



ESBER CASH REGISTER

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

1-800-669-0792

QSP4 Advance Sales Mode Help Guide

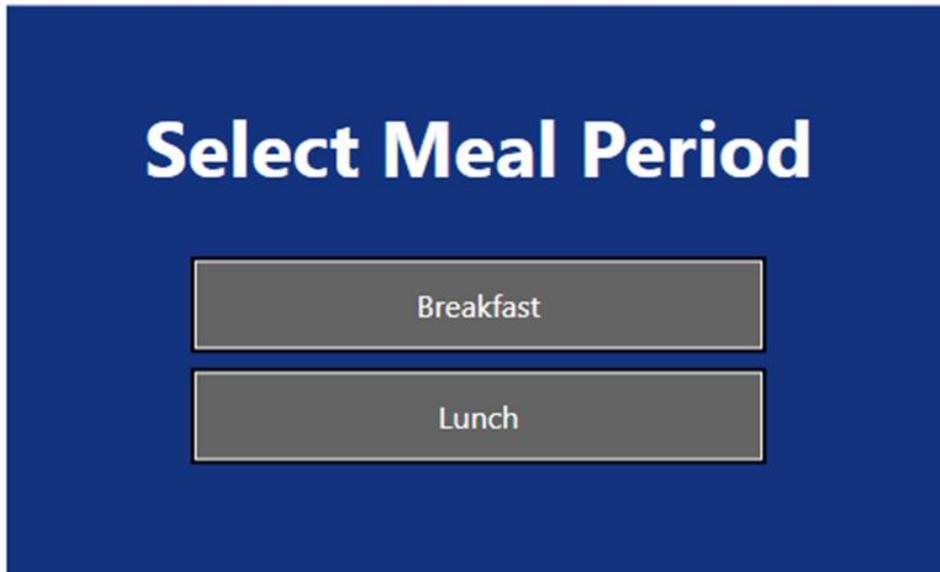
Login

1. The login screen will appear
2. Enter user name
3. Enter password
4. Press the Login button to continue, and open the application.

A screenshot of the login screen for the ESBER CASH REGISTER application. The screen has a dark blue background. At the top center, the word 'Login' is written in large, white, bold letters. Below this, there are two white input fields. The first field is labeled 'USER NAME :' and the second is labeled 'PASSWORD :'. At the bottom of the screen, there are two orange buttons: 'Login' on the left and 'Exit' on the right.

5. A keyboard icon is located on the bottom of the login screen, or you may also use an external keyboard to login.

Select a Meal Period



1. Choose the meal period to open from the Select Meal Period screen.

This designation will be used for reporting purposes; each meal period will be separated in the transaction report.

2. The meal period will display at the top center of the screen.



Open a Drawer



The drawer is closed. You must open the drawer to perform sale services.

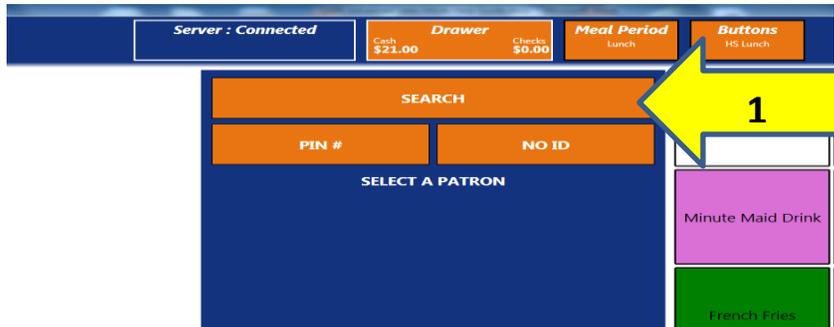


1. A new drawer may be needed for each meal period, and can be closed after each meal period.
2. The drawer can be left open for the day, and other users can login and use the current drawer.
3. All drawers will be combined in the daily drawer report in SDMS

Search a Patron

Last and First name, Patron ID, Grade and Homeroom Search

1. To search for a patron, press the Search Button.



2. Enter the first three (3) letters/numbers into any one of the search parameters to filter the search. You can search by any one of the default parameters, including last name, first, patron ID, as well as grade or homeroom.
3. You can select to search patrons in your school or other schools in the district by selecting the buttons "This School" or "All Schools" at the bottom of the search screen.
4. Select patron and proceed with selecting items and completing transaction.
When transaction is completed you will return to your search.
5. When you are finished with your search, make sure to select the "**Return to Line**" button to return to the patron line.

SEARCH RESULTS

Alexandria Smith	\$31.45	Browns HS	
Courtney Smith	\$3.40	Browns HS	
Emma Smith	\$5.00	Browns HS	

RETURN TO LINE

CANCEL

Last Name

First Name

Patron ID

Grade

Homeroom

School

PREVIOUS TRANSACTION



Transactions

Select the student from the line

Select the items for purchase

Items:

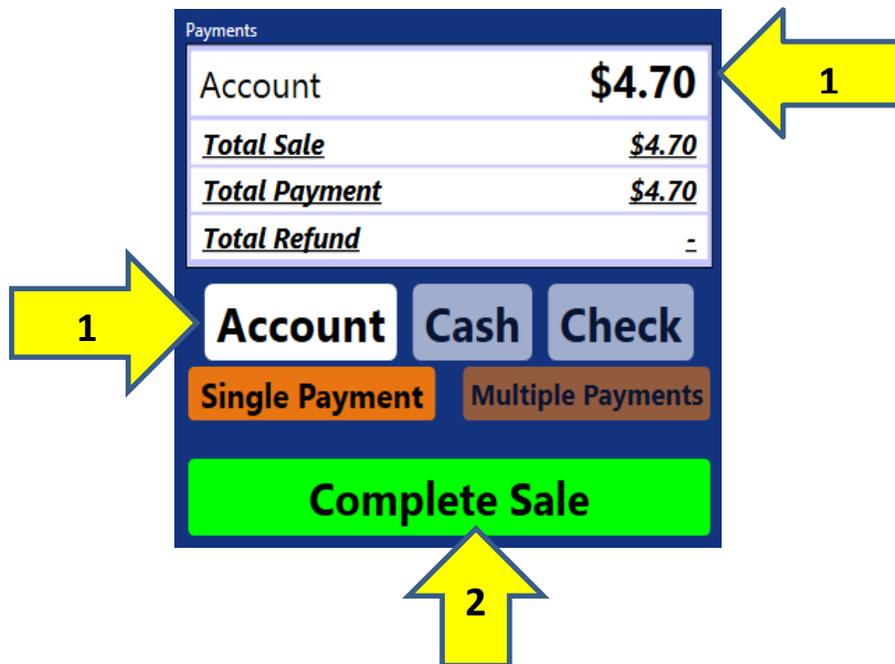
1. Press the individual buttons for the items the patron is purchasing.
2. Pressing the item button multiple times and will add to the quantity sold.
3. Pressing the line item from the Sale Item window, will remove the item.

- You can only to sell 1 reimbursable per meal period; per day; per student.
- If a student wants to purchase a second meal you use the 2nd meal button.

The screenshot shows a POS interface for a school cafeteria. On the left, an 'Items' list shows Cereal (\$0.50), Cream Cheese (\$0.30), Pop Tart (\$0.75), and Breakfast (\$0.00) for a total of \$1.55. The main display shows the total amount of \$28.90 and a charge limit of \$5.00. Below this, the student's name 'hello' is entered, and the 'Account' payment method is selected. The bottom left features a large green 'Complete Sale' button. On the right, a menu grid contains various food items. A yellow arrow labeled '5' points to the '2nd Breakfast' button in the menu grid.

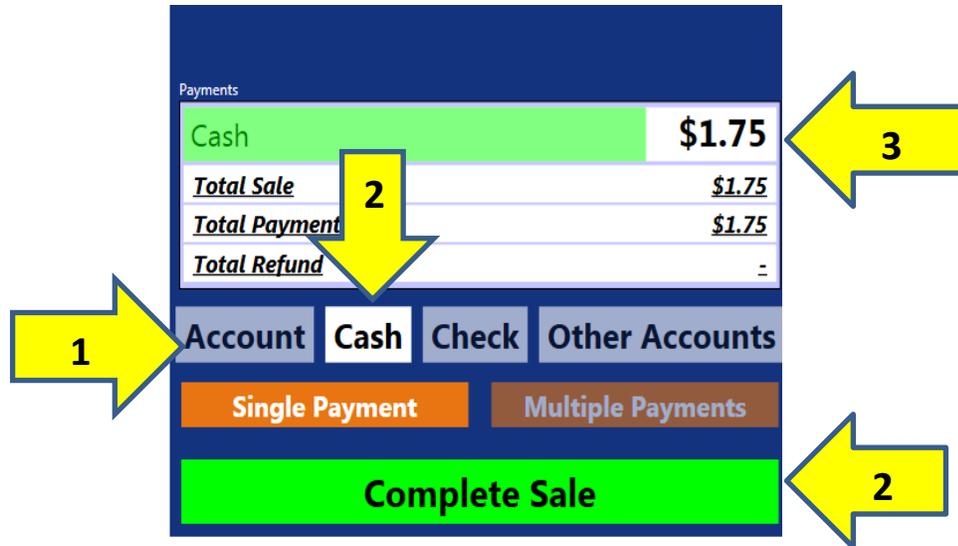
Completing a Transaction

- Account is the default payment method, and applies the transaction amount to the patrons account.
- Press the **Complete Sale** button, to complete the sale and charge the account.

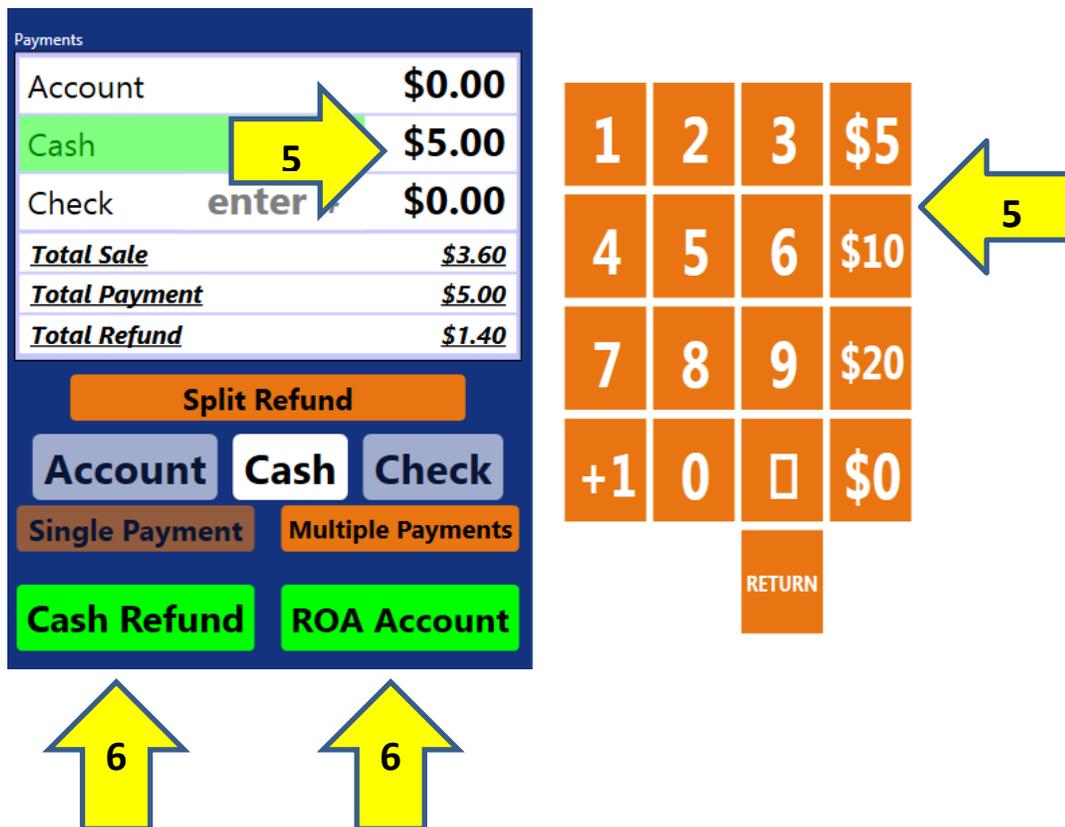


Paying with Cash or Check

1. Press a **Payment Button**, to select another payment method.
2. Press the **Cash** button to use cash to pay for the transaction.
3. The amount will default to the cost of the items.
4. Press the **Complete Sale** button, to complete the sale and take cash into the drawer.



- If the amount of cash tendered is more than the transaction total then you touch on **Cash Amount** and use number pad to enter tendered amount.
- Then Select **Cash Refund** or **ROA Account**.



7. Press the **Check** button to use a check to pay for the transaction.
8. You will need to **press check to enter check#** using number pad.
9. Then **press on amount to add amount of check if different from transaction total** using the number pad.
10. Press the **ROA Account** button, to complete the sale and take the check into the drawer. (If check total same as transaction total press complete sale)

The image shows a POS system interface with a 'Payments' section. A table lists payment methods: Account (\$9.00), Cash (\$9.00), and Check (4566 \$10.00). Below the table are buttons for 'Account', 'Cash', and 'Check'. A numeric keypad is shown to the right with buttons for digits 1-9, 0, a decimal key, and dollar amounts \$5, \$10, \$20, and \$0. A 'RETURN' button is also present.

Payments	
Account	\$9.00
Cash	\$9.00
Check	4566 \$10.00
Total Sale	\$3.60
Total Payment	\$10.00
Total Refund	\$6.40

Buttons: Split Refund, Account, Cash, Check, Single Payment, Multiple Payments, Cash Refund, ROA Account

Numeric keypad: 1, 2, 3, \$5, 4, 5, 6, \$10, 7, 8, 9, \$20, +1, 0, □, \$0, RETURN

Multiple Payment Method

This functionality provides the ability to use the patron account balance, as well as another payment method such as cash or check.

1. Press the **Multiple Payments** button.
2. Select **Cash** or **Check** payment button, to use the patron account balance and another payment method:
3. Enter the **Cash Amount** or **Check Amount** (you also need to enter check#) the patron is tendering
4. Press **ROA Account**

Items	Price	Tax
Lunch	\$0.00	\$0.00
LG Salad	\$2.25	\$0.00
SM Salad	\$1.75	\$0.00
Total	\$4.00	\$0.00

Payments	
Account	\$2.50
Cash	\$2.00
Check	enter # \$0.00
Total Sale	\$4.00
Total Payment	\$4.50
Total Refund	\$0.50

REMOVE
Edward Miller
\$28.90
Charge Limit \$5.00
*

Browns HS 12 HS Student
hello

REFUND ROA

PREVIOUS TRANSACTION

Cash Refund ROA Account

1 2 3 4

Cash Refund (Change Due)

1. **Cash Refund** – select this when the patron wants change back.
2. **ROA Account** – select this when the patron wants change to be added to their account.
3. **Split Refund** – select this when the patron wants part of their change to go on their account and the remaining back as change. (ex: you owe them \$7 in change; they want \$2 on their account, and \$5 back).
4. Enter correct amounts to Split.
5. Press **Complete Sale**.

The image displays two screenshots of a payment terminal interface, illustrating the steps for a Cash Refund (Change Due).

Left Screenshot:

- Payments:**

Cash	\$10.00
Total Sale	\$3.00
Total Payment	\$10.00
Total Refund	\$7.00
- Buttons:** Account, Cash, Check, Single Payment, Multiple Payments, Cash Refund, ROA Account.

Right Screenshot:

- Payments:**

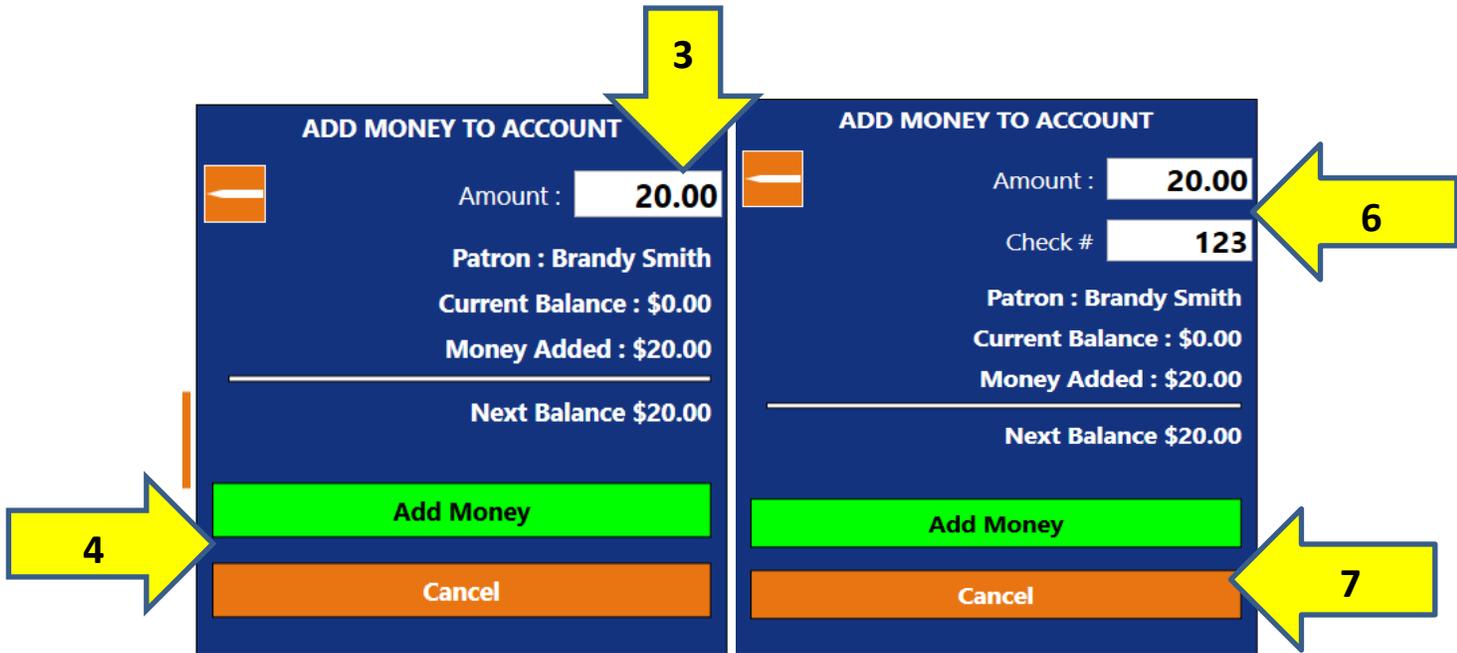
Cash	\$10.00
Total Sale	\$3.00
Total Payment	\$10.00
Total Refund	\$7.00
- REFUND CASH:** \$5.00
- REFUND ROA:** \$2.00
- Buttons:** Cancel Split, Account, Cash, Check, Single Payment, Multiple Payments, Complete Sale.

Yellow arrows with numbers 1-5 indicate the steps: 1 points to 'Cash Refund', 2 points to 'ROA Account', 3 points to 'Split Refund', 4 points to the 'REFUND CASH' and 'REFUND ROA' input fields, and 5 points to 'Complete Sale'.

Receive Funds on Account

1. Press the **ROA button** to add funds to the account. Either by Cash or Check
2. Select the **Cash option** to add money to the account.
3. Enter **Cash total.**
4. Press **Add Money** (or cancel if you do not want to proceed with payment).
5. Select **Check option** to add money to the account.
6. Enter **Check total and Check #.**
7. Press **Add Money** (or cancel if you do not want to proceed with payment).

The screenshot displays a user interface for managing a school account. On the left, a card shows the account holder's name 'Edward Miller', a balance of '\$28.90', and a 'Charge Limit \$5.00'. Below this, there is a section for 'Browns HS' and '12 HS Student' with a 'hello' message. At the bottom of this card are 'REFUND' and 'ROA' buttons. A yellow arrow labeled '1' points to the 'ROA' button. On the right, a larger panel titled 'ADD MONEY TO ACCOUNT' shows 'Patron : Brandy Smith', 'Current Balance : \$0.00', 'Money Added : \$0.00', and 'Next Balance \$0.00'. At the bottom of this panel is a 'Cancel' button. Two yellow arrows labeled '2' and '5' point to the 'Cash' and 'Check' buttons respectively, which are located at the top of the 'ADD MONEY TO ACCOUNT' panel.



Quick Meal (optional sales feature)

1. The **Quick Meal button** can be utilized when the cafeteria only has 1 reimbursable meal and does not accept cash or checks in the serving line during serving times.
2. Once the **Quick Meal button** is selected, the meal will be purchased and the cost of the meal will be applied to the patrons account automatically.



Please do not hesitate to contact the Esber Cash Register Support Staff for any help or questions. 1-800-669-0792, www.ecrpos.org