

# *pssSB Atrium Cashier Guide*

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<b>CASHIER LOGON - Key in MGR Position</b>			
<b>Step</b>	<b>Panel Display</b>	<b>Cashier Response</b>	<b>Press Key Function</b>
1	STORE OPEN CASHIER NUMBER	Key in MGR position. Enter Cashier Number	Enter
2	TRANSACTION TYPE	Key in MGR position. Press the Inquiry key.	
3	INQUIRY CODE	Press 1 and 7	Enter
4	TRANSACTION TYPE	Either press a percent Dept. key to ring a Reg Sale or select another Transaction Type.	

<b>CASHIER LOGOFF - Key in MGR Position</b>			
<b>Step</b>	<b>Panel Display</b>	<b>Cashier Response</b>	<b>Press Key Function</b>
1	TRANSACTION TYPE	Key in MGR position. Press the Inquiry key.	
2	INQUIRY CODE	Press 7	Enter
<p>The system will generate an I-07 "CHKR OUT" tape which shows you the time the employee was logged in and the time the employee was logged out, along with a detail tape or all activity during this time period.</p>			

OPENING - Key in MGR Position			
Step	Panel Display	Cashier Response	Press Key Function
1	CLOSED STORE CLOSED	Key in Mgr position.	Inquiry
2	INQUIRY CODE	Press 8	Enter
3	EMPLOYEE NUMBER	Enter your cashier number	Enter
4	HH:MM	Enter the Time Hours Minutes	Enter
<i>Note: Screen will display "Merging" and complete printing. Staple this to a sheet of paper and file in your store's notebook.</i>			
5	STORE OPEN CASHIER NUMBER		

CLOSING - Key in MGR Position			
Step	Panel Display	Cashier Response	Press Key Function
1	CASHIER NUMBER	Key in Mgr position. Enter your cashier number.	Inquiry
2	INQUIRY CODE	Press 9	Enter
3	CLOSED STORE CLOSED		

REGULAR SALE - Key in OP Position			
Step	Panel Display	Cashier Response	Press Key Function
1	TRANSACTION TYPE	Enter the Dept. number	
2	PRICE	Enter the Price.	Enter
<i>Note: If the Dept is on file, it may retrieve the price. This will bring you to Step 5.</i>			
3	QTY X DPT NUMBER	Enter the Dept. number of additional items or press Total.	Total
4	TOTAL FORM OF PAYMENT	Press the appropriate tender type. For example: 1 = CASH	
5	AMOUNT	If amount tendered = amount due, press Total. If amount is different, enter the amount tendered and hit enter.	Enter
6	CHANGE DUE	If change due customer, amount of change will display and cash drawer will open.	
7	TRANSACTION TYPE		

REGULAR RETURN - Key in MGR Position			
Step	Panel Display	Cashier Response	Press Key Function
1	TRANSACTION TYPE	Key in MGR position. Press the Return key.	Enter
2	RETURN MDSE QTY X DPT NUMBER	Enter the dept. number	Enter
3	PRICE	Enter the Price	Enter
4	RETURN MDSE QTY X DPT NUMBER	Enter the dept number of additional items being returned or press Total	Total
5	TYPE OF TAX	Press 5	Enter
6	PERCENT	Key in appropriate tax rate.	Enter
7	DUE CUSTOMER FORM OF REFUND?	Press the appropriate tender type. For example: 1 = CASH	Total
8	DUE CUSTOMER	Refund due customer will display and cash drawer will open.	
9	TRANSACTION TYPE		

EMPLOYEE SALE - Key in OP Position			
Step	Panel Display	Cashier Response	Press Key Function
1	TRANSACTION TYPE	Key in MGR position. Press the Sale key.	Enter
2	QTY X DPT NUMBER	Enter the dept. number	Enter
3	PRICE	Enter the Price	Enter
4	QTY X DPT NUMBER	Enter the dept number of additional items or press Total	Total
5	TYPE OF DISCOUNT?	Press the appropriate percent key.	
6	EMPLOYEE ID	Enter number of employee purchasing merchandise.	Enter
7	TOTAL FORM OF PAYMENT	Press the appropriate tender type. For example: 1 = CASH	
8	AMOUNT	If amount tendered = amount due, press Total. If amount is different, enter the amount tendered and hit Enter.	Enter
9	CHANGE DUE	If change due customer, amount of change will display and cash drawer will open.	
10	TRANSACTION TYPE		

EMPLOYEE RETURN - Key in MGR Position			
Step	Panel Display	Cashier Response	Press Key Function
1	TRANSACTION TYPE	Key in MGR position. Press the Employee Return key.	Enter
2	RETURN QTY X DPT NUMBER	Enter the dept. number	Enter
3	PRICE	Enter the Price	Enter
4	RETURN QTY X DPT NUMBER	Enter the dept number of additional items or press Total	Total
5	TYPE OF DISCOUNT?	Press the STD key.	
6	TYPE OF TAX?	Key in appropriate tax rate.	Enter
7	DUE CUSTOMER FORM OF REFUND?	Press the appropriate tender type. For example: 1 = CASH	
8	AMOUNT DUE	Refund due customer will display.	Total
9	TRANSACTION TYPE		

<b>PAID OUT - Key in MGR Position "Used For Miscellaneous Supplies"</b>			
<b>Step</b>	<b>Panel Display</b>	<b>Cashier Response</b>	<b>Press Key Function</b>
1	TRANSACTION TYPE	Key in MGR position. Press the Special key.	Special
2	SPECIAL	Select 2.	Enter
3	REASON ## - ENTER 1	Enter 1	Enter
4	AMOUNT	Enter the amount you are subtracting from the till.	Enter
5	FORM OF REFUND	Select the tender type of which you are removing from the till. For example: 1 = CASH	

TAX EXEMPT SALE - Key in OP Position			
Step	Panel Display	Cashier Response	Press Key Function
1	TRANSACTION TYPE	Key in MGR position. Press the Special key.	Special
2	QTY X DPT NUMBER	Enter the Dept. Number.	Enter
3	PRICE	Enter the Price.	Enter
4	QTY X DPT NUMBER	Enter the Dept. Number of additional items or press Total.	Total
5	TAX ID NUMBER	Enter the customer's tax ID number (Maximum 8 digits).	Enter
6	TOTAL FORM OF PAYMENT?	Press the appropriate tender type. For example: 1 = CASH.	
7	AMOUNT	If amount tendered = amount due, press Total. If amount is different, enter the amount tendered and hit Enter.	Enter
8	TRANSACTION TYPE		

TAX EXEMPT RETURN - Key in MGR Position			
Step	Panel Display	Cashier Response	Press Key Function
1	TRANSACTION TYPE	Key in MGR position. Press the Tax Exempt Return key.	
2	RETURN QTY X DPT NUMBER	Enter the Dept. Number being returned.	Enter
3	PRICE	Enter the Price.	Enter
<i>Note: If the Dept is on file, it may retrieve the price. This will bring you to Step 6.</i>			
4	QTY X DPT NUMBER	Enter the Dept. Number of additional items or press Total.	Total
5	TAX ID NUMBER	Enter the customer's tax ID number (Maximum 8 digits).	Enter
6	DUE CUST FORM OF PAYMENT?	Press the appropriate tender type. For example: 1 = CASH.	
7	AMOUNT	If amount tendered = amount due, press Total. If amount is different, enter the amount tendered and hit Enter.	Enter
8	TRANSACTION TYPE		

GIFT CERTIFICATE SALE - Key in OP Position			
Step	Panel Display	Cashier Response	Press Key Function
1	EMPLOYEE	Enter valid employee #.	Enter
2	QTY X DEPARTMENT #	Press "Gift Cert Sale" key.	
3	GIFT CERTIFICATE QTY X AMOUNT	Key the dollar amount of the Gift Certificate being purchased. Example: 5000 = \$50.00	Enter
4	GIFT CERTIFICATE #	Key the number printed on the Gift Certificate (max of "8" digits).	Enter
5	GIFT CERT \$50.00 QTY X DEPARTMENT #	Press the Total key	
6	TOTAL \$50.00 FORM OF PAYMENT	Press the appropriate tender type. For example: 1 = CASH	
7	CASH \$50.000 AMOUNT	Enter the amount of cash received from customer.	Enter
<p><i>Note: A Gift Certificate can be sold by itself or within a Sale or Tax Exempt Sale.</i></p>			

POST VOID - Key in MGR Position			
Step	Panel Display	Cashier Response	Press Key Function
1	EMPLOYEE	Enter valid employee #.	Enter
2	QTY X DEPARTMENT #	Press the Inquiry key.	
3	INQUIRY CODE	Key 36	Enter
4	TERM/TRAN NUMBER	Using the receipt for the transaction to be Post Voided, enter the 5-digit terminal number and a "/" (slash). Enter the 5-digit transaction number. For Example: 00001/00081	Enter
5	AMOUNT	Key in the total amount of the transaction.	Enter
6	IPV COMPLETED NEXT (1) EXIT (9) IPV?	Press the 9 key. The receipt slip is generated with "VOID AFTER" printed with the terminal number, transaction number and the amount of the voided transaction.	Enter
7	EMPLOYEE		

ENTERING PAYROLL - Key in MGR Position			
Step	Panel Display	Cashier Response	Press Key Function
1	TRANSACITON TYPE	Key in MGR position. Press the Inquiry key.	
2	INQUIRY CODE	Press 5	Enter
3	PAYROLL EMPLOYEE	Enter the employee number you are entering payroll for	Enter
4	ADD CODE/HOURS OR X AMT	Key in the appropriate code number. For example: 10 and a slash (/) and the correct number of hours worked against the code number (i.e., 10/40).	
5	ADD CODE/HOURS OR X AMT	Enter the next code or press the Total key to go to the next employee	
6	PAYROLL EMPLOYEE	Press the Total key	Total
7	90.00                    \$0.00 CHECK YOUR ENTRIES	Press the Enter key and the system generates a payroll slip with a breakdown by Employee number and Total Payroll Hours	Enter
8	TRANSACTION TYPE		

<b>ENTERING CUSTOMER INFORMATION FOR REGULAR SALE - Key in OP Position</b>			
<b>Step</b>	<b>Panel Display</b>	<b>Cashier Response</b>	<b>Press Key Function</b>
1	EMPLOYEE	Enter the employee number	
2		Press the Alpha key	
3	CUSTOMER NAME	Enter the customers First and Last name	Enter
4	STREET ADDRESS	Enter the customers Street address	Enter
5	CITY ADDRESS	Enter the customers City	Enter
6	STATE/ZIP ADDRESS	Enter the State and Zip Code	Enter
7	QTY X SKU	Enter the Sku number	Enter
8	QTY X SKU	Enter the next Sku number or press Total	Total
9	TOTAL FORM OF PAYMENT	Press the appropriate tender type. For example: 1 = CASH	
10	AMOUNT	If amount tendered = amount due, press Total. If amount is different, enter the amount tendered and hit Enter.	Enter
11	CHANGE DUE	If change due customer, amount of change will display and cash drawer will open	

### Helpful Hints

1. Under the "Inquiry" key:
  - Inquiry 1: "No Sale" to Open Cash Drawer
  
2. Valid Forms of Payment
  - 1 Cash
  - 2 Check
  - 3 Gift Cert
  - 4 MDSE Credit
  - 6 MC/Visa
  - 7 Amex
  - 8 Discover



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