ECR

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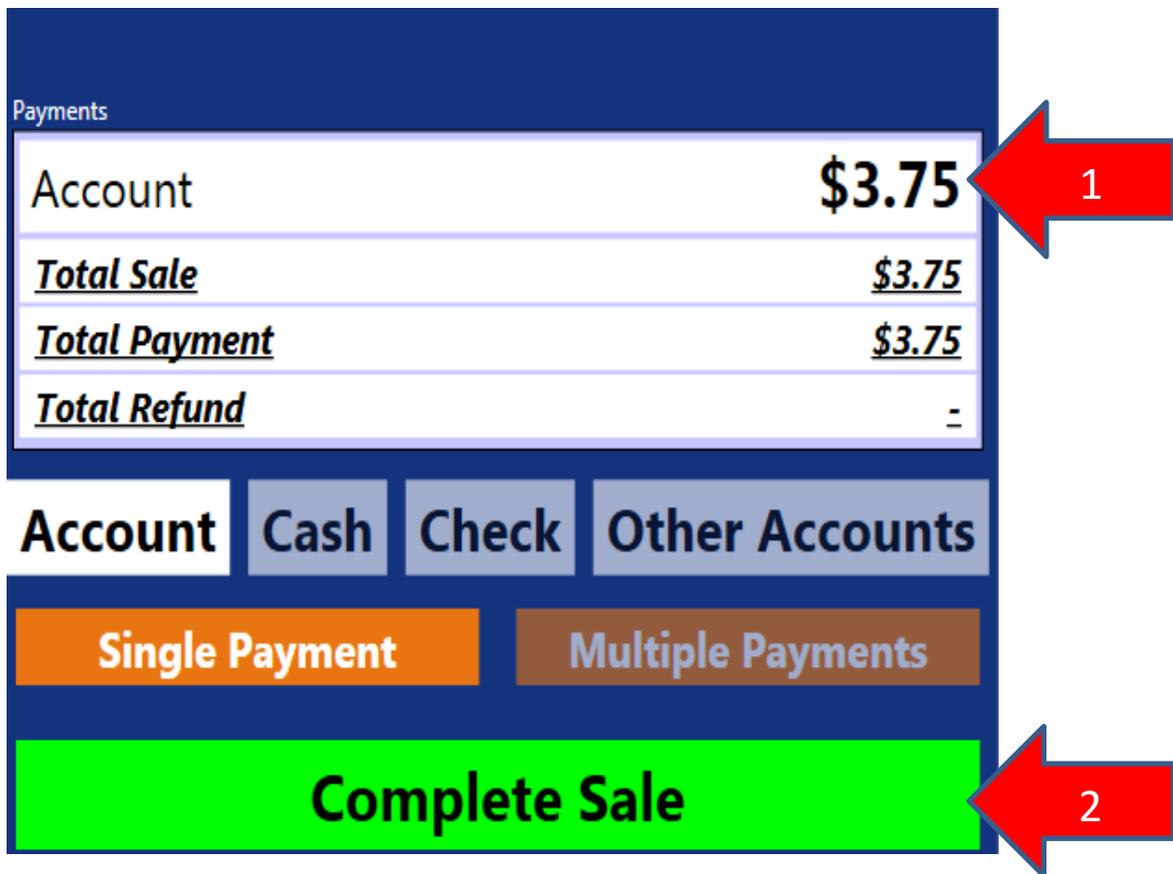
3. **If the Patron would prefer to pay the total transaction with cash or check instead of using their account balance and tender the exact amount to pay for the transaction, press the Cash Button or Check Button. The amount of the transaction will be defaulted into cash or check.**

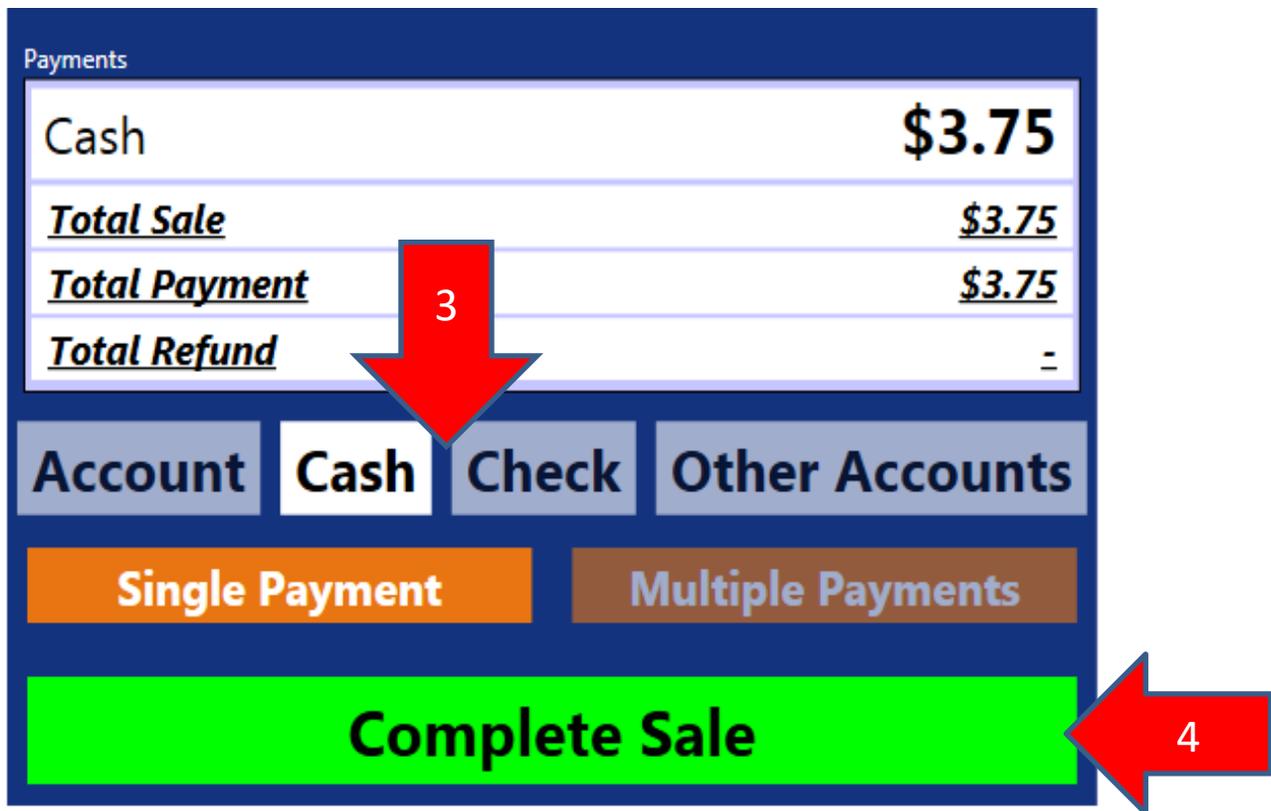4. **Select Complete Sale to complete the transaction.**

Payments	
Cash	**$3.75**
Total Sale	*$3.75*
Total Payment	*$3.75*
Total Refund	*-*

3

Account **Cash** **Check** **Other Accounts**

Single Payment **Multiple Payments**

Complete Sale **4**

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)**

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	**$5.00**
Total Sale	_$3.75_
Total Payment	_$5.00_
Total Refund	_$1.25_

Split Refund

Account	**Cash**	Check	Other Accounts

Single Payment | **Multiple Payments**

Cash Refund | **ROA Account**

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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**

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.

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

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

Please do not hesitate to contact the Esber Cash Register Support

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