CASIO 120 CR

OPERATION MANUAL

Ensure register is turned to REG mode

1. MAKING A SALE:

Enter the price of the item without decimal point
Press the department the item belongs to
Press SUBTOTAL for the total amount due
Enter amount of cash given by customer and press the CA/ AMT TEND key.
If the customer is paying by cheque or eftpos then instead of pressing CASH press CH (for Eftpos or Credit Card) or CHK (for cheque.
The amount of change to be given to the customer will display on the screen and receipt/ journal.

2. MULTIPLE TENDER

This is used when a customer is paying by more than one method, e.g. part cash, part eftpos.

First enter the amount to be paid by cash
Press the CA key
This will tell you the outstanding balance to be paid by another method.
Press the key corresponding to that method of payment, e.g. EFTPOS

3. MAKING CORRECTIONS TO A TRANSACTION:

To clear the last transaction (before the subtotal key is entered) press the ERR/CORRECT key.
To delete an amount after pressing the SUBTOTAL key, enter the amount to be refunded then press the – key.

4.   REFUNDS:

To refund items after a sale has been completed, you can turn the key to RF mode then enter the items as you normally would to process a sale.

Once the transaction is completed it is important to turn the key back to REG mode, if it isn't then all further transactions will be processed as a refund until the key is returned to REG.

5.   TO GIVE A % DISCOUNT (e.g. 15%):

Enter the price of the item then press the department the item belongs to.
Enter the amount to be discounted (e.g. 15)
Press the % key. This will display the dollar amount that has been discounted
Press the SUBTOTAL key and this will display total amount due

6.   TO GIVE A $ DISCOUNT (eg $5)

Enter the price of the item then press the department the item belongs to.
Enter the amount to be discounted and press the – key.
This will display the dollar amount that has been discounted
Press the SUBTOTAL key this will display the total amount due

7.   EFTPOS CASH OUT:

Must be on a separate transaction
Enter the amount of cash to be given out
Press the PO key

8.   EXPLANATION OF CORRECTION KEYS:

ERROR CORRECT
Used to take off last item before CASH key has been pressed. Only takes off last sale item.

CANCEL
Cancels whole transaction.

%
Used to register a % off discount. Enter amount then press % key.

MINUS KEY (-)
Used to register dollar discounts. Enter $ amount then – key

PO
Used to enter cash out sales. Enter amount and press CASH OUT key, is made separately from a sale transaction

C- Clear the screen

9.   CHANGING THE DATE AND TIME

TIME
Insert the PGM key and turn to PGM position
Press 1 then sub total (P should appear in the display)
In 24hr format enter the time e.g. if it is 1:18pm enter 1318
Press time/date button
Press AC/C to exit the function

DATE
Insert the PGM key and turn to PGM position
Press 1 then sub total (P should appear in the display)
Enter the date in the following format: yymmdd e.g. to set the date
08/01/04 you would enter 040108 (year-month-day)
Press date/time
Press AC/C to exit function

Turn the key back to REG

10. ENTERING UNIT PRICE FOR DEPARTMENTS:
To enter prices against each department key turn the key to the
PGM position
Enter 1
Press the SUBTOTAL key
Enter the price for the first department (without the decimal point)
Press 1 (for department 1)
Enter the price for the second department (without the decimal
point)
Press 2 (for department 2) etc
Press the SUBTOTAL key when all departments are programmed

11.   CHANGING THE PAPER

Remove the printer cover
Put a roll of paper into the journal holder; make sure the roll is feeding from the bottom.
Cut the end of the paper straight with scissors and insert the paper into the feed slot (above the battery compartment).
Press FEED till the paper feeds through about 20-30cm
For Receipt function
Feed the paper through the slot in the printer cover and replace the printer cover.
For Journal function
If you are using a journal, remove the flat end of the spool and feed the paper into the centre of the spool ensuring the flat end of the spool is to the left.
Wind over and back until the paper holds firm.
Place the spool in the spool holder and close the printer cover.

RECEIPT/ JOURNAL FUNCTION

Your register can be used in either the receipt or journal mode, a receipt can be issued with each transaction or you may log all your transactions to a journal.
Note- the journal function uses less paper whilst the receipt mode gives your customer a record of their transaction.
You must have a roll of paper in your register at all times.
Your register comes set to receipt mode

To change to Journal mode
Insert the PGM key and turn to the PGM position
Press 1 then SUB TOTAL
Press 0 the CH
Press SUB TOTAL to end the function
Return the key to the REG position

<u>To change to Receipt mode</u>
Insert the PGM key and turn to the PGM position
Press 1 then SUB TOTAL
Press 1 the CH
Press SUB TOTAL to end the function
Return the key to the REG position

<u>THE 'RA' KEY</u>
Your register has a 'received on account' function, this is labeled RA. This function is rarely used but enables you to put money in the register without it showing as 'takings' for the day. The total taken whilst using this function will be shown on your Z report.

12. REPORTS

Be sure to perform the Z report at the end of each business day. Otherwise, you will not be able to distinguish between the sales data for different dates. An X report will give you the same information as below but will not reset the totals for the day.

TURN   Key to the Z position (reset) or X for (read)
PRESS   CASH

Date
Time

Number of Z reports performed on machine

Number of items sold from department 1
Total dollar amount of items sold from department 1
Number of items sold from department 2
Total dollar amount of items sold from department 2
Number of items sold from department 3
Total dollar amount of items sold from department 3
Number of items sold from department 4
Total dollar amount of items sold from department 4
Number of items sold in total from all departments
Total dollar amount of items sold from all departments
without any discounts deducted

Dollar amount of Minus Discounts (-)
Dollar amount of % Discounts
Number of customer sales for the day
Total dollar amount of items sold from all departments
With all discounts deducted

Number of cash sales
Total dollar amount of cash sales without discounts
Number of charge sales (Eftpos or Credit Card)
Total dollar amount of charge sales without discounts
Number of cheque sales
Total dollar amount of cheque sales without discounts

Received on account (most people don't use this key)
Amount of money taken out on Eftpos or for petty cash etc
Number of voided transactions
Number of refunds
Dollar amount of refunds
Ignore this
Number of times No Sale is used
Total Cash amount after discounts are deducted
Total Charge (Eftpos and Credit Card) receipts after discounts are deducted
Total Cheque amount after discounts are deducted