



InTouch Terminal Operations: Finish Sale

InTouch Terminal

Terminal #: 1 User: master, a5555

Receipt Mode

Site: Lincoln High School

ACTIVITY CARDS	16.00
BOOK FEE	80.00

Name: Acosta Parra, Miriam
ID: 185538 ACTIVITY C Yes
Grade: 11 Account Balance: (\$70.00)

96.00

Tax:	0.00
Total:	96.00

Enter Fines Finish Sale
Enter Fees Quick Screen
Customer History Lookup Student
Customer Info Lookup Non-Student
InTouch Manager Lookup Inventory
Logout More...

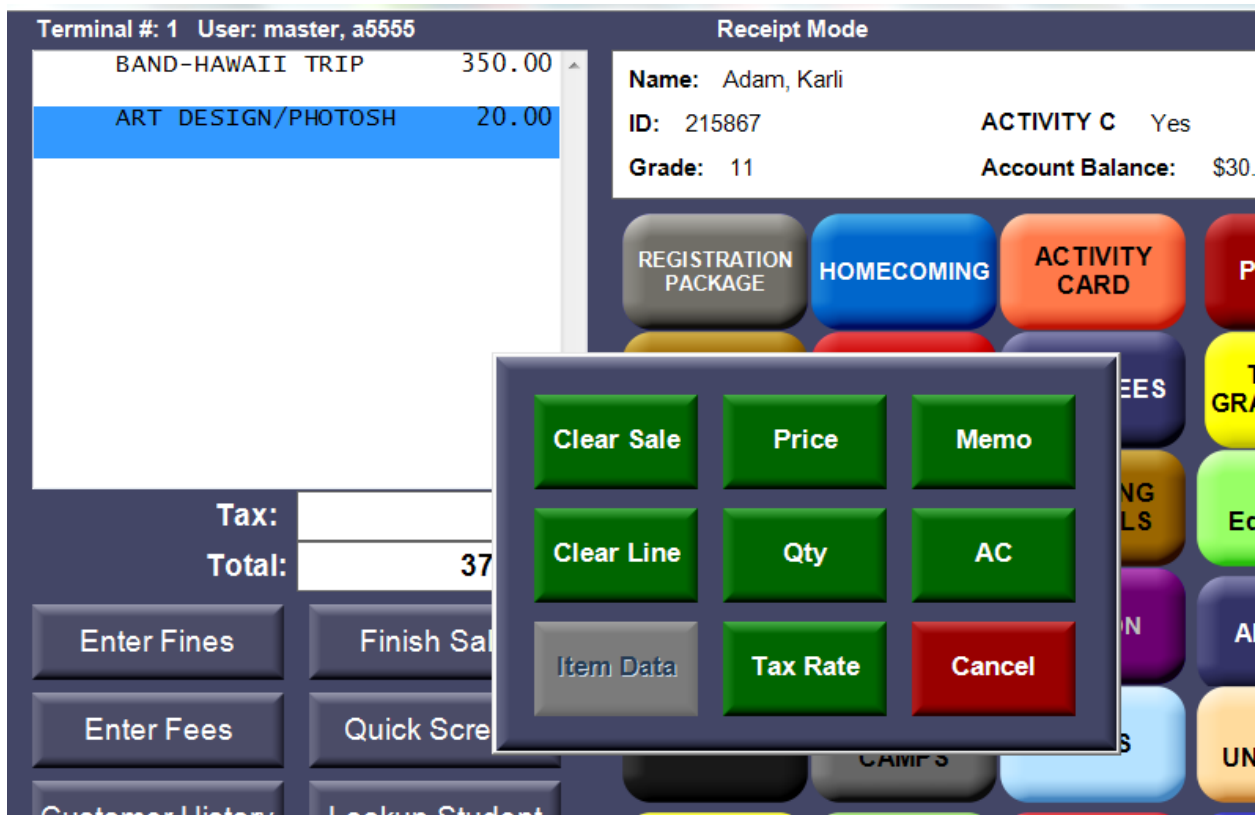
7 8 9
4 5 6
1 2 3
0 00 ←
5.00 10.00 20.00 50.00
Cancel OK
Cash
Check
Debit/Credit
Other
Account
Clear Amount No Receipt

Sale Steps:

1. Confirm the Student/Non-Student is correct (avoid mistakes here)
2. Confirm the transaction items and prices are correct - If not, select the transaction item on the receipt screen area and correct:



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To correct a transaction within a transaction prior to tendering – select the line and select “clear line” in the dialogue box

Use Memo’s as needed for anything you want to remember by selecting the transaction item displayed on your receipt screen.

3. Select **Finish Sale** from the function buttons

Receive the **checks/cash** from your customer – IMPORTANT to do this before completing sale

4. Tender the sale by choosing appropriate tender buttons
5. Check, Enter Check Number & OK (green button at bottom of screen) – ready for next sale

Note: (1) Use only the check number (search to lookup checks and NSF’s later is by check number only – no names, etc. Enter memos on an item if needed. (2) Checks cannot be over-tended, there is no override for this, i.e. a \$40 sale amount the user cannot accept a \$50 check where they return \$10 cash (over tender).

6. Cash & OK, ready for next sale (for change calculation, use Clear Amount, enter amount of Cash received & OK – your change will appear on the screen.



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Using Multiple Tender - Part Check/Part Cash or Multiple Checks – use Clear Amount Button to clear subtotal

Clear Amount (use the back arrow to delete default amount in the field)

Select **Check Tender**

Type in the amount of the check in the white box (should be clear)

Select OK

Continue using **Clear Amount each time for multiple checks**

Select Cash Tender

Select OK to finish (Cash should be the balance after checks are recorded)

Ready for next sale

Using Credit/Debit Tender

At **Finish Sale**, click on the Debit/Credit tender button

Select OK

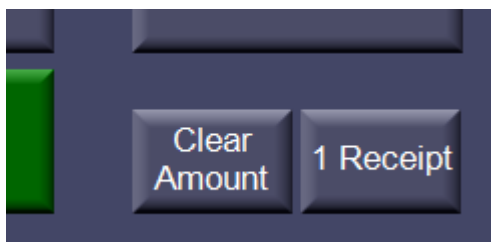
Swipe the customer's card with the MSR when prompted

InTouch will indicate acceptance of the payment with an "Approved" or "Declined" prompt

Select OK to finish

Ready for next sale

Other Functions



1. Clear amount – used to clear the default amount in the tendering screen (noted above)
2. 1 Receipt is a TOGGLE button – click on the button for 2 receipts and again for NO receipt and again for 1 Receipt – this selection will hold down for the next sale