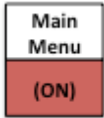
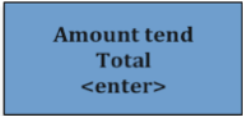
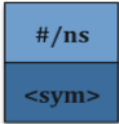


# Cash Register Instructions Index

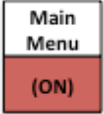
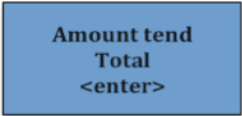


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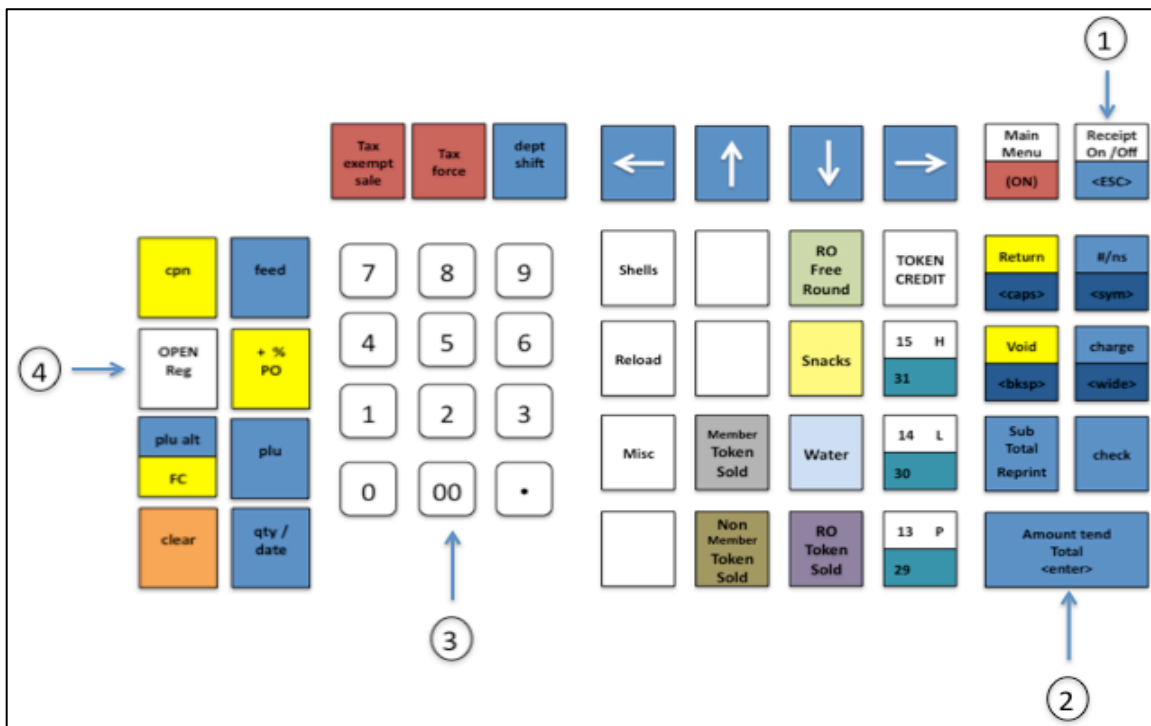
## Note: To Open the Drawer without a Sale

Step #	Direction	Cash Register Key
1.	Press the (ON) Main Menu Key	
2.	Press Total Key	
3.	Press the NS Key.  Drawer will Open	

# Open Cash Register and Install Bank

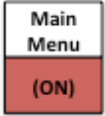
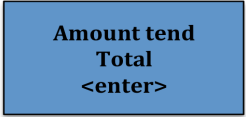


The first step in using the register is to Open Register. You start this by telling the register how much money you are adding to the drawer as the starting bank.

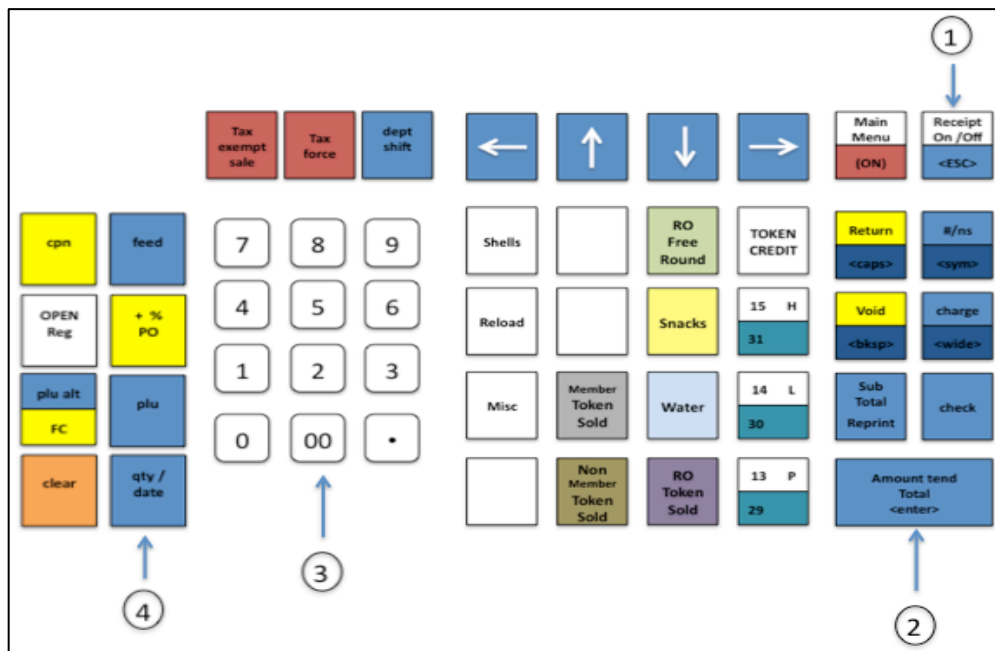
Step #	Direction	Cash Register Key
1.	Press the (ON) Main Menu Key	
2.	Press Total key to select Sales Register	
3.	Enter the amount added to the drawer as the starting bank using the numeric keys.  DO NOT USE THE DECIMAL KEY (.) when entering the amount.  If you are entering \$70.00, enter it as 7000 and the register assumes that the last two numbers entered are after the decimal.	
4.	Press the OPEN Reg key.  The Drawer should open.	



# Making a Sale with More than One of an Item

If you are making a sale that has more than one of the same item start with these directions.

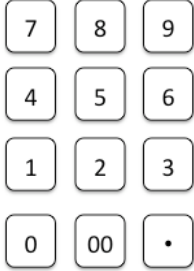
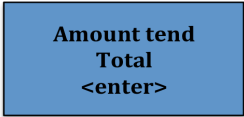
Step #	Direction	Cash Register Key
1.	Press the (ON) Main Menu Key	
2.	Press Total key to select the sales register	
3.	Press the number of items using the keypad.	
4.	Press the Qty / Date Key	
5.	<p><b>Go to Step 3 for Token Sales on Register Keys on Page 4 or</b></p> <p><b>Go to Step 3 for Making a Bar Code Sale on Page 6 or</b></p> <p><b>Go to Step 3 for Using Price List for Sales on Page 8</b></p>	







## Completing the Sale Paying by Cash

Now that you have pressed the Sub Total Key and the register is displaying the subtotal of all the sold items, the following steps will complete the transaction.

Step #	Direction	Cash Register Key
1.	<p>Enter the amount paid by the purchaser using the numeric keys.</p> <p>DO NOT USE THE DECIMAL KEY (.) when entering the amount.</p> <p>If the sale is \$10.12 – enter as 1012</p>	
2.	<p>Press Total key.</p> <p>The drawer will open and the amount of change due to the purchaser should be displayed on the screen.</p>	

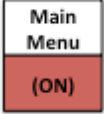


## Completing the Sale Paying By Check

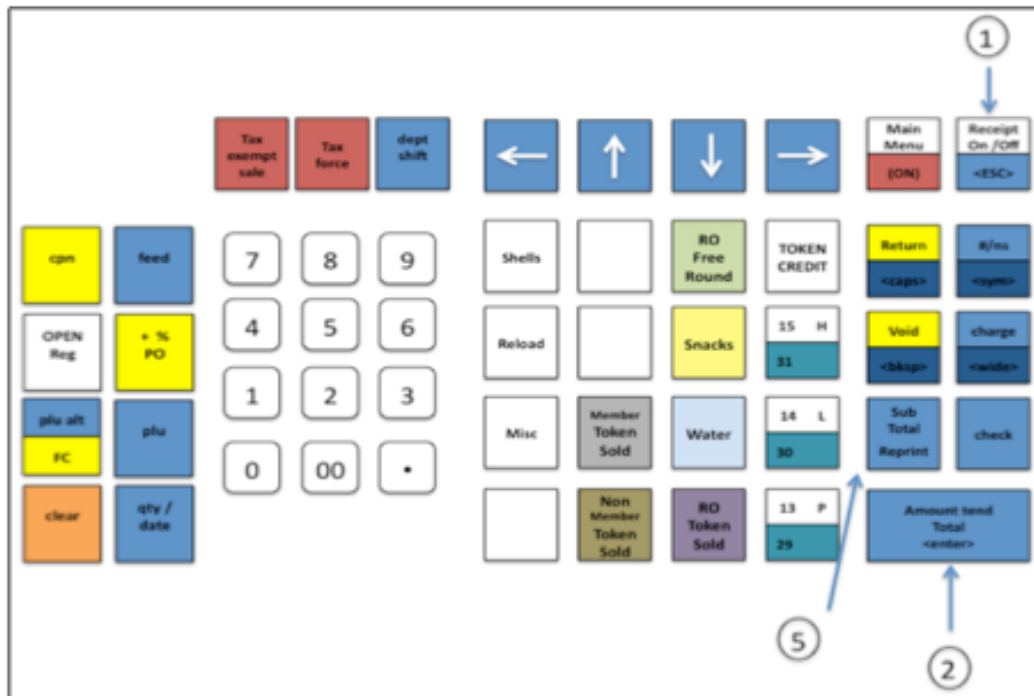
Now that you have pressed the Sub Total Key and the register is displaying the subtotal of all the sold items, the following steps will complete the transaction.

Step #	Direction	Cash Register Key
1.	<p>Enter the amount of the check paid by the purchaser using the numeric keys.</p> <p>DO NOT USE THE DECIMAL KEY (.) when entering the amount.</p> <p>If the check is for \$10.12 – enter as 1012</p>	
2.	<p>Press Check key.</p> <p>DO NOT USE THE DECIMAL KEY (.) when entering the amount.</p> <p>If the check is for \$10.12 – enter as 1012</p> <p>The drawer will open but no change will be due.</p> <p>Place the check under the change tray in the drawer..</p>	

# Making a Sale using Bar Code

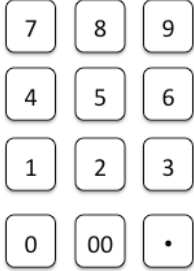
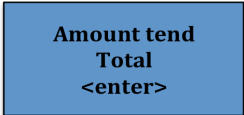
The preferred method for making a sale is (when possible) to use the UPC Bar Code of the item to be purchased. For items that do not contain a Bar Code use the scan sheets provided in this book.

Step #	Direction	Cash Register Key
1.	Press the (ON) Main Menu Key	
2.	Press Total key to select Sales Register	
3.	<p>Using the scanner device, place the reader over the Bar Code of the item to be scanned.</p> <p>Press the trigger (located on the inside of the handle) and slowly move the scanner over the Bar Code until the scanner beeps and the light beam turns off.</p> <p><b><u>IF YOU RECEIVE AN ERROR - Press the Total Key to clear the error and follow directions for Making a Sale using Register Keys</u></b></p>	.
4.	Repeat the scanning process in Step 3 until all items have been scanned.	
5.	<p>When all the items have been scanned press the Sub Total key.</p> <p>The register will display the subtotal of all of the sale items on the screen.</p>	
6.	Go to Cash or Check Page to Complete the Transaction.	





## Completing the Sale Paying by Cash

Now that you have pressed the Sub Total Key and the register is displaying the subtotal of all the sold items, the following steps will complete the transaction.

Step #	Direction	Cash Register Key
1.	<p>Enter the amount paid by the purchaser using the numeric keys.</p> <p>DO NOT USE THE DECIMAL KEY (.) when entering the amount.</p> <p>If the sale is \$10.12 – enter as 1012</p>	
2.	<p>Press Total key.</p> <p>The drawer will open and the amount of change due to the purchaser should be displayed on the screen.</p>	

## Completing the Sale Paying By Check

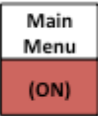

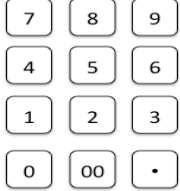


Now that you have pressed the Sub Total Key and the register is displaying the subtotal of all the sold items, the following steps will complete the transaction.

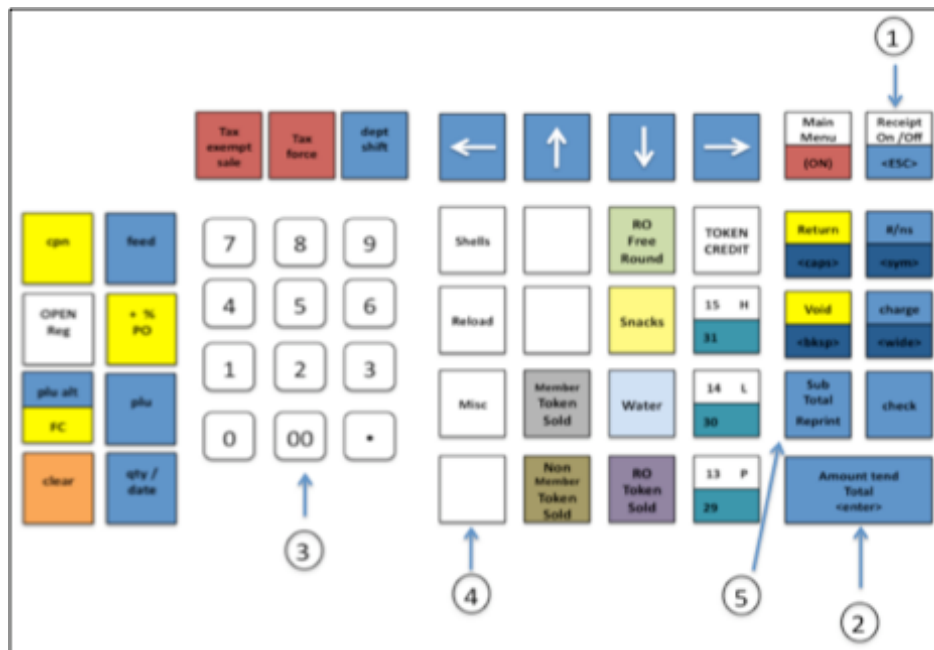
Step #	Direction	Cash Register Key
1.	<p>Enter the amount of the check paid by the purchaser using the numeric keys.</p> <p>DO NOT USE THE DECIMAL KEY (.) when entering the amount.</p> <p>If the check is for \$10.12 – enter as 1012</p>	
2.	<p>Press Check key.</p> <p>DO NOT USE THE DECIMAL KEY (.) when entering the amount.</p> <p>If the check is for \$10.12 – enter as 1012</p> <p>The drawer will open but no change will be due.</p> <p>Place the check under the change tray in the drawer..</p>	

# Using Price List to Input Sales on Register Keys

## (Non Token Sales)

If you are unable to use the Bar Code to make a sale, you can use the pre-programmed keys. While this method is not as detailed in tracking the inventory as the Bar Code Method, the sale will still be credited to the correct department.

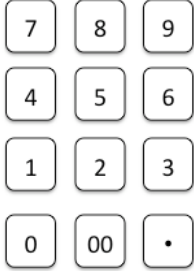
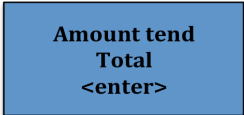
Step #	Direction	Cash Register Key
1.	Press the (ON) Main Menu Key	
2.	Press Total key	
3.	Look up the price on the price list and enter using the numeric keypad.  DO NOT USE THE DECIMAL KEY (.) when entering the amount. If the price is \$7.50 – enter as 750	
4.	Press the appropriate Department Button: Shells – for all ammunition Reload – for all reloading components Misc. – For all miscellaneous items	
5.	When all the items have been input press the Sub Total key. The register will display subtotal of all of the sale items.	
6.	Go to Cash or Check Page to Complete the Transaction.	







## Completing the Sale Paying by Cash

Now that you have pressed the Sub Total Key and the register is displaying the subtotal of all the sold items, the following steps will complete the transaction.


Step #	Direction	Cash Register Key
1.	<p>Enter the amount paid by the purchaser using the numeric keys.</p> <p>DO NOT USE THE DECIMAL KEY (.) when entering the amount.</p> <p>If the sale is \$10.12 – enter as 1012</p>	
2.	<p>Press Total key.</p> <p>The drawer will open and the amount of change due to the purchaser should be displayed on the screen.</p>	

## Completing the Sale Paying By Check


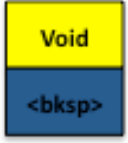
Now that you have pressed the Sub Total Key and the register is displaying the subtotal of all the sold items, the following steps will complete the transaction.

Step #	Direction	Cash Register Key
1.	<p>Enter the amount of the check paid by the purchaser using the numeric keys.</p> <p>DO NOT USE THE DECIMAL KEY (.) when entering the amount.</p> <p>If the check is for \$10.12 – enter as 1012</p>	
2.	<p>Press Check key.</p> <p>DO NOT USE THE DECIMAL KEY (.) when entering the amount.</p> <p>If the check is for \$10.12 – enter as 1012</p> <p>The drawer will open but no change will be due.</p> <p>Place the check under the change tray in the drawer..</p>	

## Void a Single Item


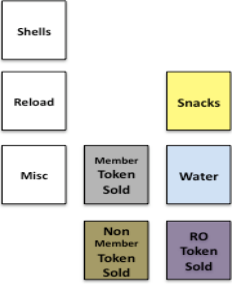

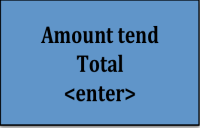
Step #	Direction	Cash Register Key
1.	If you are voiding one item that has been scanned or input, such as from the Bar Code Sheets or the Register Keys, and <b>NO OTHER KEY ON THE REGISTER HAS BEEN PUSHED</b> , the line item can be cleared by pressing the VOID key. This can only be used on the last item scanned.	

## Void a Complete Sale

Step #	Direction	Cash Register Key
1.	In the event that a Complete Sale needs to be cancelled, <b>BEFORE THE TOTAL KEY HAS BEEN PRESSED</b> , first press the Sub Total key.  If you have pressed the Total Key – the sale <b>MUST</b> be treated as a Return Item Transaction as detailed below.	
2	Then press the Void Key.	

## Return Item Transaction

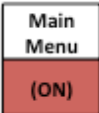


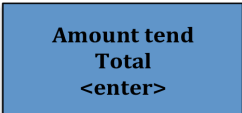



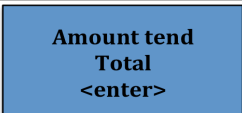
If a purchaser needs to return an item that was purchased here, this can be done as either a separate transaction or as part of another sale.

Step #	Direction	Cash Register Key
1.	Press the Return Key	
2	Scan the Bar Code of the item to be returned.  If no bar code, use the register keys to enter the sale price and press the appropriate Department Key.  Or use the dedicated token keys if tokens are returned.	
3.	Continue until all items have been returned.	
4.	Press the Sub Total Key. The register should display the subtotal of all the sale items on the screen. If the total is negative, refund the amount to the customer.	
5.	Press the Total Key to Open the Drawer	

# End of Day Report & Close Register – Z Report – Daily

At the conclusion of the day, the cash register will generate a report of all sales and will provide a total of the amount in the drawer, including how much cash and how much in checks. This report clears the daily information from the register so that the next day will start with a \$0.00 balance in the register and No Sales totals.

The Z-Report – Daily does not clear the monthly/Periodic report from memory. It is important that the Monthly/Periodic report only be run by the Treasurer or the person approved by the Skeet / Trap Committee to conduct financial transactions as the report generates the information necessary to report Sales Tax to the State.

Step #	Direction	Cash Register Key
1.	Press the (ON) Main Menu Key	
2.	Press the Feed Key to make sure the paper is not jammed.	
3.	Use the Arrow Keys to Highlight <b>Reports</b>	
4.	Press the Total Key to select Reports	
5.	Use the Arrow Keys to Highlight <b>Z Report</b>	
6.	Press the Total Key to select Reports	
7.	Use the Arrow Keys to Highlight <b>Daily Report</b>	
8.	Press the Total Key. The cash drawer should open and the register should print a register tape.	
8.	The Daily Report printed at register contains the following:  Sales by Department Tokens (Rounds by Type) Gross = Total Gross Sales for the Day Cash = Total Cash Sales for the Day Check = Total Check Sales for the Day TL RECD AC = Amount of Starting Bank C - I - D = Total Cash in Drawer = Cash Sales + Bank	

# End of Day Report & Close Register – Z Report – Daily

