

# CASH REGISTER TRAINING CHEAT SHEET

## *Summary of Making a Gift Shoppe and History Order Sales Transaction*

1. For all sales fill out the appropriate Sales Book:
  - a. Fill in the date
  - b. Indicate payment method - cash, check, or credit card
  - c. List all items and their prices with a final total
  - d. Sign your name at the bottom
  - e. Following payment:
    - i. The WHITE slip put in the Cash Drawer under the coin tray
    - ii. The YELLOW slip goes to the Patron
    - iii. The PINK copy remains in the Receipt Book.
2. Take payment for sales and process in Cash Register:
  - a. Tap the SALE icon - upper left corner of screen.
  - b. Enter the amount of the sale.
  - c. Select type of payment - charge, cash or check - Provide required information for that transaction.
  - d. The Cash Drawer will open - put in cash or check, put WHITE copy of receipt under the coin tray.
  - e. Close the Cash Drawer
  - f. Tap the DONE button. This will return to the home screen.

### Transaction Tips"

1. Relax! All mistakes can be corrected, BUT you need to leave notes of explanation in the Cash Drawer so they can be fixed.
2. The Cash Drawer can only be opened with the key if not conducting a transaction.
3. A sales transaction cannot be deleted; it must be REFUNDED.
4. IF YOU NEED TO CLEAR OR START OVER A SALES TRANSACTION:
  - a. Return to the Home Screen, use the HOME button at the bottom of the screen.
  - b. OR to go back one step, use the Back button at the bottom of the screen.
5. A minimum purchase on a Credit Card is \$5.00
6. DO NOT ACCEPT \$100 OR \$50 BILLS.