



**ESBER CASH REGISTER**

<http://www.payschools.com/esber-cash-register/>

1-800-669-0792

## **QSP 4 Multiple Payment Help Guide**

If the Patron has money in their account or not at charge limit, QSP4 POS is by default going to charge the transaction amount to the account:

1. The amount of the transaction is shown in the Account Box.
2. The Complete Sale key is green, which means you are able to charge the transaction amount to the patrons account. Select Complete Sale if total transaction amount is being applied to the patrons account to complete the transaction.

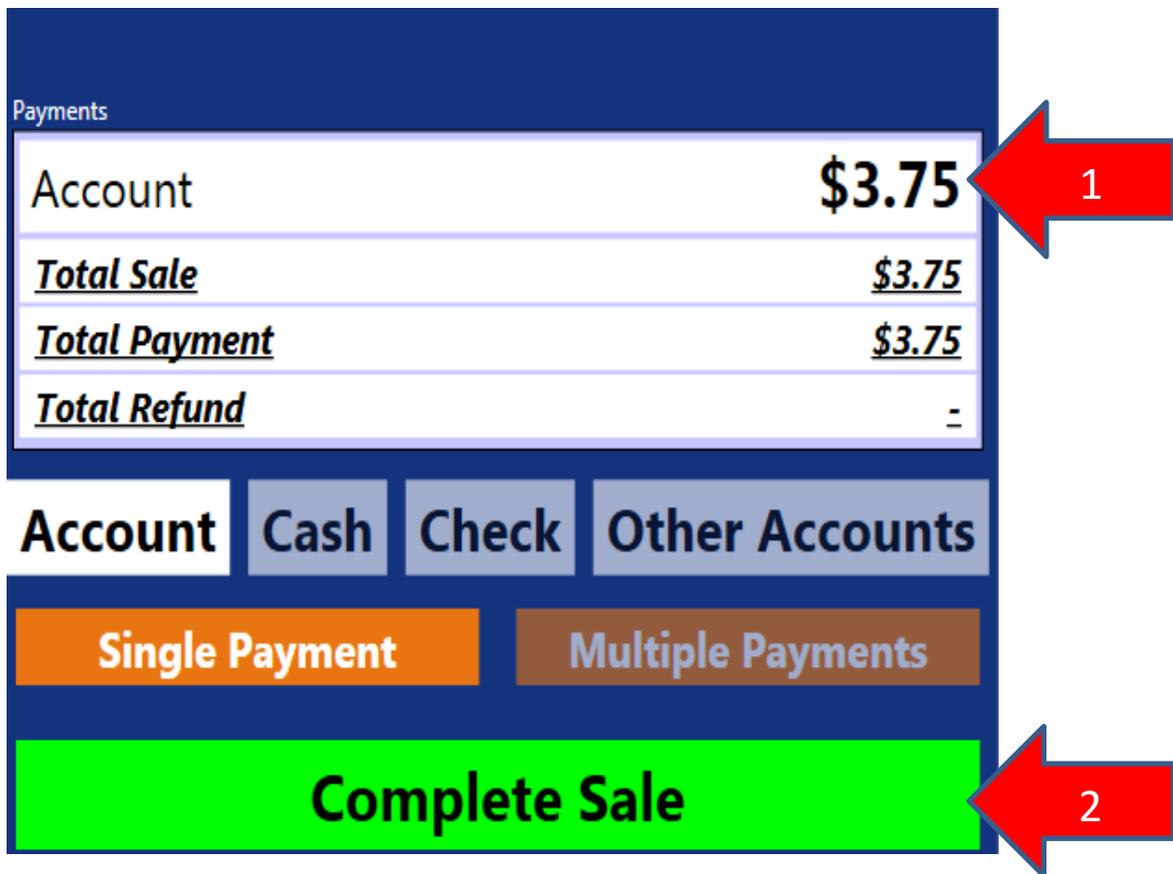
Payments

Account	<b>\$3.75</b>
<u>Total Sale</u>	<u>\$3.75</u>
<u>Total Payment</u>	<u>\$3.75</u>
<u>Total Refund</u>	-

Account Cash Check Other Accounts

Single Payment Multiple Payments

**Complete Sale**

A screenshot of a payment interface. At the top, there's a 'Payments' section with a table showing 'Account' as '\$3.75', 'Total Sale' as '\$3.75', 'Total Payment' as '\$3.75', and 'Total Refund' as '-'. Below this is a row of buttons: 'Account', 'Cash', 'Check', and 'Other Accounts'. Underneath are two more buttons: 'Single Payment' (orange) and 'Multiple Payments' (brown). At the bottom is a large green button labeled 'Complete Sale'. Two red arrows with white numbers '1' and '2' point to the '\$3.75' value and the 'Complete Sale' button respectively.

3. If the Patron would prefer to pay the total transaction with cash or check instead of using their account balance and tender the exact amount to pay for the transaction, press the Cash Button or Check Button. The amount of the transaction will be defaulted into cash or check.
4. Select Complete Sale to complete the transaction.

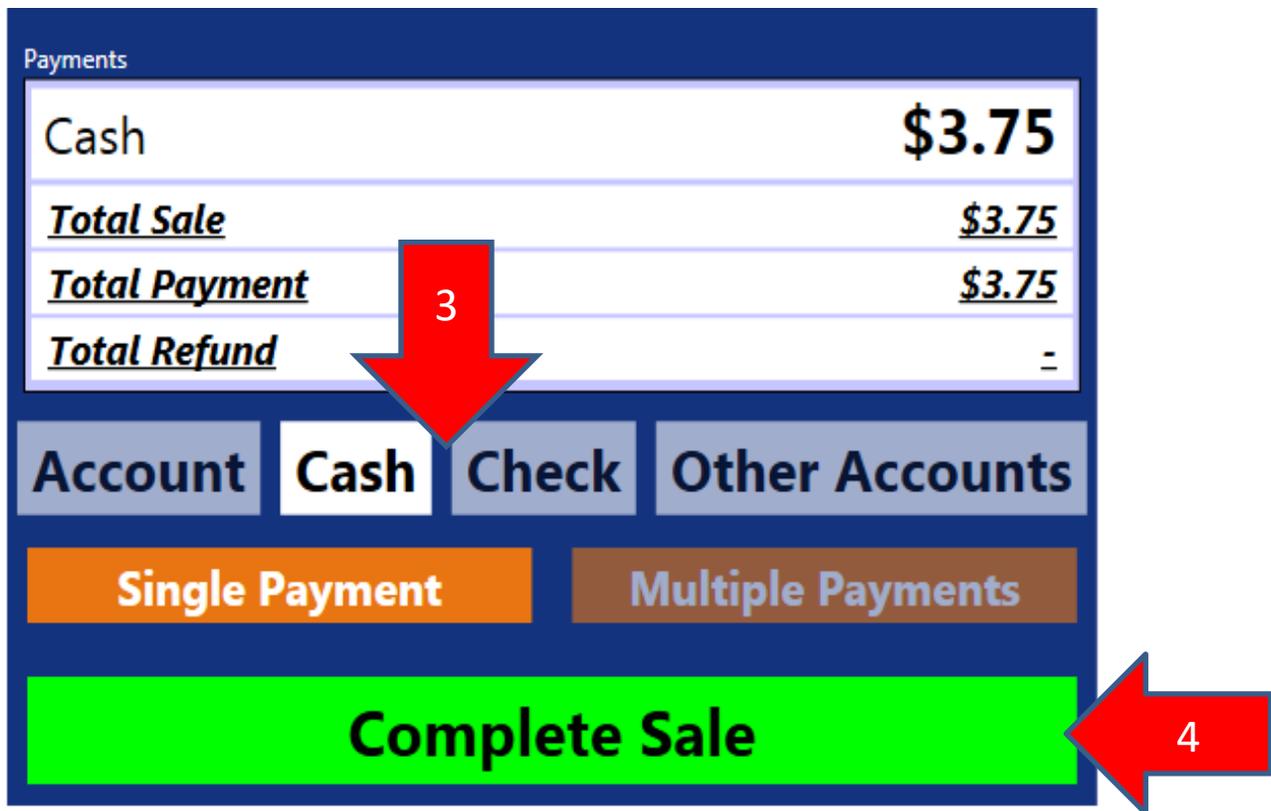
Payments

Cash	<b>\$3.75</b>
<u>Total Sale</u>	<u>\$3.75</u>
<u>Total Payment</u>	<u>\$3.75</u>
<u>Total Refund</u>	=

Account **Cash** Check Other Accounts

Single Payment Multiple Payments

**Complete Sale**



5. If the patron tenders more than the amount due for the transaction, select the Cash or Check payment option.

6. Touch/Click on the defaulted amount (3.75)

Payments

Cash	<b>\$3.75</b>
<u>Total Sale</u>	<u>\$3.75</u>
<u>Total Payment</u>	<u>\$3.75</u>
<u>Total Refund</u>	=

Account **Cash** Check Other Accounts

Single Payment Multiple Payments

**Complete Sale**

7. You now can to enter the amount that is tendered.

8. After entering the tendered amount, you have the option to select Cash Refund, or ROA Account.

Payments

Cash	<b>\$5.00</b>
<b><i>Total Sale</i></b>	<b><i>\$3.75</i></b>
<b><i>Total Payment</i></b>	<b><i>\$5.00</i></b>
<b><i>Total Refund</i></b>	<b><i>\$1.25</i></b>

**Split Refund**

Account **Cash** Check Other Accounts

Single Payment Multiple Payments

**Cash Refund** **ROA Account**

9. If a patron wants to pay for a transaction using multiple payment methods select Multiple Payments.

10. Enter Cash or Check amount being tendered

11. Select ROA Account

Payments

Account		<b>\$2.75</b>
Cash		<b>\$1.00</b>
Check	<b>enter #</b>	<b>\$0.00</b>
Select Account		<b>\$0.00</b>
<b><i>Total Sale</i></b>		<b><i>\$2.75</i></b>
<b><i>Total Payment</i></b>		<b><i>\$3.75</i></b>
<b><i>Total Refund</i></b>		<b><i>\$1.00</i></b>

**Split Refund**

Account **Cash** Check Other Accounts

Single Payment **Multiple Payments**

**ROA Account**

12. If a patron's transaction exceeds their available account balance, QSP4 POS automatically defaults to the Multiple Payment option screen.

13. The total due is given, alerting how much money needed to complete the sale.

Items	Price
Water 1.00	\$1.00
Pizza 1.50	\$1.50
Cookie .50	\$0.50
<b>Total</b>	<b>\$3.00</b>

Payments		
Account		<b>\$2.00</b>
Cash		<b>\$0.00</b>
Check	enter #	<b>\$0.00</b>
Select Account		<b>\$0.00</b>
<b>Total Sale</b>		<b>\$3.00</b>
<b>Total Payment</b>		<b>\$2.00</b>
<b>Total Due</b>		<b>\$1.00</b>

Account Cash Check Other Accounts

Single Payment Multiple Payments

INSUFFICIENT PAYMENT

Complete Sale

**REMOVE**

Alexander Whitt  
5282

(\$48.00)

Charge Limit \$50.00  
\$

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Charlie High School 12 HS Student

MEAL

Account

ROA

WM

PREVIOUS TRANSACTION

Whitt (\$48.00)	Paid : Cash \$1.00 \$1.00 place on account.	<b>Void</b>
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14. To complete the sale: select cash or check, then enter the amount tendered.

15. If the exact amount due is tendered, select Complete Sale

Payments

Account		\$2.00
Cash		\$1.00
Check	enter #	\$0.00
Select Account		\$0.00
<b>Total Sale</b>		\$3.00
<b>Total Payment</b>		\$3.00
<b>Total Refund</b>		=

Account **Cash** Check Other Accounts

Single Payment Multiple Payments

**Complete Sale**




16. If the patron tenders more the amount due, select Cash Refund or ROA Account.

Payments

Account		\$2.00
Cash		\$5.00
Check	enter #	\$0.00
Select Account		\$0.00
<b>Total Sale</b>		\$3.00
<b>Total Payment</b>		\$7.00
<b>Total Refund</b>		\$4.00

Split Refund

Account **Cash** Check Other Accounts

Single Payment Multiple Payments

**Cash Refund** **ROA Account**



17. Should the patron not have the funds to complete the transaction; you can void the items until you're able to complete the transaction

18. Or you can Remove the transaction.

The screenshot displays the Esber Cash Register interface. On the left, the 'Items' list shows Water 1.00, Pizza 1.50, and Cookie .50, with a Total of \$3.00. Below this, the 'Payments' section shows an Account payment of \$2.00, Cash of \$0.00, and Check of \$0.00, resulting in a Total Sale of \$3.00, Total Payment of \$2.00, and Total Due of \$1.00. A red arrow labeled '17' points to the 'Total Due' field. At the bottom, a 'Complete Sale' button is highlighted in green, with 'INSUFFICIENT PAYMENT' text above it. On the right, the 'REMOVE' button is highlighted in orange, with a red arrow labeled '18' pointing to it. Below the 'REMOVE' button, the patron's name 'Alexander Whitt' and ID '5282' are displayed, along with a large red balance of '(\$48.00)' and a 'Charge Limit' of '\$50.00'. The school information 'Charlie High School' and '12 HS Student' is shown in a white box. Below this, a green 'MEAL' button is visible. At the bottom right, there are 'REFUND' and 'ROA' buttons, and a 'PREVIOUS TRANSACTION' section showing 'Paid : Cash \$1.00' and '\$1.00 place on account.' with a 'Void' button.

Items	Price
Water 1.00	\$1.00
Pizza 1.50	\$1.50
Cookie .50	\$0.50
<b>Total</b>	<b>\$3.00</b>

Payments	
Account	\$2.00
Cash	\$0.00
Check	enter # \$0.00
Select Account	\$0.00
<b>Total Sale</b>	<b>\$3.00</b>
<b>Total Payment</b>	<b>\$2.00</b>
<b>Total Due</b>	<b>\$1.00</b>

**REMOVE**

Alexander Whitt  
5282

**(\$48.00)**

Charge Limit \$50.00

Charlie High School 12 HS Student

**MEAL**

REFUND ROA

PREVIOUS TRANSACTION

Whitt (\$48.00) Paid : Cash \$1.00 \$1.00 place on account. Void

*Please do not hesitate to contact the Esber Cash Register Support*

*Staff for any help or questions. 1-800-669-0792*