

CASH REGISTER HOW TO'S

1. All items are rung up by Dept # based upon the price of the item. There is no need to enter prices. See Cash Register Dept Price Sheet. For example, all items that cost \$0.25 are Dept. 1, all items that cost \$0.50 are Dept. 2, etc.
2. The Dept. keys are the white keys to the right of the number keys. The Dept. key needs to be hit for each item purchased. If a customer buys 2 items that each cost \$0.25, hit the Dept 1 button twice.
3. At the end of the sale, hit the sub total button even if you know that total. It helps the treasurer if he/she needs to review the cash register tape at the end of the day.
4. Tell the customer their total and enter the total cash given to you by using the numbered Gray keys. Put the amount they give in on the gray keys and push AMT. TENDERED/TOTAL. The register will show you the change and the register will open. Put the money into the register and give them any change necessary.
5. If they give you the exact amount you can push AMT. TENDERED/TOTAL without entering the cash given. Please only do this if exact change is given.

Other helpful hints...

1. If the register beeps at you, hit the yellow C button.
2. If you need to void an item and you have not yet any other buttons you can just push the VOID key and it will take off the last item entered.
3. If you need to void a previous item, push VOID then the Dept. # of the item and the item will be taken off.
4. If you need to get into the register and you don't have a sale, push the NS button on the right side.

FRIESS LAKE ATHLETIC COMMITTEE