# Hastings Public Library
Cash Register Reference

The library operates two cash registers, one for library transactions and one for Friends of the Library transactions. The processes are identical on both registers, only the category keys vary.

Cash Register Key Map

Some keys vary between the two registers, such as the specific categories to ring up like Book Fines or Coffee, but the basic layout is consistent and is referenced throughout this document. Below is an image from the HPL register as of September 2019.
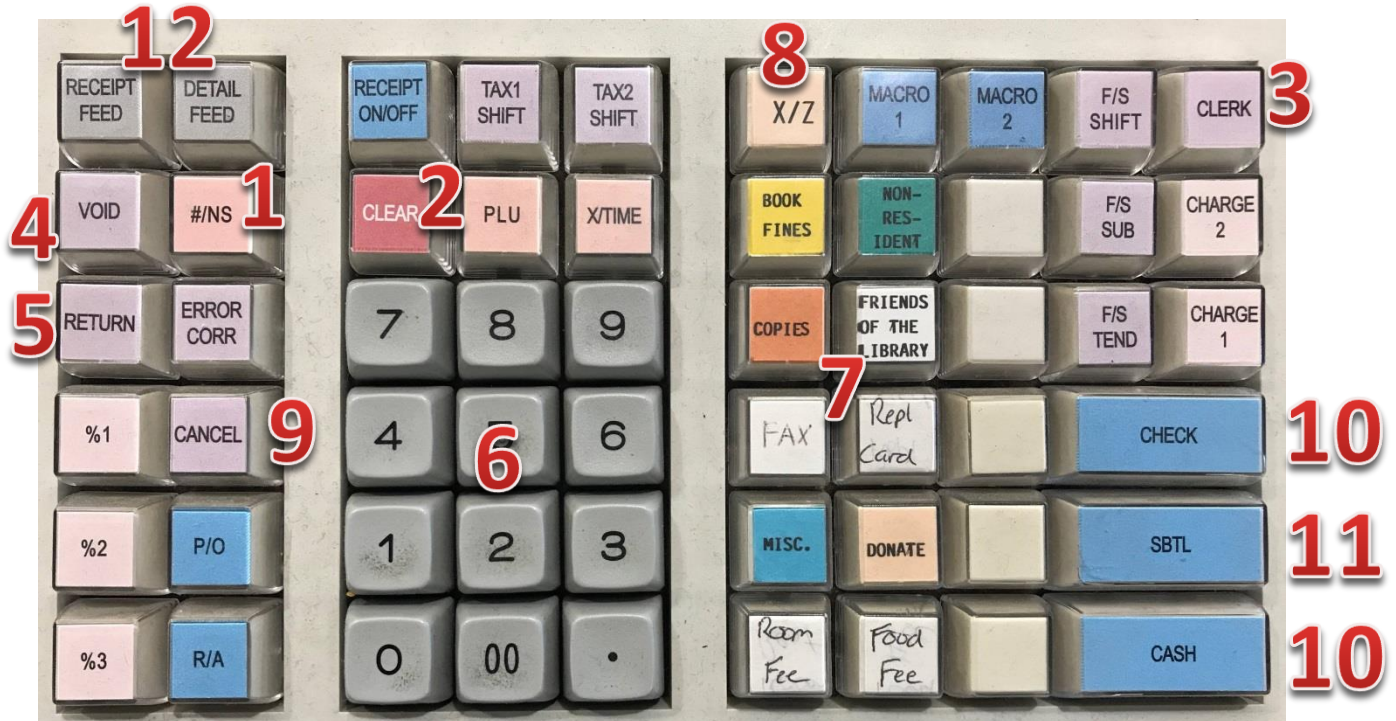
1. #/NS (No Sale): Opens the drawer without creating a transaction. Used to make change.
2. Clear: Clears any alarm beep if the wrong key has been pressed or clears the dollar amount entered to allow reentry. At the end of a transaction it returns the register to 'Closed' mode.
3. Clerk: Used to log in to the register.
4. Void: Used to cancel a category entry for correction.
5. Return: Used to return/refund after a transaction has been completed.
6. Number Keys: Used to enter dollar amounts for transactions. The '.' is not used.
7. Category Keys: Used to indicate what the transaction is for, i.e. book fines, room fee, etc.
8. X/Z: Used to generate a report at the end of each day (or shift as determined by management).
9. Cancel: Cancels the current transaction.
10. Check & Cash: Used to complete a transaction based on the type of payment
11. SBTL (Subtotal): Used to total a transaction.
12. Receipt & Detail Feed: Press to advance the receipt tape or master journal tape.

Log In to the Register

Before every transaction you must log into the register with your employee number. This records your name with the transaction on the master journal tape so we know who to ask if there are questions on any specific transaction.

1. Press Clerk (upper right).
2. Enter your 4-digit employee number.
3. Pres Clerk again
4. Ring up your transaction.

Ring Up a Transaction

Note: dashes are used below to separate key presses in the document but are *not* actually entered on the register.

1. The register should show 'Closed'. Log in.
2. Enter the transaction amount *without* a decimal.
   a. Example: a 50 cent transaction is entered as simply 5-0.
   b. Example: a $25.00 transaction is entered as 2-5-0-0 (or 2-5-00)
3. Press the corresponding category key, i.e. Book Fines or Room Fee
4. If there are multiple entries in different categories, ring them up now as well.
5. Press SBTL to subtotal the total transaction.
6. Enter the amount of the payment and press the Check or Cash button.
   a. If the amount paid equals the amount owed, you can also just press Check or Cash without entering the actual amount.
   b. If the amount paid is more than the amount owed, entering the amount and then pressing Cash shows the change owed the patron.
7. Place monies in the drawer, make change as needed and close the drawer.
8. If the patron wants a receipt, or if you need one for any other reason, press the Cash button. Pressing it again will generate another receipt.
9. Press Clear and the register will show 'Closed'.

Check Handling

Checks have a few unique aspects to them:

1. Checks must be made out to HPL or Hastings Public Library for library transactions.
   a. They should be made out to Friends of HPL or Friends of Hastings Public Library for Friends transactions.
2. Always write what the check is for in the memo field, i.e. fine, donation, etc.
3. Make sure the check is signed and properly made out.
4. We do not check ID on checks.
5. Checks cannot be made out for more than the transaction.
6. We do not cash checks; they can only be used to pay for an item/service.
7. We do not accept third party checks.

Make Change Only

1. Log in to the register.

2. Press #/NS.
3. Make change as needed.
4. Press Clear.

Void an Entry

If you enter an amount and hit a category key, you can Void it to correct the amount and/or category:

1. Before hitting Cash or Check, press Void.
2. Enter the amount of the transaction to be voided with the number keys. Do not use the decimal.
3. Hit the Category key being voided.
4. The register should show a negative amount for the correction. You can now reenter the right amount and or/category.
5. If you are unsure the Void was done correctly, press Cancel to cancel the entire transaction and just start over.

Return/Refund

This is only where a transaction has been completed and the patron now needs to return an item and/or have money refunded to them.

1. Log in to the register.
2. Press Return
3. Enter the amount of the refund. Do not use a decimal.
4. Press the category key for where the refund is happening.
5. Press subtotal and then Cash.
6. Give the patron the indicated amount and close the drawer.
7. Press Cash again to create a receipt.
8. Make note on the receipt why the refund was created and then place the receipt in the drawer.

Run a Z-Report

At the end of each day a Z-report must be run. If asked by management, a Z-report can also be run after a shift. The Z-report shows the transactions for the day/shift and totals them by category. This is used to reconcile the money in the drawer to what was rung up.

1. Log in to the register.
2. Remove the 'REG' key and insert the 'Z' key. Turn the key all the way to Z.
   a. Be sure not to stop at X, it must be turned all the way to Z.
3. Enter 9-0, press SBTL and then press Cash.
4. Press X/Z.
5. Remove the drawer and the envelope below it.
6. Place the Z-Report, any checks and other receipts/notes in the envelope.

7. Turn the key back to REG, remove and reinsert the single REG key.
8. Press clear to put the register back in closed mode.
9. Place the envelope on top of the drawer, secure with one of the money levers and place the drawer in the file cabinet in the book drop room.

Transactions that Need a Receipt

Most transactions do not need specific receipts created and turned in with the drawer. A few that do include:

1. Any Misc./Other: write on the receipt what the transaction was for.
2. Refunds
3. Room Rentals: a receipt needs to be stapled to the rental application.