

Sharp XE-A43S Cash Register Training Manual

This guide is intended as a quick tutorial and reference guide for using the Sharp Cash Register. It covers basic operations.

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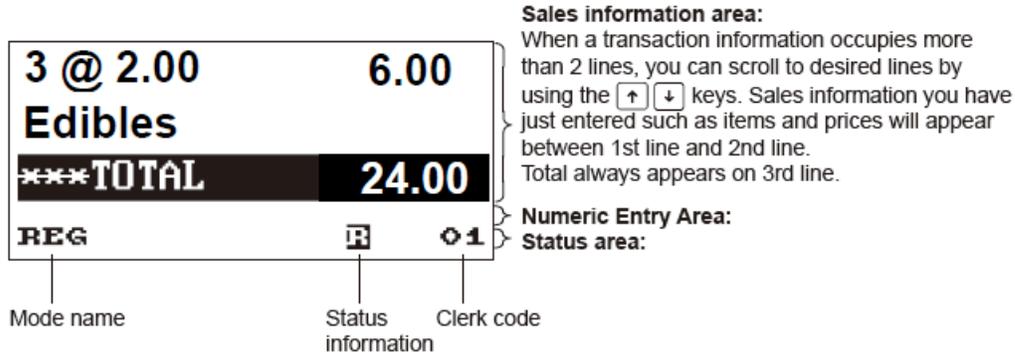
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Key: <indicates key function>

Training Mode

There are two clerk codes used: Clerk 1 is the default and is used for normal operations; Clerk 2 is for training. The difference is that when Clerk 2 is active, none of the transactions are recorded on the journal tape nor stored as sales data. This allows you to practice entering transactions.

The current clerk code is displayed at the lower right corner of the display:



Receipt ON/OFF status indicator (R) : Appears when the receipt ON-OFF function signs OFF.

- To go into training mode (clerk 2): <2> <CLK #>
- To go into regular mode (clerk 1): <1> <CLK #>

Entering Sales Items

There are two “departments” programmed in the register:

- Department 1: “Edibles” (non-taxable)
- Department 2: “Non-edible taxed” (taxable)

Each department corresponds to a key in the middle of the register (the large set of keys numbered 1-40). There should be an “EDB” label placed on key 1 for Edible items, and a “Non” label on key 2 for Non-edible taxed items.

When a customer is ready to purchase, you enter each type of item separately. The key sequence for each item is: [Quantity] <@/FOR> [Price] [Department]

Example: The customer is buying 12 edibles at \$3.00 apiece. You would enter:

<1> <2> <@/FOR> <3> <00> <EDB>
 [Quantity] <@/FOR> [Price] [Department]

Key: <indicates key function>

After entering this, the cashier’s display will read:

<u>12@3.00</u>	36.00
Edibles	
*** TOTAL	36.00

If the customer has multiple types of items, repeat this sequence for each type of item they are purchasing.

Note: When entering \$\$\$ amounts, you do not enter the decimal point, but you do enter all digits representing cents.

Completing a Cash Transaction

To complete a **cash** transaction, press the <#/TM SBTL> key to get a subtotal, then enter the amount given to you by the customer, then press <CA/AT/NS> to calculate how much change is owed to the customer. This will also open the cash drawer.

Example: Continuing with the 12 edible plants entered above: those are the only items purchased; the customer will pay cash, \$40. After keying the sales line entry, you would enter:

<#/TM SBTL> Tell sales total to customer; customer remits \$40.00 cash.

You then enter:
<4> <0> <00> <CA/AT/NS> The cash drawer opens & register prints receipt

After entering the above key sequence, the display will read:

CASH	40.00
CHANGE	4.00
CHANGE	4.00

When the register opens put the \$40 into the till, take out \$4 change, and close the register. Count back the change to the customer; tear off the receipt and give to the customer.

Completing a Check Transaction

To complete a **check** transaction, follow the same procedure as above, but instead of using the <CA/AT/NS> key, you will press the <CHK> key after you enter the amount of the check, which should be the same as the amount due. In the above example, you would enter:

<#/TM SBTL> Tell sales total to customer; customer remits a check for \$36. Be sure amount & payee are correct before proceeding.

You then enter:
<3> <6> <00> <CHK> The cash drawer opens, & register prints receipt

Key: <indicates key function>

As a result, the display will read:

CHECK	36.00
CHANGE	0.00
CHANGE	0.00

Correcting Mistakes

To clear an item entry immediately after entering it: If you enter an incorrect quantity or price, you can clear the line entry by pressing the <CL> key. This will only work before entering <EDB> or <NON>.

To void the current line entry, press the <VOID>key. This method will only work before beginning the next line entry and before finalizing the transaction.

Example: The entry of 12 edible plants@ \$3.00 was a mistake. By pressing the <VOID> key, the line entry will be eliminated and the display will read:

***TOTAL	0.00
Edibles	V-36.00

To correct the quantity on a line entry before finalizing the transaction, use the cursor keys to move up and down the list of items. When the line item you want to void is highlighted, press the <VOID> key. This will void a quantity of one. If the quantity entered is greater than one, pressing <VOID> will decrease the quantity by one. You can void more than one at a time by entering the quantity to be voided, then the <VOID> key.

Example: You entered 12 edible plants @ \$3.00 but the customer has only 10 plants: use the cursor keys to highlight the affected line item and enter <2> <VOID> The quantity for that item will be reduced to 10 (12 - 2) and the display will read something like this:

***TOTAL	30.00
Edibles	V-6.00

To void an entire transaction before it is finalized; press <#/TM SBTL> as if you were finalizing the entire transaction, then press <VOID>, then press <#/TM SBTL> again. The display will read something like this:

SBTL VOID	-36.00
***TOTAL	0.00
***TOTAL	0.00

A receipt will also print indicating the voided transaction. At this point you can start entering new items as part of a new transaction.

To void a transaction after it has been finalized, use the MODE key as follows:

Key: <indicates key function>

<Mode>

Select **(3) VOID MODE** <CA/AT/NS>

- Enter the items from the incorrect receipt as if you were ringing up a new sale.
- Finalize the transaction as you would for a sale. Use <CA/AT/NS> or <CHK> as appropriate. The drawer will open and a VOID receipt will print.

If you enter the wrong mode, use the [ESC/CANCEL] key to cancel the operation.

Issuing a Refund

To issue a refund, start as if you are entering an item, but press the [REFUND] key just prior to the EDB/NON key.

Example: To issue a refund on 3 edible plants at \$3.00 apiece:

<3> <@/FOR> <3> <00> <REFUND> <EDB> <CA/AT/NS>

Key: <indicates key function>

Getting Quick Sales Reports

Quick sales reports, both total sales and sales by department, are available from the register. (Resetting sales (Z Report) zeroes the sales data and restarts the accumulation process.)

To see total sales:

<Mode>

Select **(4) X1/Z1** <CA/AT/NS>

 Select **(1) View Report** <CA/AT/NS>

 Select **(3) Sales Total** <CA/AT/NS>

To see sales by department:

<Mode>

Select **(4) X1/Z1** <CA/AT/NS>

 Select **(1) View Report** <CA/AT/NS>

 Select **(1) Dept Sales** <CA/AT/NS>

 Select **(01) Edibles** or **(02) Non-edibles taxed** <CA/AT/NS>

To escape the Report mode, keep pressing [ESC/CANCEL].

Getting a Full Sales Report

A full sales report contains the total sales accumulated since the last time the sales data was reset. It includes total sales by department, as well as total cash and check amounts. The report will print out on the receipt printer.

To see a full sales report:

<Mode>

Select **(4) X1/Z1** <CA/AT/NS>

 Select **(2) Reading** <CA/AT/NS>

 Select **(1) General** <CA/AT/NS> (Report prints)

Resetting Sales Data

Typically, at the end of a sales/event, we will reset all the sales data to zero.

To reset the sales data:

<Mode>

Select **(4) X1/Z1** <CA/AT/NS>

 Select **(3) Resetting** <CA/AT/NS>

 Select **(1) General** <CA/AT/NS> (Report prints)

Saving Sales Data to SD-card

In addition to seeing sales reports on the register, and printing them out on the receipt printer, the register has the ability to transfer sales data to the SD-card. This enables you to move the data to a computer for use in a spreadsheet program. The data is stored in CSV (comma separated value) format, which is a common format compatible with all spreadsheet programs.

To save the sales data to the SD-card:

<MODE>
Select **(7) SD CARD MODE** <CA/AT/NS> use cursor keys to s
Select **(2) SAVING** <CA/AT/NS> use cursor keys to s
Select **(1) SALES DATA** <CA/AT/NS>
Select **(1) OK** <CA/AT/NS>

Once the data is on the card, you can eject the SD-card and use an SD-card reader with a computer to move the data into a spreadsheet. The CSV file contains the names of the items, the total units sold, and the total dollar amount sold.

Restoring Program Data

All of the programming (departments, PLU codes) has been stored on an SD- Card that is in a slot at the front of the register. There are 2 AA batteries under the receipt printer roll that will maintain the program data and sales data when the register is unplugged. In the unlikely event that we lose the programming due to the batteries going dead, we can restore it from the SD card.

To restore the programming from the SD-card, make sure the card is in the slot, then key:

<MODE>
Select **(7) SD CARD MODE** <CA/AT/NS>
Select **(2) LOADING** <CA/AT/NS>
Select **(2) ALL PROGRAM** <CA/AT/NS>
Select **(1) OK** <CA/AT/NS>

At this point, you will see the display indicate that the register is reading from the SD-Card. When it is completed, the register programming should be complete.

This procedure can also be used to set up a new register, after it has been initialized.

Key: <indicates key function>

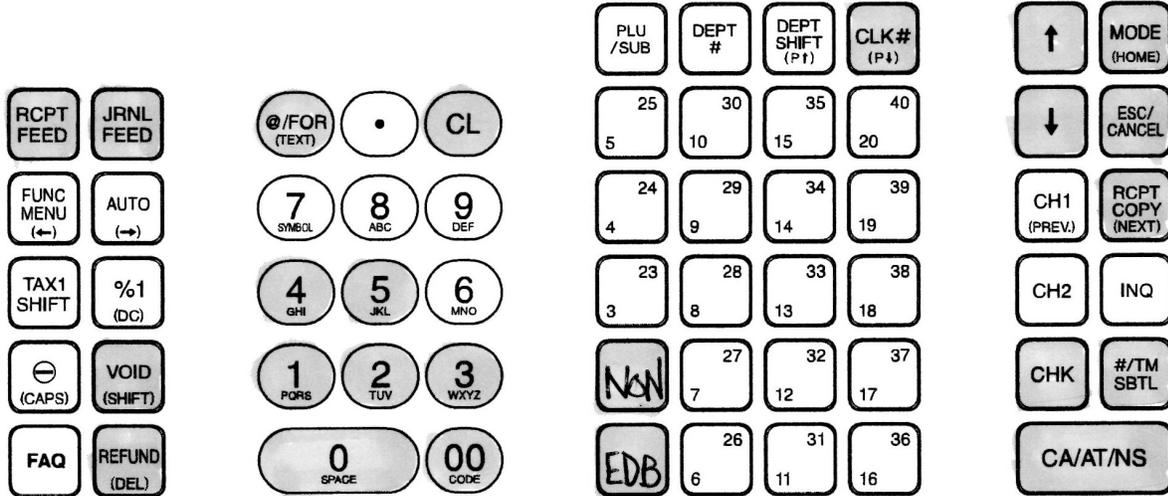
Initializing New Register

Load 2 new AA Batteries
Load the paper on both sides

English type 1 [CA\AT\NS] Key will be referred to as Enter Key
Set the Date & Time
At Tax Rate Select CL & Enter
Scroll to SD Card Enter
Manager Passcode CL & Enter
ESC

Insert SD Card
Mode Key
Scroll & select SD Card Enter
Folder Control
Create Folder & Type in ccmg Enter
ECS
Select Loading Enter
All Program Enter OK
Esc
Esc

■ Keyboard layout (for XE-A43S)



■ Function key list

	Receipt paper feed key		PLU/sub-department key
	Journal paper feed key		Department code entry key
	Function menu key		Department shift key
	Auto key		Clerk code entry key
	Tax1 shift key		Department keys NON=Non edible taxed EDB=Edible not taxed
	Percent 1 key		Cursor (up/down arrow) key
	Discount key		Mode key
	Void key		Escape/Cancel key
	Frequently Asked Questions key		Charge 1 key
	Refund key		Receipt print key
	Multiplication key		Charge 2 key
	Decimal point key		PLU/UPC inquiry key
	Clear key		Check key
	Numeric key		Non-add code/Time display/Subtotal key
			Cash/Amount tender/No sale key

Key: <indicates key function>

End of Event Procedures

Key: <indicates key function>

I. Run Sales Report (X Report)

<Mode>

Select **(4) X1/Z1** <CA/AT/NS>

Select **(2) Reading** <CA/AT/NS>

Select **(1) General** <CA/AT/NS> (Report prints)

< ESC/Cancel> < ESC/Cancel>

II. Fill Out Cashier's Daily Income Report (Skip Step II at major events)

- Fill in Date, Register #, and Cashiers lines on Cashier's Daily Income Report.
- Using Sales Report from Step I (above), complete "Journal Tape" entries.
- Remove cash & checks from register drawer, count, and complete "Money in Bag" entries.
- Provide written explanation of differences, if any, between Sales Report, Cashier's Daily Income Report, and money in bag.
- **Place Sales Report, the Cashier's Daily Income Report, and the cash/checks in same cash bag**

III. Resetting Sales (Z Report)

<Mode>

Select **(4) X1/Z1** <CA/AT/NS>

Select **(3) Resetting** <CA/AT/NS>

Select **(1) General** < CA/AT/NS> (Z Report prints)

< ESC/Cancel> < ESC/Cancel>

Put this resetting report in the envelope with the cash and the other reports.

IV. Remove Journal Tape

- Remove register cover;
- Lift out Journal tape reel – slide the left holding plate towards the largest hole & disengage;
- Remove Journal Tape from spool and place it the appropriate Cash Bag;
- Make a fold on the Journal Tape and slide into slot on spool; rotate spool 3 - 4 times towards the back of the register; replace the left holding plate.
- Place a mark on the Journal tape; depress journal feed key to make sure it is advancing correctly.
- Replace Register cover

V. Resetting Sales

<Mode>

Select **(4) X1/Z1** <CA/AT/NS>

 Select **(3) Resetting** <CA/AT/NS>

 Select **(1) General** <CA/AT/NS> (Z Report prints)

 <ESC/Cancel> <ESC/Cancel>

Leave this resetting report on the register so that the next Cashier knows that the register was reset

END!

Cashier's Daily Income Report

Cashier's Date: _____

Register # _____

Cashiers: _____

	Journal Tape	Money in Bag
Currency		
Coin		
Total Cash (Currency+Coin)		
Checks		
Total Income (currency+coin+checks)		
Non Edible Taxed		
Calculate Taxes taxable - (taxable / 1.0825)		
Calculate Net Income (total income-taxes)		

Explain Differences: