BG1 Card

Point of Sale
Terminal Procedures
1. Touch the screen to make it active

2. Press the “Login” button

3. Press the “Select from List” button and touch your name
5. Enter in your PIN number, then press Enter
Logging In (continued)

You are now ready to process a transaction at this point

As well as:

- Reprint receipt
- Open drawer
- Check balance
Product Sales

1. Login (if not already)
2. Press Select Menu
3. Click on your Point Of Sale [i.e. Card Services]
Product Sales (continued)

4. Press the appropriate “product key” (such as Guest Card, BG1 Card, ID Badge, etc) that the customer is purchasing.

5. If a customer is purchasing multiple products, continue to press all the appropriate “product keys” one right after the other.
For example: A customer is purchasing a guest card, a BG1 card, and an ID badge. Press one right after the other.
6. If a customer is purchasing multiples of the same product, press the Times X button.

7. Enter in the quantity of the product the customer is purchasing.

8. Press Enter.
Product Sales (continued)

9. Press the product the customer is purchasing

10. Press Subtotal
Product Sales (continued)

11. Press the correct tender (Cash, Check, Credit, or BG Bucks)
**Tender Types**

**Cash**

1. Press Cash
2. Enter the Amount Received from customer
3. Press Enter
4. Drawer will open and receipt will print
5. Put cash in drawer
6. Give back change if necessary
7. Close drawer
8. Press Continue
Tender Types (continued)

**Check**

1. Press Check
2. Enter the Amount Received from customer
3. Press Enter
4. Drawer will open and receipt will print
5. Put check in drawer
6. Close drawer
7. Press Continue
Tender Types (continued)

Credit

1. Press Credit

2. Swipe the Credit Card
   OR
   Manually enter the number

3. If number was manually entered, press enter, enter the expiration date, press enter

*If the transaction is APPROVED, the drawer will open and 2 copies of the receipt will be printed. If NOT APPROVED, card holder will need to produce another form of payment.*
Tender Types (continued)

4. Press Continue

5. Customer signs the one we keep

6. The other copy goes to the customer

7. Put the signed receipt in the drawer

8. Close drawer
Tender Types (continued)

**BG Bucks**

1. Press BG Bucks

2. Enter in the student or faculty/staff card number
   a) Swipe the card
   OR
   Manually enter the number with the leading “606361” drop the first zero and continue with the rest of the id number
   b) Press Enter

3. Receipt will print

4. Close drawer

5. Press Continue
Void Product During Sale

If a mistake is made during a transaction, you are able to void a product or cancel the transaction altogether.

For example: A customer is purchasing 3 guest cards and 1 Id badge. During sale, 3 guest cards are pressed and 2 Id badges. To void the extra Id badge, use the following procedures:
Void Product During Sale

BEFORE SUBTOTAL is pressed:

1. Press Void Item
2. Press item to be voided
3. Press Void/Un-Void Selected Item
4. Press Continue
5. Proceed with procedures from the Tender Type slides
Void Product During Sale

AFTER SUBTOTAL is Pressed:

*There is no void option, you must cancel the entire transaction.

1. Click Cancel transaction, receipt will print.

*You must now start the transaction over.
Refund/Return After Sale

1. Login (if not already)
2. Press the “product key” for the item to be refunded/returned
3. Press Subtotal
Refund/Return After Sale (continued)

4. Press RETURN (red button)

5. Press the correct tender customer made purchase with (Cash, Check, Credit, or BG Bucks)
Refund/Return After Sale (continued)

Cash

1. Press Cash
2. Drawer will open and receipt will print
3. Give correct amount of cash back
4. Close drawer
5. Press Continue
Refund/Return After Sale (continued)

Check

1. Press Check
2. Drawer will open and receipt will print
3. Give correct amount of cash back
4. Close drawer
5. Press Continue
Refund/Return After Sale  
(continued)

**Credit**

1. Press Credit Card

2. Swipe the Credit Card  
   OR  
   Manually enter the number

3. If number was  
   manually entered, press  
   enter, enter the expiration  
   date, press enter

*If the transaction is APPROVED, the drawer will open and 2 copies of the receipt will be printed. If NOT APPROVED, card holder will need to produce another form of payment.*
Refund/Return After Sale (continued)

4. Receipt will print

5. Press Continue

6. Receipt goes to the customer

7. Close drawer
Refund/Return After Sale (continued)

**BG Bucks**

1. Press BG Bucks

2. Enter in the student or faculty/staff card number
   a) Swipe the card
      OR
      Manually enter the number with the leading “606361” drop the first zero and continue with the rest of the id number
   b) Press Enter

3. Receipt will print

4. Close drawer

5. Press Continue
Reprint a receipt

1. Login (if not already)
2. Press Last Tran
3. The receipt will reprint
4. Logout
Open the Cash drawer

1. Login (if not already)
2. Press No Sale
3. Drawer will open
4. Close drawer
5. Logout
Check Balance

1. Login (if not already)
2. Press Balance Check

![Image of transaction system interface with 'Board Balance' button highlighted]
Check Balance (continued)

3. Enter in the student or faculty/staff card number
   a) Swipe the card OR
   Manually enter the number with the leading “606361” drop the first zero and continue with the rest of the id number
   b) Press Enter
Check Balance (continued)

4. Print (if necessary)

5. Press OK