

# Keyboard Sales-Cash Tender

1

POSITIVE Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1465 By: POS Cashier: POS Date: 12/07/2010 Register: 1 - PL: Our Price

SCAN: [Yellow Field]

Stock: 23.00 | Held: 1.00 | Available: 22.00

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total
AP BIOLOGY LAB NOTE BOOK	1.00	16.50	0.00	16.50
OTIS COOKIES	1.00	0.62	0.00	0.62

Bill To | Ship To | Note |

Quick Sale [Blue Field]

Show More Options [F2] Select Bill To [F3] Customer History [F4] Logout [F5]

Adjust Quantity [F6] Time Clock [F7] Discount [F8] Void Transaction [F9]

LineTotals:	17.12	SubTotal:	18.11
Taxable:	16.50	- Coupon:	0.00
SalesTax:	0.99	- Deposit:	0.00
Item Count:	2.00	Total:	18.11

18.11

Tender [F10]



## On the Register Sales Screen...

Once all the inventory items have been scanned, or hot-button keyed in, etc.....

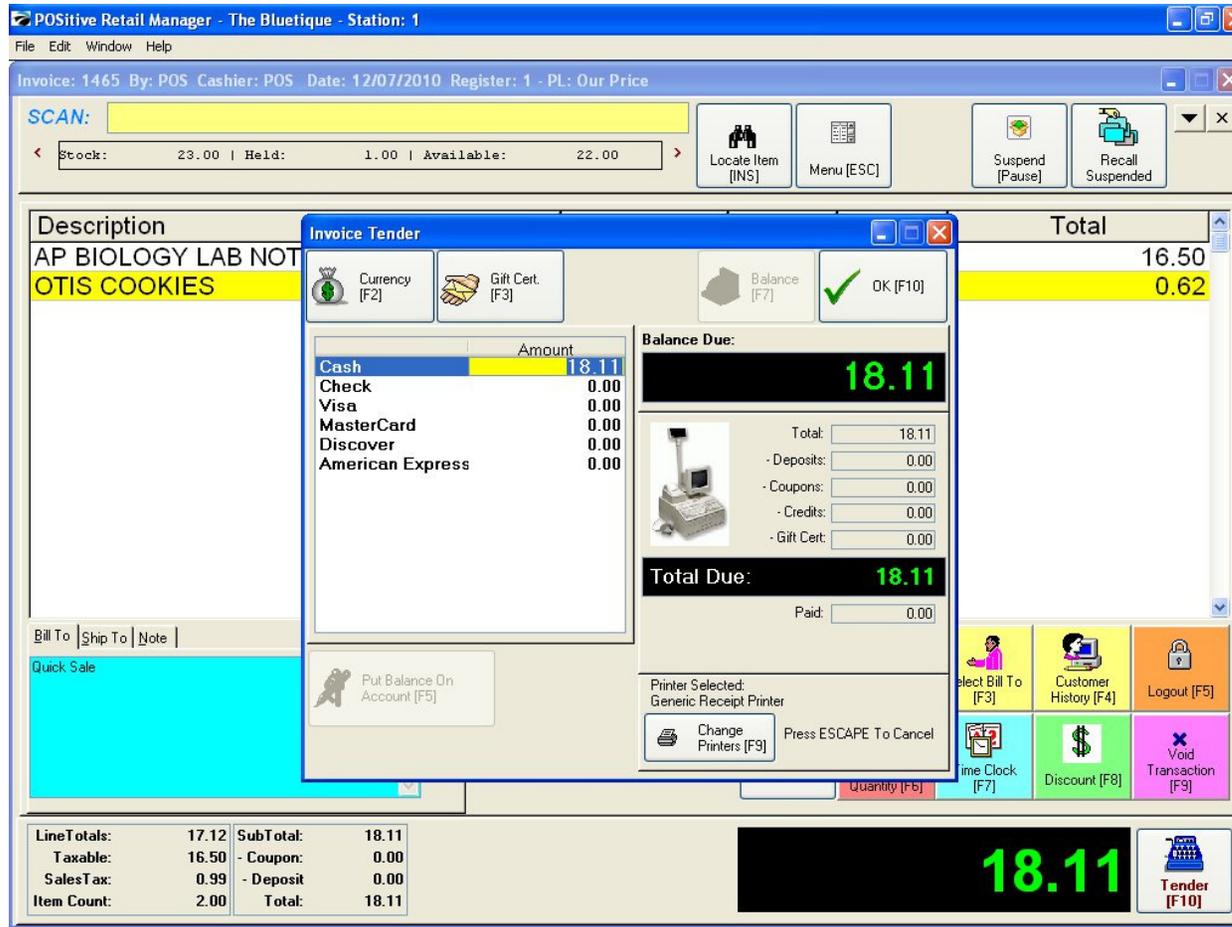
1. The Sale Total due will display on the screen in green (see lower right)

2. Cashier should announce to the customer, the total \$\$ amount of the sale.

(NOTE: The Display Pole will not show the Total \$\$ due, until you move to the tender screen. The Dual Monitor Display will show total due.)



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SCAN:

Stock: 23.00 | Held: 1.00 | Available: 22.00

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Total
AP BIOLOGY LAB NOT	16.50
OTIS COOKIES	0.62

Invoice Tender

Currency [F2] Gift Cert. [F3] Balance [F7] OK [F10]

	Amount
Cash	18.11
Check	0.00
Visa	0.00
MasterCard	0.00
Discover	0.00
American Express	0.00

Balance Due: 18.11

Total: 18.11  
 - Deposits: 0.00  
 - Coupons: 0.00  
 - Credits: 0.00  
 - Gift Cert: 0.00

Total Due: 18.11  
 Paid: 0.00

Put Balance On Account [F5]

Printer Selected: Generic Receipt Printer  
 Change Printers [F9] Press ESCAPE To Cancel

Quick Sale

Quantity [F6]

Line Totals: 17.12 SubTotal: 18.11  
 Taxable: 16.50 - Coupon: 0.00  
 Sales Tax: 0.99 - Deposit: 0.00  
 Item Count: 2.00 Total: 18.11

18.11 Tender [F10]

Keyboard Sales

Once you have chosen a Tender Button.....

- A Tender Screen will pop up over the Invoice Screen
- If you selected the **Cash-Total** key, the Cash Tender line will have a blue highlighted line.
- Using the **keyboard number pad**, enter a **\$ amount** (amount tendered) that the Customer is giving you. (Remember to use a decimal point.) Type over the highlighted Cash Tender line. To complete the sale, Choose the Enter button on your keyboard.
- **Hint: Let the Smart Keyboard do all the work. Don't be tempted to use your mouse**
- **Result: The Smart Keyboard is always faster than your mouse click..!**

# Keyboard Sales-Cash Tender



POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1519 By: POS Cashier: POS Date: 12/15/2010 Register: 1 - PL: Our Price

SCAN:

Stock: 21.00 | Held: 1.00 | Available: 20.00

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total
AP BIOLOGY LAB NOTE BOOK	1.00	16.50	0.00	16.50
OTIS COOKIES	1.00	0.62	0.00	0.62

Transaction finalizing...

Change Due: **1.89**

E-Mail [F5] Reprint [F7] OK [F10]

Bill To | Ship To | Note | Quick Sale

Show More Options [F2] Select Bill To [F3] Customer History [F4] Logout [F5]

Adjust Quantity [F6] Time Clock [F7] Discount [F8] Void Transaction [F9]

Line Totals:	17.12	SubTotal:	18.11
Taxable:	16.50	- Coupon:	0.00
Sales Tax:	0.99	- Deposit:	0.00
Item Count:	2.00	Total:	18.11

**18.11** Tender [F10]

1

2

3

Once Enter is selected.....

1. A **Change Due** screen will appear listing any cash change to be given back to the customer. The cash drawer will open with a ringing sound clip. Remove the proper change and count back to the customer to complete the money handling process. Remember to Close the drawer.
  2. If a receipt is required to be printed, choose the **[F7]** keyboard button.
  3. Choose the **ENTER** or the **[F10]** button on your keyboard to move to the next sale.
- Congratulations, you have completed a POS Sales without using your mouse..!**