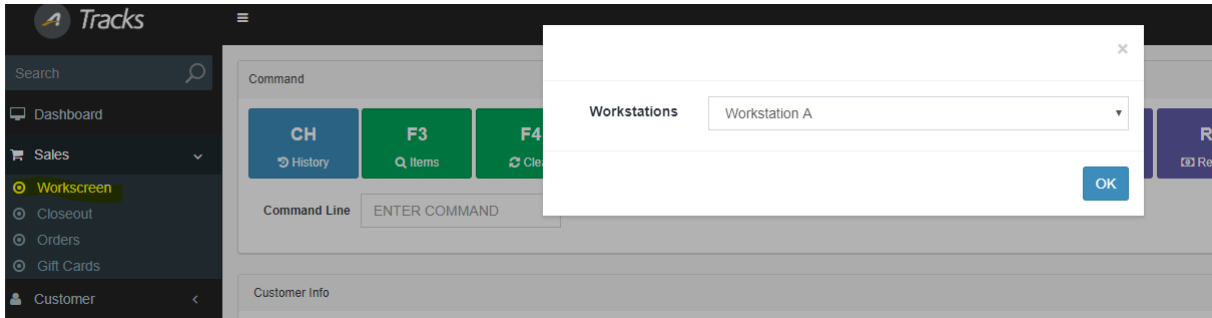


How to do a credit card sale

Login to “Tracks”

On the left side go to **Sales > Workscreen**

Click **OK** on Workstation A



Click on **F8 “Customer”**

Choose a customer

Username ?	<input type="text"/>	Last Name ?	<input type="text"/>
First Name ?	<input type="text"/>		

Select	Username	Name	Phone Number	Address
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It will take you to this screen. Enter in the last name of the student then select the student. This will populate in the customer information on the workstation screen

Click on **F3 “Items”**

In “Product name/SKU” type in your school name

Choose a product

Product name/SKU Department

Select	SKU	Product Name	Price	Product Type
<input type="button" value="Select"/>	2020216	Music Program - Washington	0	Service
<input type="button" value="Select"/>	1010216	Outdoor Science School - Washington	0	Service

1 - 2 of 2 items

You will then see all of the items you can choose that your parent/customer wish to purchase/donate towards

Click on **“Select”** on the item you wish to use

Scroll down to **“Transaction Info”** and click on **“edit”** to enter in the amount the parent/customer wishes to donate. Once you are done, click **“Update”**

Transaction Info

Item #	Description	Qty	Price	Sub-Total	Sub-Tax	
2020216	<input type="text" value="Music Program - Washington"/>	<input type="text" value="1"/>	<input type="text" value="10.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="button" value="Update"/> <input type="button" value="Cancel"/>
				Sub-Total : 0.00		
				Sales Tax : 0.00		
				Total : 0.00		

Click on **“Check Out” “F9”** to check out your customer/parent

Select method of payment. Here you can select:

1. Cash
 - a. Click on **“accept”** and it will post the payment
2. Check
 - a. Enter in the check # and name on the check and click **accept**
3. Credit
 - a. Swipe your card and you'll see the last digits of the card appear in the cred card box. Click **accept**.

Receipt Total : **10.00** ✕

Amount *	<input type="text" value="10.00"/>	<input type="button" value="↑"/> <input type="button" value="↓"/>	How Paid	<input type="text" value="Check"/>
Check No *	<input type="text" value="1234"/>	Name on Check	<input type="text" value="Jane Smith"/>	

That is how you enter in a POS “Point of Sale” transaction. Additionally, this is also how to enter in your checks or cash you receive after an event.