroll through the list of XREFs that start with the same characters.
7		If you select “Bookkey” in the “Search By” field, you can enter the Bookkey in the “Search Text” field to identify exactly which Bookkey you want the system to search for, or you can enter the beginning portion of the Bookkey and tap the Enter key to scroll through the list of Bookkeys that start with the same characters.
8		If you select “SKU” in the “Search By” field, you can enter the SKU in the “Search Text” field to identify exactly which SKU you want the system to search for.

Item Tax Shift

Allows the cashier to apply a tax code other than the default to an individual item.



Step	Prompt	Instruction
<p>Note: These instructions assume you are already in a transaction</p>		
1		Type in "TX" and press the Enter key, or tap the "Item Tax" key.
2		Highlight the appropriate selection and press the Enter key or click on the OK button.
3		<ol style="list-style-type: none"> 1. Scan barcode¹ or 2. Enter Quick SKU number and press ENTER¹ or 3. Manually enter barcode number and press ENTER¹ or 4. Enter DCC code and press ENTER¹, enter item's price and press ENTER.
4		<ol style="list-style-type: none"> 1. Repeat step 3 for additional items or 2. Press TOTAL when finished.

¹If a number is keyed or scanned which is not found in the Item Record file, the system will display a message indicating the item was not found (see below). Click the Cancel button to clear the message.



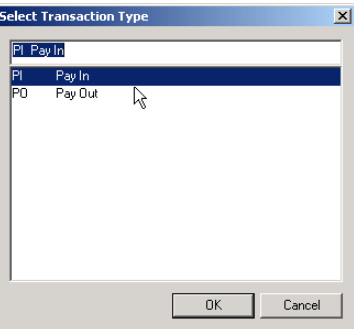
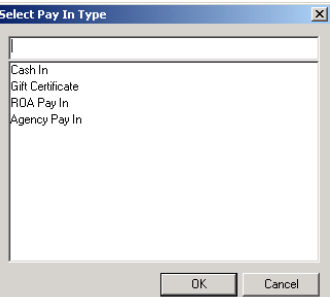
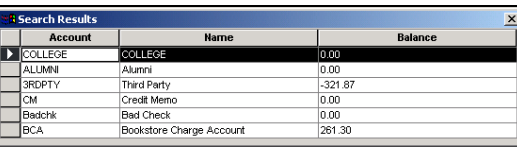
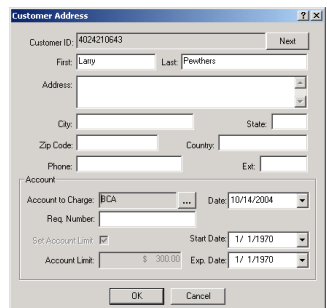
No Sale

Allows the cashier to open the register's cash drawer when no transaction has been performed. There are times you may want to open the drawer to retrieve checks, credit card signature slips, or make change. A "No Sale" is a transaction, and as such, it leaves an evidence trail.

Step	Prompt	Instruction
1		1. Tap the Admin Menu key, and arrow down to No Sale and press the Enter Key or 2. Type in "NS" and press the Enter key.
2		The register's drawer opens.

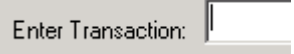
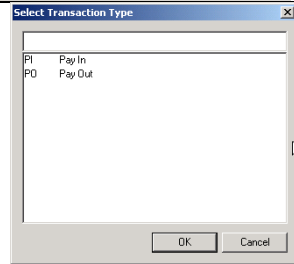
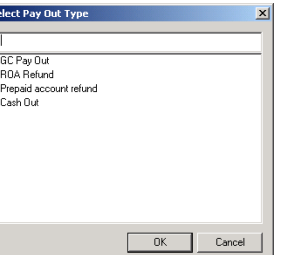
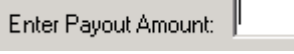
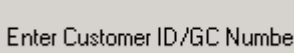
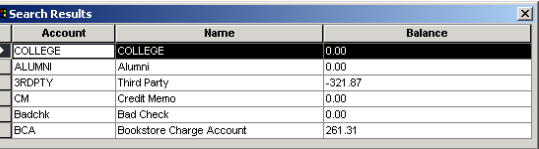
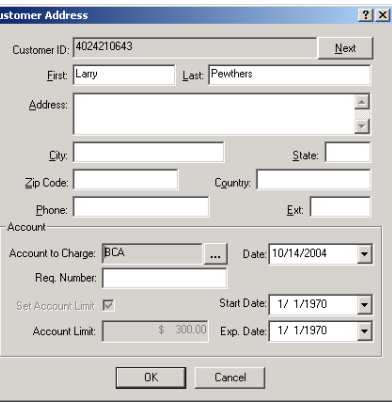

Pay In

Method of documenting money coming in to the till, but not as the result of a sale.

Step	Prompt	Instruction
1	Enter Transaction: <input type="text"/>	Press the PAY IN/OUT key.
2		Select PI Pay In.
3		Select the desired Pay In code.
4	Enter Payin Amount: <input type="text"/>	Key amount of Pay In, press ENTER. This figure is being entered in pennies; if the check is for \$10.00, enter 1000, and press ENTER.
5	Enter Customer ID/GC Number: <input type="text"/>	If this window comes up, the Pay In you selected is tied to accounts. Enter the customer identification number or gift certificate number and press ENTER.
6		If this window comes up, the customer ID you entered is attached to more than one account. Select the account for which this Pay In is intended.
7		Confirm information for this customer. Fields with a white background may be edited if needed. The requisition number field may be required, depending on your system settings.
8	Enter Tender: <input type="text"/>	Enter the tender type (cash, check, etc.).

Pay Out



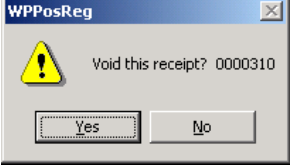
Method of documenting money going out of the till, but not as the result of a refund.

Step	Prompt	Instruction
1		Press the PAY IN/OUT key.
2		Select PO Pay Out.
3		Select the desired Pay Out code.
4		Key amount of Pay Out, press ENTER. This figure is being entered in pennies; if the check is for \$10.00, enter 1000, and press ENTER.
5		If this window comes up, the Pay Out you selected is tied to accounts. Enter the customer identification number or gift certificate number and press ENTER.
6		If this window comes up, the customer ID you entered is attached to more than one account. Select the account for which this pay out is intended.
7		Confirm information for this customer. Fields with a white background may be edited if needed. The requisition number field may be required, depending on your system settings.
8		Enter the tender type (cash, check, etc.).

Post Void


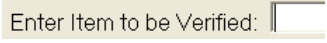
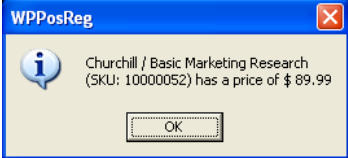
Canceling a transaction, which has already been completed.

Note: Must be performed in the same business day.

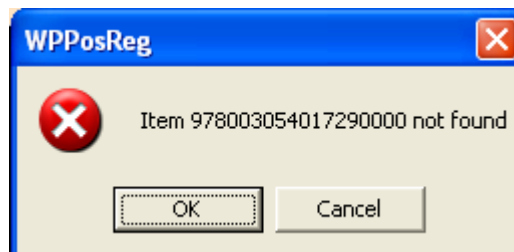
Step	Prompt	Instruction
1		1. Tap the Admin Menu key, and arrow down to Post Void or 2. Type in “PV” and press the Enter key.
2		Enter the receipt number of the transaction you wish to void.
3		A confirmation window will come up listing the transaction number so you can see if you entered it correctly. Behind that window you should be able to see some information about the transaction you have identified as the transaction you wish to Post Void. If you are satisfied you have identified the correct transaction, tap the enter key or click on the “Yes” button, otherwise, tab over to the “No” button and tap the enter key or click on the “No” button.

Price Verify

A procedure to allow you to confirm the price of an item without adding that item to the current transaction.

Step	Prompt	Instruction
Note: These instructions assume you are already in a transaction		
1		1. Type VP and press the Enter key or 2. Tap the Admin Menu key and select Verify Price from the select list and press the Enter key or click on the OK button.
2		1. Scan barcode ¹ or 2. Enter Quick SKU number and press ENTER ¹ or 3. Manually enter barcode number ¹ or 4. Enter DCC code and press ENTER ¹ , enter item's price and press ENTER.
3		Click OK or tap the Enter key to clear the message and return to the transaction. If the customer wants to purchase the item you have just performed the Price Verify on, you will need to repeat step 2 without repeating step 1 first.


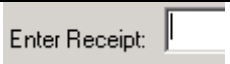

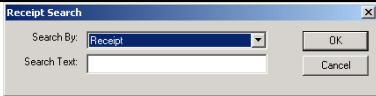
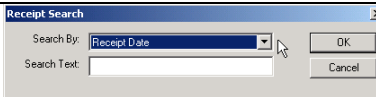

¹If a number is keyed or scanned which is not found in the Item Record file, the system will display a message indicating the item was not found (see below). Click the Cancel button to clear the message.



Print Receipt

The printing of a receipt from an earlier transaction.

Note: It is helpful to already have the receipt number.

Step	Prompt	Instruction
1		1. Tap the Admin Menu key, and arrow down to Print Receipt and press the Enter Key or 2. Type in “PR” and press the Enter key.
2		You can enter the receipt number to identify which receipt you wish to print, or you can tap the Enter key to obtain the following search options. If you enter the receipt number at this prompt, you may skip on down to step #7.
3		In the “Search By” field, you can select to search by Receipt (Number), Receipt Date, or CC (Credit Card) Number. You can select one, or you can leave it set to the default of “Receipt” and tap the Enter key or click on the OK button.
4		If you select “Receipt” in the “Search By” field, you can enter the receipt number in the “Search Text” field to identify exactly which transaction you want the system to search for, or you can tap the Enter key and scroll through the list of transactions.
5		If you select “Receipt Date” in the “Search By” field, you can specify the date you wish to view a select list of transactions from, or click the OK button to view transactions from the current date.
6		If you select “CC Number” in the “Search By” field, you can specify a credit card number in the “Search Text” field and the system will search for all transactions that have been tendered against that credit card number.
7		After selecting the transaction you wish to generate a duplicate receipt for, the receipt will print from the register’s receipt printer.

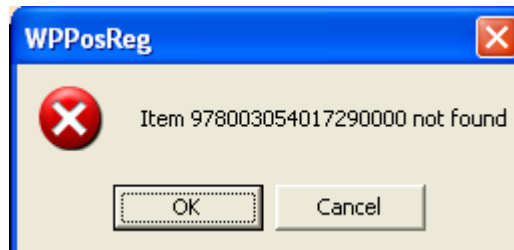
Refund

A transaction used to document the return of merchandise from a customer.

Step	Prompt	Instruction
1	Enter Transaction: <input type="text"/>	Press the REFUND key.
2	Enter Item ID: <input type="text"/>	1. Scan barcode ¹ or 2. Enter Quick SKU number and press ENTER ¹ or 3. Manually enter barcode number ¹ or 4. Enter DCC code and press ENTER ¹ , enter item's price and press ENTER.
3	Enter Item ID: <input type="text"/>	1. Repeat step 2 for additional items or 2. Press TOTAL when finished.

For information on tendering out a transaction, go to section 2.

¹If a number is keyed or scanned which is not found in the Item Record file, the system will display a message indicating the item was not found (see below). Click the Cancel button to clear the message.



Register Report

A report to list the totals for tenders taken and merchandise, non-merchandise, buyback, pay in/pay out transactions, taxes and discounts. All information on this report pertains only to the individual register.

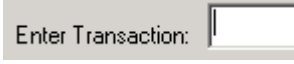
Step	Prompt	Instruction
1	Enter Transaction: <input type="text"/>	Type in RR and press ENTER.
2	Enter Transaction: <input type="text"/>	Remove register report from receipt printer.

Example:

**** Register Totals Report **** 12/25/04 12:54:32 Open For: 12/25/04 Store: 001 Register: Reg 2		
Description	#	Register Totals
<hr style="border-top: 1px dashed black;"/>		
Check	58	1538.50
Cash	767	78776.78
Visa	62	3975.09
	<hr style="border-top: 1px dashed black;"/>	
	887	84290.37
TOTAL MERCHANDISE		79123.54
TOTAL TAXES		5144.48
TOTAL DISCOUNTS		22.35
		<hr style="border-top: 1px dashed black;"/>
		84290.37
Cashiers Using This Register:		
POS Support		
Pewthers		
JeffW		

Reprint Last Receipt

Prints the receipt for the immediately preceding transaction.

Step	Prompt	Instruction
1		1. Tap the Admin Menu key, and arrow down to Reprint last Receipt and press the Enter Key or 2. Type in “RL” and press the Enter key.
2		A receipt will print out of the register’s printer that is a duplicated of the receipt from the actual transaction, except it also contains the message: ***** Reprinted Receipt *****

Retrieve

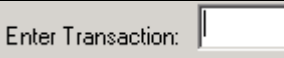


To Suspend is an option at the register that allows you to suspend a transaction in progress. Suspended transactions can later be retrieved and completed. To Retrieve is an option at the register that allows you to retrieve suspended transactions that have not been purged from the system.

Step	Prompt	Instruction
1	Enter Transaction: <input type="text"/>	Press the SUSPEND/RETRIEVE key.
2	Enter Receipt: <input type="text"/>	Enter the receipt number of the transaction you wish to retrieve.
3	Enter Item ID: <input type="text"/>	<p>Review the transaction detail to confirm you have brought up the transaction you intended. If not, suspend the transaction so it can be retrieved another time. If so,</p> <ol style="list-style-type: none"> 1. Scan barcode or 2. Enter Quick SKU number and press ENTER or 3. Manually enter barcode number or 4. Enter DCC code and press ENTER, enter item's price and press ENTER or 5. Go on to next step when finished.
4	Enter Item ID: <input type="text"/>	<ol style="list-style-type: none"> 1. Repeat step 3 for additional items or 2. Press TOTAL when finished.

For information on tendering out a transaction, go to section 2.

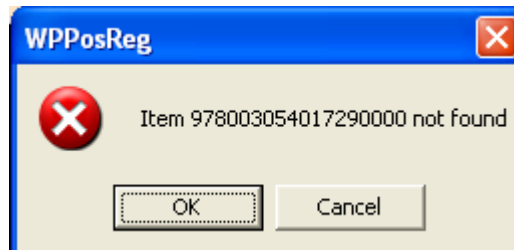
Sale

The act of selling; specifically: the transfer of ownership of and title to merchandise from one person to another for a price.

Step	Prompt	Instruction
1		Press the SALE key.
2		<ol style="list-style-type: none">1. Scan barcode¹or2. Enter Quick SKU number and press ENTER¹or3. Manually enter barcode number¹or4. Enter DCC code and press ENTER¹, enter item's price and press ENTER.
3		<ol style="list-style-type: none">1. Repeat step 2 for additional itemsor2. Press TOTAL when finished.

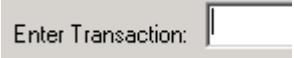
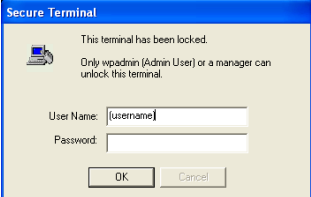
For information on tendering out a transaction, go to section 2.

¹If a number is keyed or scanned which is not found in the Item Record file, the system will display a message indicating the item was not found (see below). Click the Cancel button to clear the message.



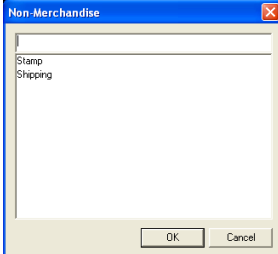
Secure Terminal

Allows a cashier to secure the register that he is logged into. This prevents anyone else from performing transactions at that register without entering the password of the logged-in cashier or the Manager Password. A cashier may want to secure the terminal while checking a price in another part of the store or while on break.

Step	Prompt	Instruction
1		1. Type in ST and press the Enter key, or 2. Press the Admin Menu key and select “Secure Terminal” from the select list.
2		The register is now in a secured mode. To return to the register routine, make sure the “User Name” field shows the correct cashier login and enter the correct password in the “Password” field, and then press the Enter key or click on the OK button.

Selling a Non-Merchandise Item




Method of documenting things you sell, but are not in your inventory.

Step	Prompt	Instruction
1	Enter Transaction: <input type="text"/>	Press the SALE key.
2	Enter Item ID: <input type="text"/>	Press the Non-Merch key or type in FE and press the Enter key.
3		A select list will appear from which you can select the non-merchandise item you are selling. Highlight the item and press the Enter key or click on the OK button.
4	Enter Item ID: <input type="text"/>	Continue ringing up additional items as needed.

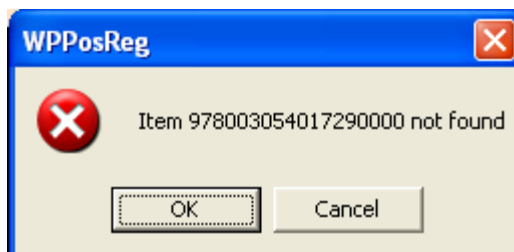
Note: Non-merchandise items can be sold any time between the time you press the SALE key and the time you press the TOTAL key.

Suspend

To Suspend is an option that allows you to suspend a transaction in progress. Suspended transactions can later be retrieved and completed. To Retrieve is an option at the register that allows you to retrieve suspended transactions that have not been purged from the system.


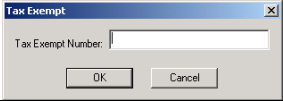


Step	Prompt	Instruction
Note: These instructions begin with a transaction already in progress.		
1		<ol style="list-style-type: none"> 1. Scan barcode¹ or 2. Enter Quick SKU number and press ENTER¹ or 3. Manually enter barcode number¹ or 4. Enter DCC code and press ENTER¹, enter item's price and press ENTER.
2		<ol style="list-style-type: none"> 1. Repeat step 2 for additional items or 2. Press SUSPEND/RETRIEVE if you find you need to postpone completing this transaction.
3		Select "OK" to suspend this transaction and go on to another, or select "Cancel" to return to the "Enter Item ID" prompt.

¹If a number is keyed or scanned which is not found in the Item Record file, the system will display a message indicating the item was not found (see below). Click the Cancel button to clear the message.

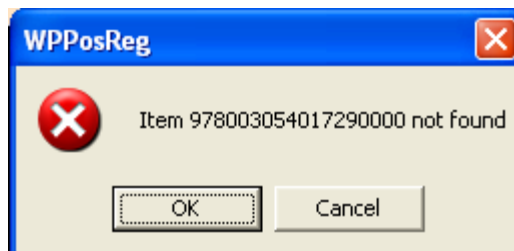


Tax Exempt

Situation where the purchaser meets the criteria laid out by the governmental body with jurisdiction over sales taxes in the store's area, as not having to pay sales tax. A Tax Exemption can be indicated any time between the first "Enter Item ID" prompt and the time you total out the transaction.

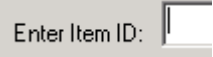
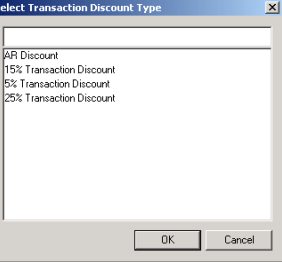
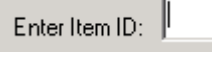
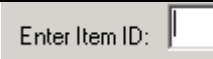
Step	Prompt	Instruction
Note: These instructions assume you are already in a transaction		
1		Type in "TE" and press the Enter key or tap the "Trans Tax" key.
2		Type in the Tax Exemption number and press the Enter key or click on the OK button.
3		<ol style="list-style-type: none"> 1. Scan barcode¹ or 2. Enter Quick SKU number and press ENTER¹ or 3. Manually enter barcode number¹ or 4. Enter DCC code and press ENTER¹, enter item's price and press ENTER.
4		<ol style="list-style-type: none"> 1. Repeat step 2 for additional items or 2. Press TOTAL when finished.

¹If a number is keyed or scanned which is not found in the Item Record file, the system will display a message indicating the item was not found (see below). Click the Cancel button to clear the message.

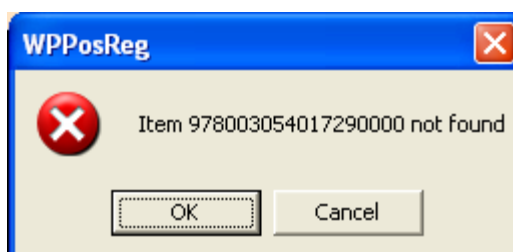


Transaction Discount

The Transaction Discount should be used if you wish to discount all discountable items in the transaction. A transaction discount can be indicated anytime between the first “Enter Item ID” prompt and the time you total out the transaction. If you wish to only discount one item in the transaction, see the instructions for the Item Discount.

Step	Prompt	Instruction
Note: These instructions assume you are already in a transaction.		
1		Tap the “Trans Disc” (Transaction Discount) key.
		Highlight the appropriate discount from the select list and click the OK button or tap the Enter key.
2		<ol style="list-style-type: none"> 1. Scan barcode¹ or 2. Enter Quick SKU number and press ENTER¹ or 3. Manually enter barcode number¹ or 4. Enter DCC code and press ENTER¹, enter item's price and press ENTER..
3		<ol style="list-style-type: none"> 1. Repeat step 2 for additional items or 2. Press TOTAL when finished.

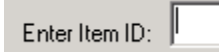

¹If a number is keyed or scanned which is not found in the Item Record file, the system will display a message indicating the item was not found (see below). Click the Cancel button to clear the message.



Note Besides selecting a discount when ringing items at a register, you can also EDIT (ED) a transaction and specify the discount amount.

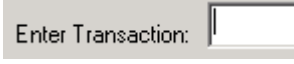
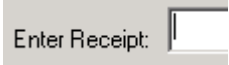

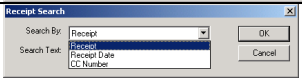
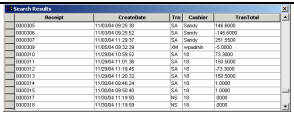

Edit

An action done within a transaction that allows for the altering of the quantity, price, or discount amount of the item or items in that transaction. This can also be used for the purpose of removing a line from the transaction, but we discourage doing that unless you have your receipts set to begin printing once a transaction is complete, since you could create a situation where something shows on the printed receipt that was not sold. It should also be pointed out that changing the quantity to zero would cause other problems, so the best method of eliminating a line item from a transaction would be to cancel the line item with the Cancel key.

Step	Prompt	Instruction
Note: These instructions begin with you already in a transaction		
1		Type in "ED" and press the Enter key.
2		You can edit the values in the white fields, but not the values in the gray fields. You can advance from field to field with the Tab key, or you can click on the field you wish to select. When finished, click on the OK button.

Transaction Inquiry

A transaction that allows you to view the details of a previous transaction.

Step	Prompt	Instruction
1		Type in TI and press the Enter key, or press the Enter key and arrow down to Transaction Inquiry and press the Enter key.
2		<ol style="list-style-type: none"> 1. Enter the Receipt number of the transaction you wish to see and skip down to step #6 or 2. Press ENTER to access search options.
3		Click on the arrowhead to the right of “Search By” to list your search options.
4		Select the field you want to search (Receipt, Receipt Date, or Credit Card Number), and fill in the text for which you wish to search (credit card numbers require the complete account number).
5		The more specific you were in the previous step, the shorter the list you will have to search through. Highlight the transaction you wish to view and press the Enter key.
6		Review the transaction for as long as you need, press the Enter key when you are finished.

Section 2 - Tendering Transactions

Change Due: \$ 0.00 Outstanding Amount: \$ 78.80

Tender	Tender Description	Account	Total	Tax
* [icon]			\$ 0.00	\$ 0.00

Account Sale Manual Tax Tax Total: \$ 5.50
 Customer: Transaction Total: \$ 78.80

Most commonly, a transaction will be completed with one tender, but most stores will occasionally encounter the need to collect several tenders (split tendering) on the same transaction.

Change Due: \$ 0.00 Outstanding Amount: \$ 0.00

Tender	Tender Description	Account	Total	Tax
12 [icon]	AMR CHARGE	3RDPTY / Third Party	\$ 18.00	Exempt
1 [icon]	Cash		\$ 20.00	\$ 1.40
2 [icon]	CHECK		\$ 16.00	\$ 1.12
15 [icon]	VISA		\$ 15.00	\$ 1.05
16 [icon]	MASTER CARD		\$ 8.45	\$ 0.58
* [icon]			\$ 0.00	\$ 0.00

Account Sale Manual Tax Tax Total: \$ 4.15
 Customer: Transaction Total: \$ 77.45

A/R Refund: A/R Charge

Step	Description	Instruction
1	Tender Totals screen, Total field	Tap the Enter key or click on OK.
2	You have been returned to the Enter Transaction prompt in preparation for the next transaction.	Secure the customer's signature on the first receipt that comes out of the printer and then file that signature slip through the slot in the front of the cash drawer. Give the second receipt to the customer for their records.

A/R Sale: A/R Charge

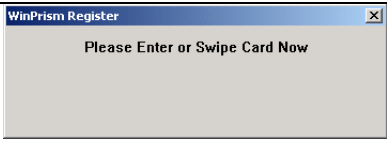
Step	Description	Instruction
1	Tender Totals screen, Total field	Tap the Enter key or click on OK.
2	You have been returned to the Enter Transaction prompt in preparation for the next transaction.	Secure the customer's signature on the first receipt that comes out of the printer and then file that signature slip through the slot in the front of the cash drawer. Give the second receipt to the customer for their records.

A/R Sale: Deposit Received

In order to have this type of situation, the customer would have to have made a deposit equal to the final purchase amount.

Step	Description	Instruction
1	Tender Totals screen, Total field	If the customer is attached to more than one account, confirm the account is selected to which they made a deposit for this purpose. If the wrong account is selected, zero out the Total amount for the wrong account and apply it to the correct account. Tap the Enter key or click on OK.
2	You have been returned to the Enter Transaction prompt in preparation for the next transaction.	Secure the customer's signature on the first receipt that comes out of the printer and then file that signature slip through the slot in the front of the cash drawer. Give the second receipt to the customer for their records.

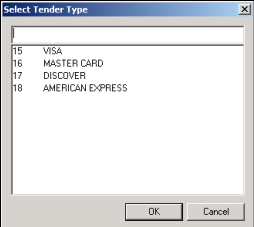
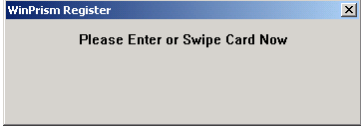
Refund: Campus Debit Card

Step	Description	Instruction
1	Tender Totals screen, Tender field	Tap the Debit Card tender key or enter the number “8.”
2	Cursor is still in the Tender field, immediately following a 8	Tap the TAB key to advance to the TOTAL field, or click on the top available line in the Total column.
3	Cursor is in the Total field	Most stores have the Tender parameter of “Amount Entry Required” for each of the Campus Debit Card type turned off, since most of these debits are for the total amount of the purchase. Press the Enter key or click on OK.
4		Slide the debit card through the MSR (Magnetic Strip Reader). It will generally take from 3 to 30 seconds for the system to secure an authorization, but can occasionally take longer to proceed to next step.
5	You have been returned to the Enter Transaction prompt in preparation for the next transaction.	Secure the customer’s signature on the first receipt that comes out of the printer and then file that signature slip through the slot in the front of the cash drawer. Give the second receipt to the customer for their records.

Refund: Cash


Step	Prompt	Instruction
1	Tender Totals screen, Tender field	Tap the CASH tender key or enter the number “1.”
2	Cursor is still in the Tender field, immediately following a 1	Tap the TAB key to advance to the TOTAL field, or click on the top available line in the Total column.
3	Cursor is in the Total field	Enter the amount of cash the customer is due. The POS system will not allow you to refund an amount in excess of the transaction amount, and if you enter an amount for less than the transaction amount the transaction will not be completed (see multi-tender). If the refund is an amount in even dollars, only the dollar amount needs to be entered; if the refund amount is dollars and cents, enter the dollar amount, then tap a “period” key or the slash key at the base of the number pad, then enter the amount of change.
4	Cursor is in the Total field and the amount has been completely entered.	Tap the Enter key or click on the OK button in the lower right corner of the window.
5	You have been returned to the Enter Transaction prompt in preparation for the next transaction and the Change Due field displays the amount of money to give the customer.	Dispense the correct amount of money to the customer.

Refund: Credit Card


Step	Description	Instruction
1	Tender Totals screen, Tender field	Tap the Charge tender key or tap the Enter key and arrow down to Charge Cards.
2		Tap the down arrow key, or use the mouse to highlight the appropriate credit card tender and then press the Enter key or click on OK.
3	The tender code of the card type you selected is in the Tender field and the total amount due is in the Total field.	Most stores have the Tender parameter of “Amount Entry Required” for each of the Charge Card types turned off, since most charges are for the total amount of the purchase and since your merchant agreement prevents the store from giving change back on credit card purchases. Press the Enter key or click on OK.
4		Slide the credit card through the MSR (Magnetic Strip Reader). It will generally take from 3 to 30 seconds for the system to secure an authorization, but can occasionally take longer to proceed to next step.
5	You have been returned to the Enter Transaction prompt in preparation for the next transaction.	Sign the first copy of the receipt that comes out of the printer and then file that signature slip through the slot in the front of the cash drawer. Give the second receipt to the customer for their records.

Refund: Issuing Credit Memo

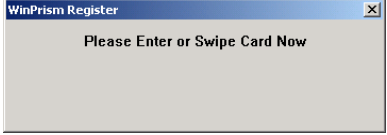
A Credit Memo is typically issued as change for a refund when it is not in the best interest of the store to dispense currency, such as when the customer paid by check so recently there had not been time for the check to clear the customer's account at the bank.

Step	Description	Instruction
1	Tender Totals screen, Tender field	Tap the Credit Memo tender key or enter the number "20."
2	Cursor is still in the Tender field, immediately following 20.	Tap the TAB key to advance to the TOTAL field, or click on the top available line in the Total column.
3	Cursor is in the Total field	If your store's policy allows you to give change to the customer for the difference between the transaction amount and the amount of the Credit Memo, type in the full amount of the Credit Memo. If your store's policy is for the customer to spend the entire Credit Memo, enter the amount due for this transaction.
4	Cursor is in the Total field and the amount has been completely entered.	Tap the Enter key or click on the OK button in the lower right corner of the window.
5	Enter Account Number: 	Type in the Credit Memo number and press the Enter key.
6	You have been returned to the Enter Transaction prompt in preparation for the next transaction and the Change Due field displays the amount of money to give the customer.	Give the customer their receipt and the appropriate amount of change.

Sale, Single Tender: Credit Memo

Step	Description	Instruction
1	Tender Totals screen, Tender field	Tap the Credit Memo tender key or enter the number "20."
2	Cursor is still in the Tender field, immediately following 20.	Tap the TAB key to advance to the TOTAL field, or click on the top available line in the Total column.
3	Cursor is in the Total field	If your store's policy allows you to give change to the customer for the difference between the transaction amount and the amount of the Credit Memo, type in the full amount of the Credit Memo. If your store's policy is for the customer to spend the entire Credit Memo, enter the amount due for this transaction.
4	Cursor is in the Total field and the amount has been completely entered.	Tap the Enter key or click on the OK button in the lower right corner of the window.
5	Enter Account Number: 	Type in the Credit Memo number and press the Enter key.
6	You have been returned to the Enter Transaction prompt in preparation for the next transaction and the Change Due field displays the amount of money to give the customer.	Give the customer their receipt and the appropriate amount of change.

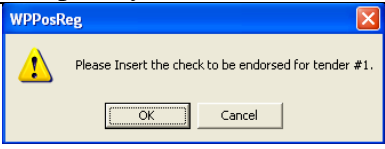
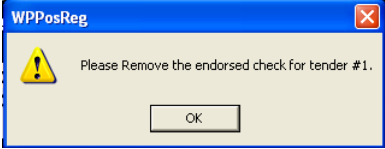
Sale: Campus Debit Card

Step	Description	Instruction
1	Tender Totals screen, Tender field	Tap the Debit Card tender key or enter the number "8."
2	Cursor is still in the Tender field, immediately following an 8.	Tap the TAB key to advance to the TOTAL field, or click on the top available line in the Total column.
3	Cursor is in the Total field	Most stores have the Tender parameter of "Amount Entry Required" for each of the Campus Debit Card type turned off, since most of these debits are for the total amount of the purchase. Press the Enter key or click on OK.
4		Slide the debit card through the MSR (Magnetic Strip Reader). It will generally take from 3 to 30 seconds for the system to secure an authorization, but can occasionally take longer to proceed to next step.
5	You have been returned to the Enter Transaction prompt in preparation for the next transaction.	Secure the customer's signature on the first receipt that comes out of the printer and then file that signature slip through the slot in the front of the cash drawer. Give the second receipt to the customer for their records.

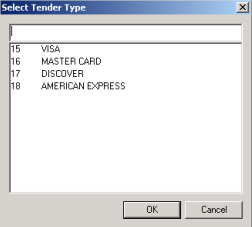
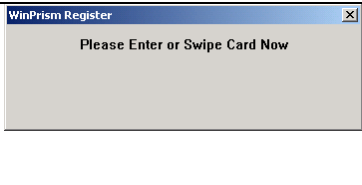
Sale: Cash

Step	Description	Instruction
1	Tender Totals screen, Tender field	Tap the CASH tender key or enter the number “1.”
2	Cursor is still in the Tender field, immediately following a 1	Tap the TAB key to advance to the TOTAL field, or click on the top available line in the Total column.
3	Cursor is in the Total field	Enter the amount of cash the customer is giving the cashier. If the cashier has been given an amount in even dollars, only the dollar amount needs to be entered; if the amount given the cashier is dollars and cents, enter the dollar amount, then tap a “period” key or the slash key at the base of the number pad, then enter the amount given in change.
4	Cursor is in the Total field and the amount has been completely entered.	Tap the Enter key or click on the OK button in the lower right corner of the window.
5	You have been returned to the Enter Transaction prompt in preparation for the next transaction and the Change Due field displays the amount of money to give the customer.	Dispense the correct amount of change to the customer.


Sale: Check

Step	Description	Instruction
1	Tender Totals screen, Tender field	Tap the CHECK tender key or enter the number “2.”
2	Cursor is still in the Tender field, immediately following a 2	Most stores have the Tender parameter of “Amount Entry Required” for Check turned off, since most checks are written for the amount of the purchase and since you can change the figure in the event you allow customers to write checks in excess of the purchase amount. For those store, you can skip on down to step #5. Tap the TAB key to advance to the TOTAL field, or click on the top available line in the Total column.
3	Cursor is in the Total field	Enter the amount of the check the customer is giving the cashier. If the cashier has been given an amount in even dollars, only the dollar amount needs to be entered; if the amount given the cashier is dollars and cents, enter the dollar amount, then tap a “period” key or the slash key at the base of the number pad, then enter the amount given in change
4	Cursor is in the Total field and the amount has been completely entered.	Tap the Enter key or click on the OK button in the lower right corner of the window.
5		Insert the check, face down & endorsement end first, into the printer, and slide the check snugly against the fence and as far in to the printer as it will go. It may be helpful to hold the check firmly in position with your left hand, as your right hand hits the Enter key or clicks on the OK button. In case this transaction is split-tendered with multiple checks, the window indicates which check will be dealt with on each endorsement.
		Tap the Enter key or click on OK to feed the check from the printer.
6	You have been returned to the Enter Transaction prompt in preparation for the next transaction and the Change Due field displays the amount of money to give the customer.	Give the customer their receipt and the appropriate amount of change.

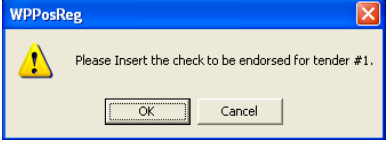
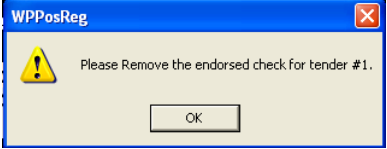
Sale: Credit Card

Step	Description	Instruction
1	Tender Totals screen, Tender field	Tap the Charge tender key or tap the Enter key and arrow down to Charge Cards.
2		Tap the down arrow key or use the mouse to highlight the appropriate credit card tender and then press the Enter key or click on OK.
3	The tender code of the card type you selected is in the Tender field and the total amount due is in the Total field	Most stores have the Tender parameter of “Amount Entry Required” for each of the Charge Card types turned off, since most charges are for the total amount of the purchase and since your merchant agreement prevents the store from giving change back on credit card purchases. Press the Enter key or click on OK.
4		Slide the credit card through the MSR (Magnetic Strip Reader). It will generally take from 3 to 30 seconds for the system to secure an authorization, but can occasionally take longer to proceed to next step.
5	You have been returned to the Enter Transaction prompt in preparation for the next transaction.	Secure the customer’s signature on the first receipt that comes out of the printer and then file that signature slip through the slot in the front of the cash drawer. Give the second receipt to the customer for their records.

Sale: Gift Certificate

Step	Description	Instruction
1	Tender Totals screen, Tender field	Tap the Gift Cert (Gift Certificate) tender key or enter the number “6.”
2	Cursor is still in the Tender field, immediately following a 2	Tap the TAB key to advance to the TOTAL field, or click on the top available line in the Total column.
3	Cursor is in the Total field	If your store’s policy allows you to give change to the customer for the difference between the transaction amount and the amount of the Gift Certificate, type in the full amount of the gift certificate. If your store’s policy is for the customer to spend the entire Gift Certificate, enter the amount due for this transaction.
4	Cursor is in the Total field and the amount has been completely entered.	Tap the Enter key or click on the OK button in the lower right corner of the window.
5	Enter Gift Certificate Number: 	Type in the Gift Certificate number and press the Enter key.
6	You have been returned to the Enter Transaction prompt in preparation for the next transaction and the Change Due field displays the amount of money to give the customer.	Give the customer their receipt and the appropriate amount of change.

Sale: Travelers Check

Step	Description	Instruction
1	Tender Totals screen, Tender field.	Tap the “Trav Check” (Travelers Check) tender key or enter the number “5.”
2	Cursor is still in the Tender field, immediately following a 5.	Tap the TAB key to advance to the TOTAL field, or click on the top available line in the Total column.
3	Cursor is in the Total field	Enter the denomination of the travelers check the customer is giving the cashier.
4	Cursor is in the Total field and the amount has been completely entered.	Tap the Enter key or click on the OK button in the lower right corner of the window. If your WinPrism system is set to endorse Travelers Checks, go on to the next step, if it is not, skip down to step #7.
5		Insert the check, face down & endorsement end first, into the printer, and slide the check snugly against the fence and as far in to the printer as it will go. It may be helpful to hold the check firmly in position with your left hand, as your right hand hits the Enter key or clicks on the OK button.
6		Tap the Enter key or click on OK to feed the check from the printer.
7	You have been returned to the Enter Transaction prompt in preparation for the next transaction and the Change Due field displays the amount of money to give the customer.	Give the customer their receipt and the appropriate amount of change.