

Cash Drawer Procedures

All Payment transactions must be processed when the trainee checks in for the class prior to them taking the course. ISTC employees are to ALWAYS use their own personal register code to take payments. After processing a transaction employees MUST completely log out of the register.

A. Single person payment

- a. Open the Primus Receipts and enter your clerk ID number
- b. Click on the SINGLE PERSON button.
- c. Select the Add button next to the social security number of the trainee you need to take the payment for.

Note: The trainee selected should appear in the Invoiced Trainees column. Verify that the classes shown in the column match the trainee's routing slip.

- d. Select your payment type.

Note: Make sure to click on the correct payment type (check, credit card or cash). If the student pays with a check, enter the check number. If the student pays with a credit card make sure you enter the type of credit card.

- e. Include the amount received and click the enter key.
- f. Click the print button to print the receipt. Put the receipt number and your initials on top of the credit card tape or the check. Stamp all checks with the Deposit Only stamp. Place all checks and credit card receipts in the cash drawer.
- g. Write your initial's over the COD on the routing slip to complete the transaction.