

# ROYAL CASH REGISTER alpha 1000ml. . .

If you are using a "Kids' Korner Gift Shoppe®" Pre-Programmed Cash Register and you have returned the selling price form in the back, it should already have your selling prices programmed into it.

The use of a "Kids' Korner Gift Shoppe®" Pre-Programmed Cash Register is easy . . . all you have to do is:

1. Press the Red & White **main menu** button to Turn the Cash Register on then press **enter key**.
2. Press the **Department key** that matches the item code for each item sold. (ie: PC #01 = Dept 1). (The **Department Keys** are **square keys** with numbers)
3. When all items have been entered press the **Sub Total** key to see how much is owed for the purchases. (The **Sub Total Key** is the square key marked **#/ST/NS**)

Note \*\*\* If the amount is more than the student has you can now back an item out by pressing the **[RETURN]** key and then pressing the square **Department Key** that matches the item code on the item . . . then press the **Sub Total** key and go to step 4.

4. Now enter the amount of money you are given by the student by pressing the **round grey keys**. (enter \$10.00 as 1000 . . . do not input the decimal point) and press the **Total Key**. (The Total Key is the rectangle key marked **Amt Tend TOTAL**.)
5. The Cash Register should now show you how much change is due back.
6. Place the change in the "**Gift Guide Envelope**" and staple the receipt to the envelope . . . this lets the child's parents know how much was spent at the Shoppe.

It's just that easy!!!

## SPECIAL . . .

If you get an **ERROR MESSAGE** press the **YELLOW KEY** with the "**Clear**" on it.

To open the till without making a sale press the **SUB TOTAL (#/ST/NS)** key.

If a student needs to return an item . . . just press the **[RETURN]** key and then press the Square **Department Key** that matches the item code on the item and then the **Total Key** to find out how much refund you need to give the student.

## END OF DAY TOTALS . . .

At the end of the day when all sales are complete - press the Red & White **Main Menu** key - **scroll down to reports** - press the **enter key** - it should show X Reports - press the **enter key** - enter the security code given you by your distributor - select **all** - press the **enter key** for your totals.

This will tell you what all the total sales have been so far, plus you will be able to tell us how many of each price group you have sold, so we can better resupply you with additional merchandise.

**You should use the Cashier Balance Sheets at the end of each day to balance your till.**

## STARTING CASH . . .

The following is what we suggest you start out with for change.

\$20.00 in Quarters . . . \$5.00 in Dimes . . . \$2.00 in Nickels . . . \$23.00 in Dollar Bills . . . and . . . \$50.00 in \$5.00 Bills . . . for a total of \$100.00.