

Touch Screen Sales-Split Tender

1

Invoice: 1811 By: POS Cashier: POS Date: 1/07/2011 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
✓ BFL	BREEZE FREEZE LARGE	1.00	3.00	0.00	3.00
✓ JAN-2000064-M	JANSPORT HOODIE M123-S-Red	1.00	14.99	0.00	14.99
✓ 5454547	AP BIOLOGY LAB NOTE BOOK	1.00	16.50	0.00	16.50

Quick Sale

Line Totals:	34.49	SubTotal:	36.38
Taxable:	31.49	- Coupon:	0.00
Sales Tax:	1.89	- Deposit:	0.00
Item Count:	3.00	Total:	36.38

Touch Screen Sales

36.38

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.)

3. Select the Tender Button

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Balance Due: **36.38**

Clear **20.00**

\$1 \$5 1 2 3
 \$10 \$20 4 5 6
 \$50 \$100 7 8 9
 . 0 00

Total Due: 36.38

Cash [F2] Check [F3] Credit [F4] Gift Certificate [F6]

1. Enter Amount Tendered
 2. Select Type of Tender
 If Tendering the exact Amount Due, just select the Tender Type.

Quick Sale

Line Totals:	34.49	Sub Total:	36.38
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Cursor Down Cursor Up

36.38



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A Tender Screen will pop up over the Invoice Screen with no Specific Tender Highlighted

1. The Sale total due is displayed..
2. Ask the customer what tender type do they wish to use?

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✓ 5454547	AP BIOLOGY LAB NOTE BOOK	1.00	16.50	0.00	16.50

Balance Due: **16.38**

Clear **0.00**

\$1 \$5 1 2 3

\$10 \$20 4 5 6

\$50 \$100 7 8 9

. 0 00

Total Due: 36.38

Cash 20.00

Cash [F2] Check [F3] Credit [F4] Gift Certificate [F6] Cancel

1. Enter Amount Tendered
2. Select Type of Tender
If Tendering the exact Amount Due, just select the Tender Type.

Quick Sale

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Taxable:	31.49	- Coupon:	0.00
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Cursor Down Cursor Up

36.38

2

1



The customer will be paying with 2 types of tender

1. To select partial cash tender, type in the amount and touch the **Cash (F2)** button. The undistributed Balance Due will show at the top
2. The amount will appear under the tender due screen.

Note: If you enter an amount less than the Total, you will have to select another Tender to complete sale.

A split Tender is when 2 or more Tender types are used to complete a sale

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✓ 5454547	AP BIOLOGY LAB NOTE BOOK	1.00	16.50	0.00	16.50

Balance Due: **16.38**

Clear **0.00**

\$1 \$5 1 2 3

\$10 \$20 4 5 6

\$50 \$100 7 8 9

. 0 00

Total Due: 36.38

Cash 20.00

Cancel

Cash [F2] Check [F3] Credit [F4] Gift Certificate [F6]

1. Enter Amount Tendered
2. Select Type of Tender
If Tendering the exact Amount Due, just select the Tender Type.

Quick Sale

Line Totals:	34.49	SubTotal:	36.38
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Cursor Down Cursor Up

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1



Assume the customer does not have enough in their check-book and wishes to split-pay with check and cash (Split tender).

This could also occur with Gift cards and cash to make up a balance due.

1. Select the Check (F3) button.

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✓ 5454547	AP BIOLOGY LAB NOTE BOOK	1.00	16.50	0.00	16.50

Balance Due: **0.00**

Cash	20.00
Check	16.38

Start Over [F3] Complete [F10]

Quick Sale

Line Totals:	34.49	Sub Total:	36.38
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Sales Tax:	1.89	- Deposit:	0.00
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Cursor Down Cursor Up

36.38

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1. The undistributed balance will appear in the Check amount due.
2. Select **Complete** to continue

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✓ 5454547	AP BIOLOGY LAB NOTE BOOK	1.00	16.50	0.00	16.50

Check Number: 123456

Driver's License: C1457475115656

Check Date: 1/18/2011

OK [F10] Cancel

Quick Sale

Line Totals:	34.49	Sub Total:	36.38
Taxable:	31.49	- Coupon:	0.00
Sales Tax:	1.89	- Deposit:	0.00
Item Count:	3.00	Total:	36.38

Cursor Down Cursor Up

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Once Complete is selected....

1. An Enter Check Number screen will appear.
2. Enter the Check Number (optional)
3. Enter the Driver's License Number (optional)
4. Check Date will appear
5. Choose Enter Button

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✓ 5454547	AP BIOLOGY LAB NOTE BOOK	1.00	16.50	0.00	16.50

Change Due: 0.00

E-Mail [F5] Reprint [F6] OK [F10]

Quick Sale

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Taxable:	31.49	- Coupon:	0.00
Sales Tax:	1.89	- Deposit:	0.00
Item Count:	3.00	Total:	36.38

Cursor Down Cursor Up

36.38

1

2



Once OK 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 **Reprint** button.

- Choose the **OK** button on your Touch Screen to move to the next sale.

Congratulations, you have completed a POS Sales without using your mouse..!