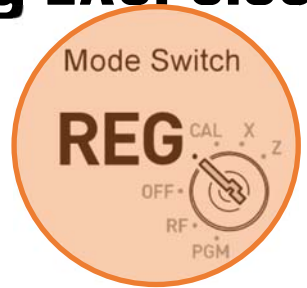


PBC Book Fair Cash Register: Training Exercise

To familiarize yourself with the unit, reset the machine to Zero using a Z-Tape, then ring up the following sales and run both end of day reports.



#1 Example Sale: Pg 4
Quick Start

\$6 Paperback Book
\$9 Hardback Book
\$3 Pen
\$1 Eraser

Total: \$19.00
Change: \$1.00

Paid via 20.00 Cash

DEPT 01: BOOKS
DEPT 02: SIDELINES

#5 Example Sale: Pg 5

PLEASE REFER TO THE MANUAL FOR METHOD INSTRUCTIONS

Two \$1 Erasers *USE METHOD 1*
Two 2/\$1 (\$0.50) Bookmarks *METHOD 2*
\$9 Hardback Book

Total: \$12.00
Change: \$8.00

Paid via 20.00 Cash

#2 Example Sale: Pg 4

\$8 Paperback Book
\$1 Eraser

Total: \$9.00

Paid via Credit Card

#6 Example Sale: Pg 7

\$8 Paperback Book
\$1 Eraser

Total: \$8.00

Error Correct: \$7 Paperback Book
Paid via Credit Card

#3 Example Sale: Pg 7
Pg 6

\$6 Paperback Book
\$2 Eraser
Error Correction: \$1 Eraser
\$8 Poster

Total: \$15.00

Paid \$10 Cash, Rest on Credit Card

#7 Example Sale: Pg 7

\$5 Paperback Book
\$3 Pen
\$8 Hardback Book

Total: \$11.00
Change: \$4.00

Error Correct: Take off the \$5 Book
Paid via 15.00 Cash

#4 Example Sale: Pg 9

Refund a Defective

\$3 Pen (*REFUND/RETURNS ONLY ON DEFECTIVE ITEMS*)

Refund: \$3.00

A circular mode switch dial with a pointer. The dial has several positions: REG, CAL, X, Z, OFF, RF (highlighted in orange), and PGM. The dial is part of a larger orange circle graphic.

#8: Run the End of Day X- & Z-Tapes
Compare your receipts to the back of this sheet.

PBC Book Fair Cash Register: Training Sales

Here are what the receipts/reports should look like from your training exercise.

#1 Example Sale:

PHX BK CO
BOOK FAIR
THANK YOU

02-10-2016	03:07
REG	0002
DEPT01	\$6.00
DEPT01	\$9.00
DEPT02	\$3.00
DEPT02	\$1.00
TOTAL	\$19.00
CASH	\$20.00
CHANGE	\$1.00

#4 Example Sale:

PHX BK CO
BOOK FAIR
THANK YOU

02-10-2016	03:08
RF	0005
DEPT02	\$3.00
CASH	\$3.00

#7 Example Sale:

PHX BK CO
BOOK FAIR
THANK YOU

02-10-2016	03:09
REG	0008
DEPT01	\$5.00
DEPT02	\$3.00
DEPT01	\$8.00
-	-5.00
TOTAL	\$11.00
CASH	\$15.00
CHANGE	\$4.00

#2 Example Sale:

PHX BK CO
BOOK FAIR
THANK YOU

02-10-2016	03:07
REG	0003
DEPT01	\$8.00
DEPT02	\$1.00
CHARGE	\$9.00

#5 Example Sale:

PHX BK CO
BOOK FAIR
THANK YOU

02-10-2016	03:08
REG	0006
DEPT02	\$1.00
DEPT02	\$1.00
2 X @0.50	
DEPT02	\$1.00
DEPT01	\$9.00
TOTAL	\$12.00
CASH	\$20.00
CHANGE	\$8.00

#8 X- & Z-Tape

PHX BK CO
BOOK FAIR
THANK YOU

02-10-2016	03:10
X	0009
0000 DAILY	X
DEPT01	QT 9
	\$66.00
DEPT02	QT 10
	\$18.00
.....	
GROSS TOTAL	QT 19
	\$84.00
NET TOTAL	No 7
	\$71.00
CASH-INDW	\$49.00
CHARGE-INDW	\$22.00
RF-MODE TTL	No 1
	\$3.00
.....	
CASH	No 5
	\$49.00
CHARGE	No 3
	\$22.00
-	\$13.00
ERR CORR	No 1

#3 Example Sale:

PHX BK CO
BOOK FAIR
THANK YOU

02-10-2016	03:07
REG	0004
DEPT01	\$6.00
DEPT02	\$2.00
ERR CORR	-2.00
DEPT02	\$1.00
DEPT02	\$8.00
TOTAL	\$15.00
CASH	\$10.00
CHARGE	\$5.00

#6 Example Sale:

PHX BK CO
BOOK FAIR
THANK YOU

02-10-2016	03:09
REG	0007
DEPT01	\$8.00
DEPT02	\$1.00
-	-8.00
DEPT01	\$7.00
CHARGE	\$8.00

Z-Tapes contain the same information, but say "Z" instead of "X". Z-Tapes reset the machine to zero.

Repeat these exercises until you feel comfortable with the unit. Reset to zero before your book fair.