



Cashiering Vocabulary Terms

1. **Log in** – Accessing the computer register with a distinctive sales ID and password.
2. **Manager Console** – The first screen that is displayed when logging in and is also the primary function center for the POS.
3. **Register Center [F2]** – The function center that allows for access to sales transactions and sales related activities.
4. **Invoice** – The sales screen used to conduct transactions.
5. **Scan Line** – A line on an invoice displaying the cursor and will identify the SKU entered for sale.
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6. **SKU** – Stock Keeping Unit also know as a PLU. A unique code number or name combination often used as a bar code identifier of an item.
7. **Scanner** – A device used to read a bar code using a laser or set of lasers.
8. **Bar code** - A graphical pattern of lines representing various numbers and letters of the alphabet.
9. **Function (keystroke) short cuts** – Keyboard hot keys that are used to access program functions without using the mouse, speeding up transaction time.
10. **Function tabs** – Tabs located on various screens that can be clicked by the mouse to access program functions or actions.
11. **Tender** - What is offered by the customer as payment for a transaction.
12. **Cancel the sale** – Command [F9] to void the current sales screen and return to the Manager Console.
13. **Gift card (certificate)** – An inventory item that can be charged up with a dollar amount and used as tender in debit transactions.
14. **Retain balance** – After a gift card has been used as tender, the remaining card value can be kept on the card instead of given as change.
15. **Balance the Register** – Closing out the register for a sales period to see if the currency and paper tender in the drawer matches the computer readings.
16. **Tracking Sales** – Identifying the sale of each individual item of merchandise by a specific SKU and description.

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