

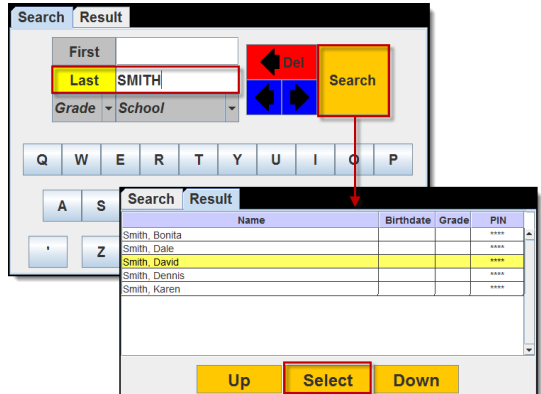
Cashier Cheat Sheet (POS 1.0)

Last Modified on 05/14/2025 9:58 am CDT

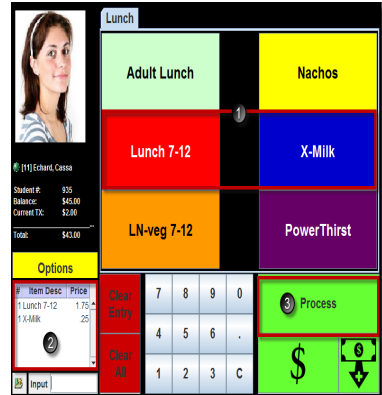
Point of Sale 1.0 has been deprecated as of 7/1/2023. Please see the [Cashier Cheat Sheet](#).

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Search for Patrons

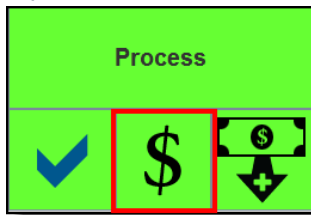
Quick Steps	Example
<ol style="list-style-type: none"> 1. Enter the patron's First and/or Last Name. 2. Tap Search. 3. Tap the patron's name on the Result tab. 4. Tap Select. 	

Charge a Patron's Account

Quick Steps	Example
<ol style="list-style-type: none"> 1. Select the patron's purchasable items from the menu. 2. Verify the items appear in the white Item Description box in the screen's lower left corner. 3. Tap Process to complete check-out. 	

Cash payment

1. Select the patron's purchasable items from the menu.
2. Verify the items display in the white **Item Description** box in the screen's lower left corner.
3. Tap **Cash (\$)**.



Result The Cash Tend window displays.

4. Enter the **Amount Tender(ed)**.

Total Meal Item:	1.75
Total Ala Carte Items:	.25
Total Menu Item:	2.00

Amount Tender:	5
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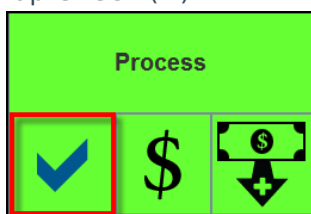
5. Tap **Submit**.
 - If the cash was for the exact amount, the transaction is complete.
 - If there is change due, tap **Return** to give cash to the patron OR tap **Deposit** to deposit the change into the patron's account.

Change: \$3.00.

RETURN	DEPOSIT
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Check Payment

1. Select the patron's purchasable items from the menu.
2. Verify the items display in the white **Item Description** box in the screen's lower left corner.
3. Tap **Check (✓)**.



Result The Check Tend window displays.

4. Enter the **Check** number.
5. Enter the **Amount Tender(ed)**.

Total Meal Item:	1.75
Total Ala Carte Items:	.25
Total Menu Item:	2.00

Check Number:	1234
Amount Tender:	10

6. Tap **Submit**.

- If the check was for the exact amount, the transaction is complete.
- If there is change due, tap **Deposit**.

Total Meal Item:	1.75
Total Ala Carte Items:	.25
Total Menu Item:	2.00

Check Number:	1224
Amount Tender:	10

4	5	6	\$10
1	2	3	\$5
0	.		\$1
Cancel	Clear	Submit	

Change: \$8.00

RETURN	DEPOSIT
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Do NOT return money on check payments. Always deposit additional money left over after a transaction into the patron's account. Returning money to a patron on a check payment will affect end of day drawer counts.

Combination Payment

Patrons can pay for a transaction with cash OR check AND money from their account.

⚠ It is not possible to pay with both cash and check in the same transaction.

1. Select the Cash (\$) OR Check (✓) button. **Result** - The Cash Tend or Check Tend window displays.
2. Complete one of the following options.

Payment Type	Then...
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Payment Type	Then...										
Cash	<p>Enter the exact Amount Tendered.</p> <div> <table border="1"> <tr> <td>Total Meal Item:</td> <td>1.75</td> </tr> <tr> <td>Total Ala Carte Items:</td> <td>3.25</td> </tr> <tr> <td>Total Menu Item:</td> <td>5.00</td> </tr> </table> <table border="1"> <tr> <td>Amount Tender:</td> <td>2</td> </tr> </table> </div>	Total Meal Item:	1.75	Total Ala Carte Items:	3.25	Total Menu Item:	5.00	Amount Tender:	2		
Total Meal Item:	1.75										
Total Ala Carte Items:	3.25										
Total Menu Item:	5.00										
Amount Tender:	2										
Check	<p>Enter the Check Number and the Amount Tendered.</p> <div> <table border="1"> <tr> <td>Total Meal Item:</td> <td>1.75</td> </tr> <tr> <td>Total Ala Carte Items:</td> <td>3.25</td> </tr> <tr> <td>Total Menu Item:</td> <td>5.00</td> </tr> </table> <table border="1"> <tr> <td>Check Number:</td> <td>1234</td> </tr> <tr> <td>Amount Tender:</td> <td>2</td> </tr> </table> </div>	Total Meal Item:	1.75	Total Ala Carte Items:	3.25	Total Menu Item:	5.00	Check Number:	1234	Amount Tender:	2
Total Meal Item:	1.75										
Total Ala Carte Items:	3.25										
Total Menu Item:	5.00										
Check Number:	1234										
Amount Tender:	2										

3. Tap **Submit**.

Cancel	Clear	Exact	Submit
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Result - A message displays stating how much was debited from the student's account.

Amount debited from account \$3.00

OK

4. Tap **OK**. **Result** - The transaction is complete.

Deposits

1. Tap the Deposit button.

Process

✓

\$

Result - The Deposit window displays.

2. Enter the amount of cash OR information about the check being deposited.

Deposit Type:

Check
Cash

Fleischer, Damien

Student #: 112840

Balance: \$.00

Check Number:

Amount Tender:

20

Deposit Type:

Check
Cash

Fleischer, Damien

Student #: 112840

Balance: \$.00

Check Number:

1234

Amount Tender:

20

Tip: Orange QuickAdd buttons on the right-hand side of the screen allow you to quickly select an amount.

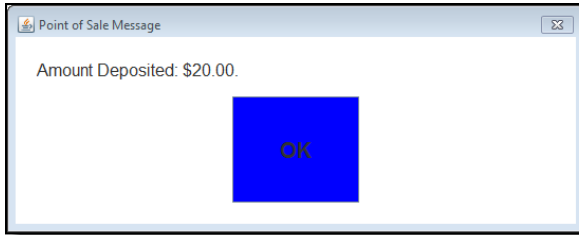
7	8	9	\$20
4	5	6	\$10
1	2	3	\$5
0		.	\$1

3. Verify the total cash amount in the **Amount Tender** field is correct. This field indicates how much cash will be deposited into the patron's account.
4. Tap the **Submit** button to process the deposit and add the amount to the patron's account balance.

Cancel
Clear
Exact
Submit

Result – A confirmation displays.

5. Tap **OK**. The deposit is complete.



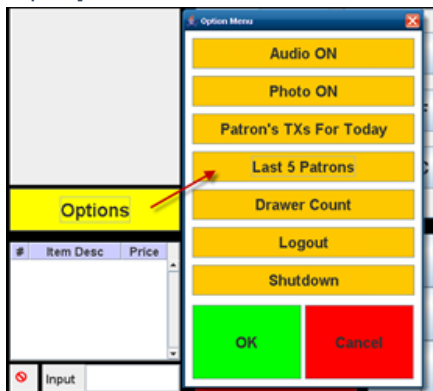
Voids

With the assistance of a head cashier or other administrator who has been assigned a Manager PIN, cashiers may void transactions at the POS terminal after they have been processed.

Voiding transactions through the POS terminal must take place BEFORE the terminal is shut down. If a mistake is found after the terminal has been shut down, it must be voided on the patron's account journal tab within the Campus application.

Void a Transaction for Patron within Last 5 Patrons

1. Tap **Options** > **Last 5 Patrons**.



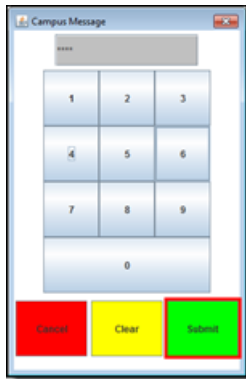
Result

The Historical TX window displays.

2. Select the patron's incorrect transaction then tap VOID TX.



3. Enter a **Manager PIN** and tap **Submit**. A cashier PIN will NOT work.



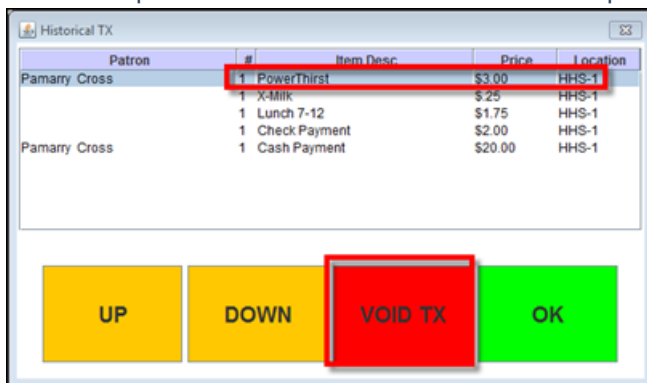
4. Tap **OK** on the confirmation window. The void is complete.

Void a Transaction for Patron NOT within Last 5 Patrons

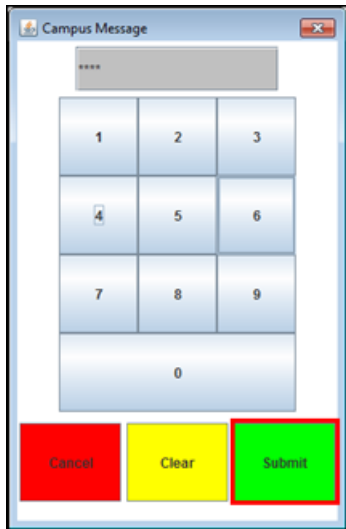
1. Search for patron and tap Select.
2. Tap **Options** > **Patron's TX For Today**.



3. Select the patron's incorrect transaction and tap **Void TX**.



4. Enter a **Manager PIN** and tap **Submit**. A cashier PIN will NOT work.

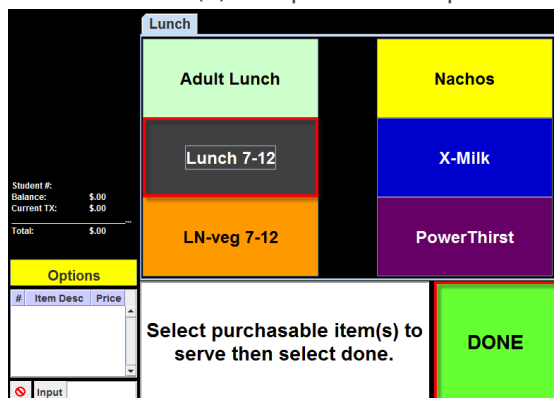


5. Tap **OK** on the confirmation window. The void is complete.

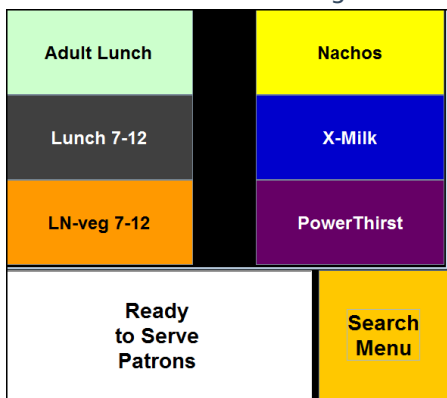
Continuous Serve

Continuous Serve is used when all patrons are purchasing the same menu item. Select the menu items one time, before serving the first patron.

1. Choose the item(s) ALL patrons are purchasing then tap **Done**.

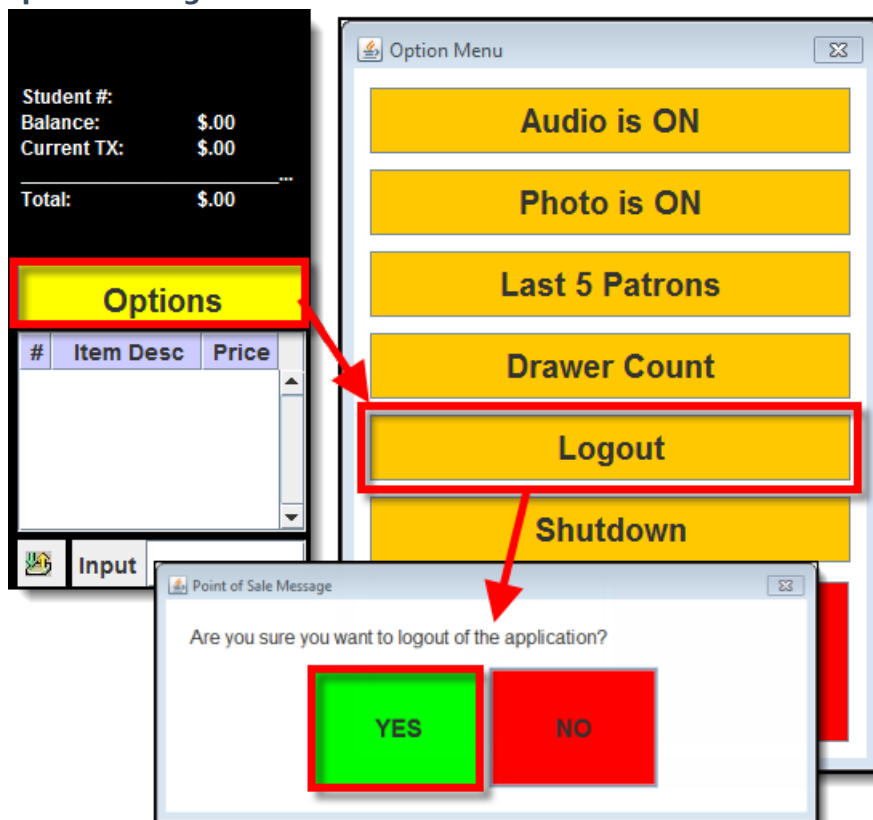


Result – The screen changes to say "Ready to Serve Patrons."



2. Patrons enter their PINs as they go through the line. You do not need to select purchasable items each time. You can search for patrons, allow patrons to enter their PINs, or scan patron bar codes to select the patron for processing.

3. At the end of the serving period, log out of the Continuous Serve application by tapping **Options > Logout > Yes**.



Drawer Count

The Drawer Count should be performed at the end of each serving period.

Start the Drawer Count

Quick Steps

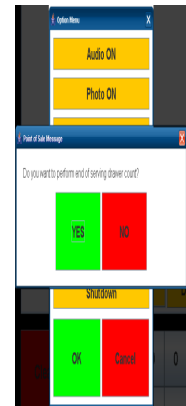
1. Select the **Options** menu.
2. Select **Drawer Count** from the Options Menu. This should only be done at the end of the serving period.
3. Select **Yes** when the “**Do you want to perform the end of serving drawer count?**” verification message displays.

Result

The main Drawer Count screen then appears.

Total	The amount displayed in the Total field indicates everything in the drawer, including the total of starting cash, checks and cash. This value is calculated automatically.
Deposit	<p>The amount displayed in the Deposit field indicates how much was taken in during the serving period.</p> <p>This is the value of the total cash in the drawer minus the starting cash.</p> <p>This value is calculated automatically.</p>

Example



Enter the Drawer Count

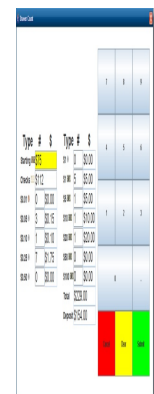
Quick Steps

1. Enter the total balance of the drawer, as it existed at the start of the serving period before transactions occurred, in the **Starting Cash** field. For an accurate count of the cash drawer, the starting cash must be excluded from the amount of money taken in during the serving period.
2. Enter the total value of all checks collected in the **Check** field.
3. Enter the quantity of each cash denomination in the appropriate field (e.g., \$0.01, \$0.50, \$20, \$100).
4. Verify the amounts entered.
5. Select **Submit** to end the drawer count and the serving period.

The drawer count can be performed as many times as needed. This is so a cashier may re-open a drawer to allow late transactions to still be included in the same drawer count.

6. Log out or shut down the terminal.

Example



Terminal Screen Layout



Button/Field Area	Description
Meal/Menu Tabs	Each tab contains the menu needed for a specific meal/serviceable time.
Patron Picture	The picture of the patron being served.
Grade & Name	Indicates the patron's name and current grade.
Eligibility Indicator	Indicates the patron is eligible for Free or Reduced meals. The following describes each color: Gray - Adult/Staff Member Green - Paid Student Yellow - Reduced Student Red - Free Student
Allergy Alert	Indicates the patron's allergy(s).
Student Number & Balance Info	Indicates the patron's Local Student Number and current account balance.

Button/Field Area	Description
Cashier Options Menu	Opens the Options Menu, containing options for assisting the cashier including control over audio, display of patron pictures, a list of a patron's transactions for the current date, the last 5 patrons served, drawer count, the ability to log out as cashier and the ability to shutdown the terminal.
Item Description	Describes each item added to the patron's order. These are charged to the patron's account unless cleared via the Clear Entry or Clear All button.
Active Server Connection Indicator	Indicates whether the terminal is properly connected to the server. A red circle with a line through it indicates the Point of Sale is not currently connected to the server. Green and gold arrows pointing up and down indicate the Point of Sale is currently connected to the server.
Input Item Quantity	Indicates how many items are in the patron's current order (corresponding to the items listed in the Item Description box).
Clear Item(s) / Entry	If the Clear Entry button is tapped, the most recent item added to the patron's order (corresponding to the items listed in the Item Description box) is removed and not charged to the patron's account. If the Clear All button is selected, all data entered during a patron's order (including items listed in the Item Description box) are removed.
Item Multiplier	Allows the cashier to enter item quantities and perform other actions which require number entry.
Clear Quantity	Clears the quantity entered via the Item Multiplier.
Check Tendered	Opens the Check Tend editor, allowing patrons to pay for the meal order via check. This is an optional button made available by the Admin on the Point of Sale.
Cash Tendered	Opens the Cash Tend editor, allowing patrons to pay for the meal order via cash. The Cash Tendered button is also used to open the cash drawer for a No Sale transaction or activity. This is an optional button made available by the Admin on the Point of Sale.
Quick Deposit Check/Cash	Opens the Deposit editor, allowing cashiers to deposit checks or cash to the patron's account in real time. Cashiers cannot deposit money into a patron's account until all items have been cleared from the patron's order (via the Clear Entry or Clear All buttons). This is an optional button made available by the Admin on the Point of Sale.
Process (Debit) from Account	Charges (debits) the patron's order to their account.

Button/Field Area	Description
Purchasable Items for Selected Meal/Menu Tab	Selectable items which are added to a patron's order when touched. These items will not be charged to the patron's account until the Process button is selected.