

CASIO SE-S100

OPERATION MANUAL



Important Notes – PLEASE READ!

1. Changing Paper

See page 9 of your Casio manual for instructions on how to change the paper roll.

2. Casio manual – you can download additional copies of this manual free of charge from our website, see the Downloads page on our website, www.totalpos.co.nz.

3. Common Error Messages:

E01 – this occurs when you have turned the key to a different position before finishing the previous transaction or operation. To correct:

- a. Turn the key to the position (other than CAL or OFF) where it does not give the error message.
- b. Press SUBTOTAL and wait for any printing to complete.
- c. If you are in REG or REF mode, Press CASH to complete the transaction. Print a receipt to help you sort out any over-ring.
- d. Otherwise turn the key back to REG mode.

You can now use the till.

E10 –means that the paper roll has run out or that the printer mechanism has not been closed properly. See Changing Paper above.

The machine beeps when you are trying to enter a price but no error message is showing – this is probably because you are using the decimal point. If you want to sell an item for \$3.00, enter 300 and press the relevant department key. Do not enter 3.00

For other errors please see pages 45, 46 and 47 of the Casio manual.

For an explanation of the items that appear on your X and Z reports, see page 19 of the Casio manual.

DAILY OPERATION

Ensure register is turned to REG mode

1. MAKING A SALE:

Enter the price of the item without decimal point

Or press the Item (where a price has been set to the Item)

(Repeat above 2 steps to add additional item/s if required)

Press SUBTOTAL for the total amount due

Enter amount of cash given by customer and press the CASH
(or CA/ AMT TEND) key.

If the customer is paying by cheque or eftpos then instead of
pressing CASH press the appropriate keys – these may be marked
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 CASH (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 (e.g. \$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, after you have completed the first part of the transaction.

Enter the amount of cash to be given out

Press the PO/CASH OUT 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.

%

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: ddmmyy e.g. to set the date 08/01/14 you would enter 080114 (day-month-year)

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 a department key turn the key to the PGM position

Enter 1 , Press the SUBTOTAL key

For each department that you want to price:

- Enter the price for the department (without the decimal point)
- Press the department key.

Press the SUBTOTAL key when all departments are programmed

10. ENTERING NAME FOR DEPARTMENTS:

To enter Names against a department key turn the key to the PGM position

Enter 2

Press the SUBTOTAL key

For each department that you want to name:

- Use the Numeric Keypad to select keys to set name
- Press the department key.

Press the SUBTOTAL key when all departments are programmed

11. Electronic Journal

Your cash register has an electronic journal function that records details of each transaction which you may want to see if you are using the cash register in Receipt mode (see below). If you want to get a copy of each day's transactions then BEFORE you do the daily Z report:

Turn key to X
Enter 58
Press CASH

To Print and Delete
Turn key to Z
Enter 58
Press Cash key

Note that once you have done the Z report there is no way to recover the Electronic Journal.

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.

To change to Journal mode

Insert the PGM key and turn to the PGM position
Press 1 then SUB TOTAL
Press 1 then CH (EFTPOS/Credit Card)
Return the key to the REG position

To change to Receipt mode

Insert the PGM key and turn to the PGM position
Press 1 then SUB TOTAL
Press 0 then CH (EFTPOS/Credit Card)
Return the key to the REG position

THE 'RA' KEY

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

Daily report

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. If you perform an X read at the end of a day but no Z read, then the next day's sales will include the totals from the previous day.

TURN Key to the Z position (reset) or X for (read)
Print Electronic Journal if required – see Item 11 above.
PRESS CASH
TURN Key back to REG once report has finished.

For an explanation of the items shown on the daily report, please see page 19 of the Casio manual.

Periodic report

This report can be run to read the total sales for any period you choose - weekly, monthly, yearly, etc. If you want to use it, you must run it after the close of business on the last day of the period, however you do not need to run it if you don't want to. Layout is the same as the daily report.

TURN Key to the Z position (reset) or X for (read)
PRESS 10
PRESS CASH
TURN Key back to REG once report has finished.