

**In Order to run the cash register for a normal sale:**

- Enter dollar amount into register using keypad for first product \*do not use decimal point on keypad
- Press the white "Dept 3" key
- In the case of another product being sold in the same transaction, enter dollar amount now
- Press the white "Dept 3" key
- If transactions are complete:
- Press subtotal key
- Enter the dollar amount the customer gives you
- Press the "CA/AMT" button. Till will open, give customer appropriate change if needed.

**Daily/Weekly Pro-Shop Log:**

- Make your sales on the register
- After every sale, go into the Daily Log Report Doc. and note what was sold and for how much
- This will help keep track of our inventory

**End of day:**

- At the end of the day, move the PGM key to "X". This will print a receipt of the day's transactions.
- Compare this receipt to money gained.
- Separate profit money from start up money
- Take money to Lydia's office and keep profit money separate from daily start up money
- Don't "Z" out till the end of the week (Sunday).

**At end of week (Sunday):**

- "Z" out.
- "Z"-ing out prints a transaction record of the entire week since the last "Z" out.
- "Z"-ing out erases all transactions.
- Go to the Daily/Weekly Pro-Shop Log doc. and choose the appropriate date tab on the bottom
- This is your official deposit slip
- Fill in the highlighted gray areas
- Print and turn in with the profit money to Holly
- Please do this before 8:00A.M. on Monday morning.

**Where to Find Daily Log?**

- click on "K" drive
- Click "Skate park" folder
- Click "Skate park Pro-Shop & Concessions" folder
- Click "Skate park Daily/Weekly Pro-Shop Log"