

Sales Training Activity—1

Before you can take on the role of a cashier in the store, you will need to complete this training activity using the POS register to simulate typical sales transactions you will be asked to complete on a daily basis. **For this exercise you will need to log into the system in the Training Mode using your personal ID and password.** Follow the instructions in each transaction for item(s) to sell, quantity and discount, specific customer name assigned, and/or special note if provided for each sale. Upon completion of the sales, you will be required to **balance the drawer** using the currency and paper tender listed at the bottom of the activity. **Print a receipt** for each transaction and print the balance report for the shift you are simulating to have worked.

1. **Scan 2 candy bars.** Tender \$ 5.00 cash (use the cash total hot key). Print a receipt from the change due screen [F7].
2. **Scan 3 candy bars.** Adjust the quantity [F6] on the first one entered to 3 (5 bars total for the sale). Tender \$10.00 cash. Print a receipt.
3. Using the Item Look Up or [Insert key], bring up the **Inventory List** of all merchandise. Either using the [F6] by Description or [F8] by Dept./Category locator, select an apparel item (choose something close to \$25.00). Tender \$30.00 cash. Print a receipt.

OR

Scan a specific **apparel item** (selected from your stock). Tender \$30.00 cash. Print a receipt.

4. Customer John Doe wants to purchase a **Gift Card**. He wants to charge it up for \$25.00. *Instead of using an actual gift card from stock, use your birth date manually as the card number (i.e. June 24, 1990 = 6241990). Be sure to add a note identifying the customer's name (note hot key or Ctl N to enter notes). Tender check for \$25.00. Print a receipt.
5. Customer John Doe returns later in the shift and wants to use his **gift card** to purchase **2 candy bars**. Scan the bars. Add a note to identify the customer's name. Tender "Gift Tender" and enter manually the card number used. *Be sure to "Retain the Balance" on the card. Print the receipt – be sure to notice the balance remaining on the receipt.
6. You personally want to purchase **3 candy bars** (or 2 snack or food prep items). Identify yourself as the customer by using the Customer Sale [F3] key. Select your cust. name [F6] or enter yourself as a new customer (on the fly if needed) – only fill in F/L Name, address use your hour, and "Employee" as customer type. Tender \$5.00 cash. Print receipt.

Balance the drawer [F7] using the following tender: Enter these amounts in the **Currency Counter screen** and then the paper tender in the Worksheet screen.

1 - \$10.00 bill
2 - \$ 5.00 bills
12 -\$ 1.00 bills
10 – Quarters

Paper tender - 1 check for \$25.00 and 1 gift card receipt for \$1.50

* **Use your school's opening bank \$ amount and enter that amount as dimes in the currency counter (i.e. if the opening bank was \$30.00 = 300 dimes) to balance. Click OK to Post to history.**

Print a Balance Report for your simulated shift. Preview first, then OK to print report.

PLEASE NOTE: If you do not sell Candy or Apparel, substitute another item.

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