



Procedure: Using the Square Terminal at Sausage Sizzles

Procedure number:	PRO-2024-0316	Version:	V1.0
Date approved:	16/03/2024	Review date:	16/03/2027

Introduction

Card payment must be an available payment option at Bunnings Sausage Sizzles.

Purpose

The purpose of this procedure is to:

- Provide instructions on how to process an order in Square
- Provide instructions on how to view the sales report.

Equipment

- Tablet
- Square reader
- Power bank
- Black USB-A to USB-C cable for charging the tablet.
- White USB-A to Micro USB cable for charging the Square reader
- 240v charger
- Satchel case

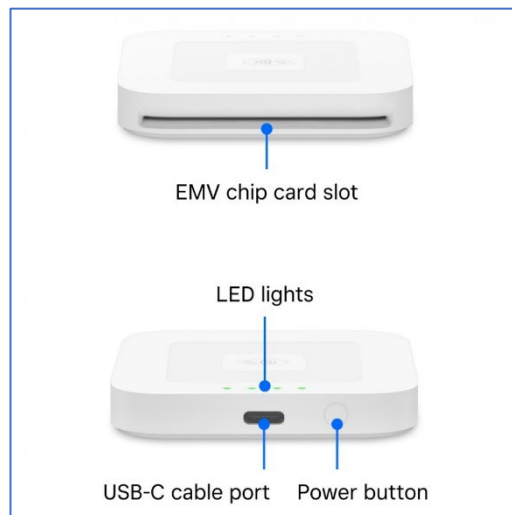


Process

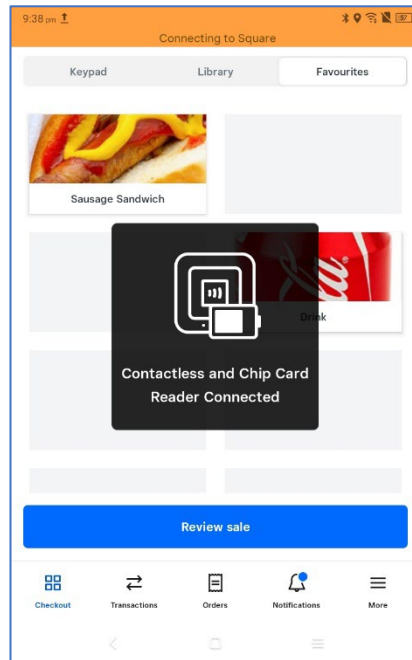
1. Put all sales through the Square app:
 - 1.1. You don't have to add sales up in your head.
 - 1.2. You can use the Tender feature to calculate change.
 - 1.3. You can use the reporting feature to provide the sales figures for Bunnings at the end of the day – it saves you having to count the till.
 - 1.4. It's OK to make mistakes.
 - 1.5. If people say "Keep the change" just out the money in the till and thank them for their generosity. There is no need to record the donation in the Square app.
1. Turn on the tablet and open the Square app



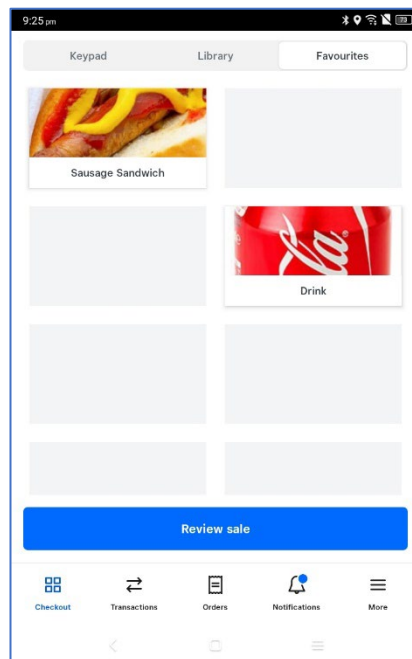
2. The app will connect to the Square reader.
 - a. Make sure the reader is turned on by pressing the small white power button until the lights are green.



b. When it is connected the following message will be displayed.

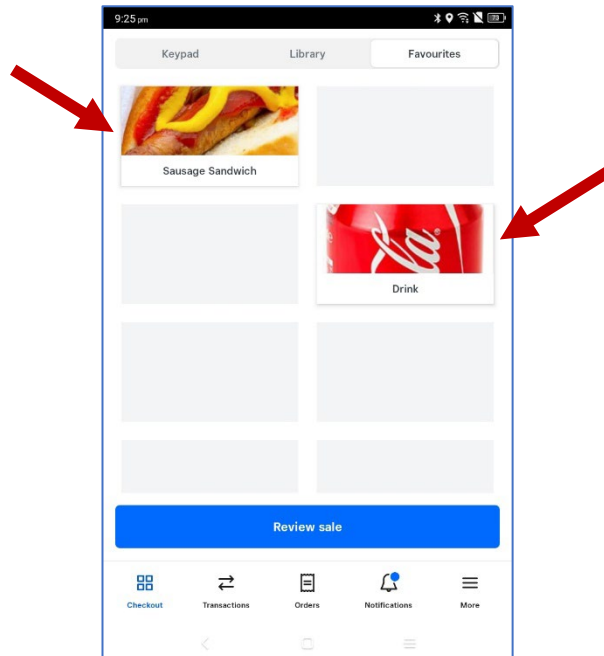


3. The default display is *Favorites*.

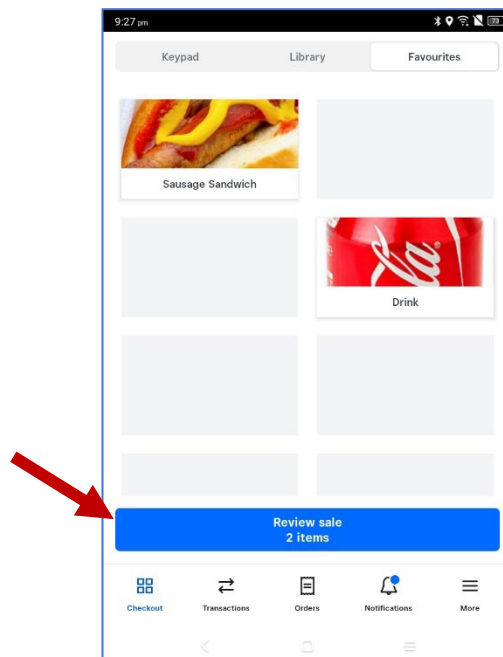


Placing an order

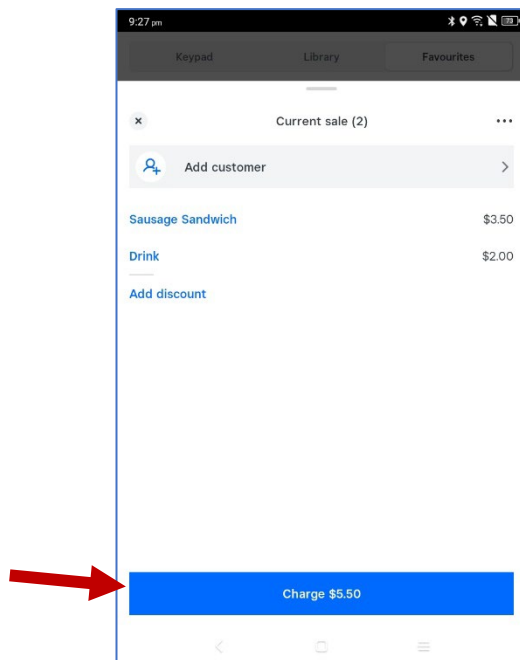
1. To add a sale tap on the image; 1 click = 1 item. For example, if you want 1 sausage and 1 drink, click/tap each item once.



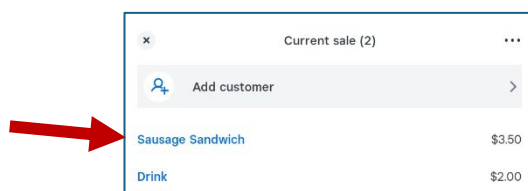
2. The number total number of items ordered will display at the bottom of the screen. Tap the *Review Sale* bar to check the details and see the cost.



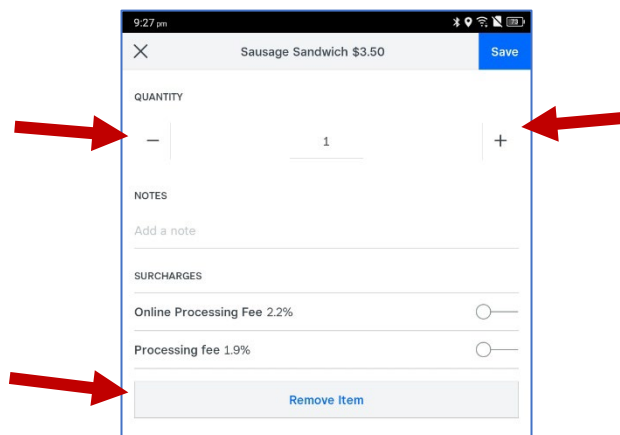
3. Check the detail of the current sale. The total amount due will be displayed at the bottom of the screen.



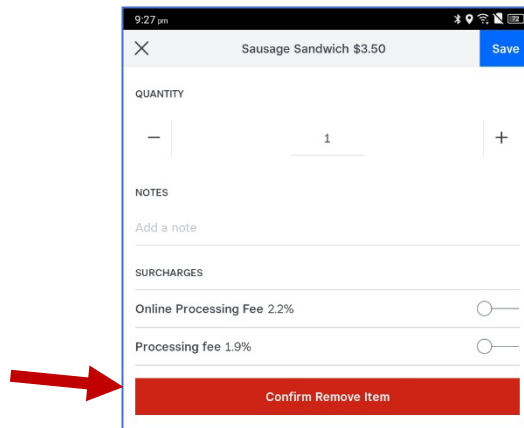
4. If you need to correct or delete an and item, tap the item on the list



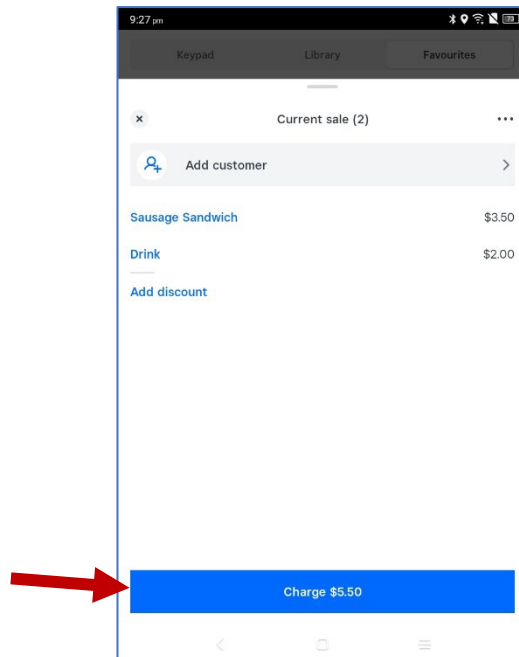
- a. To adjust the quantity: tap “ - ” to decrease or “ + ” to increase, then tap *Save*.
- b. To remove the item completely, tap *Remove Item*



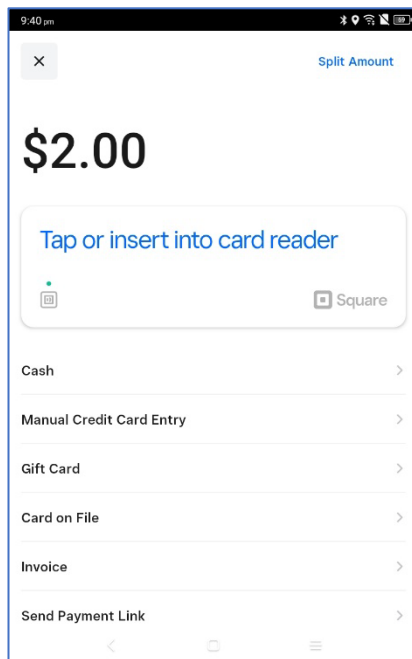
- c. If you are removing an item, a confirmation screen will be displayed. Tap on *Confirm Remove Item*



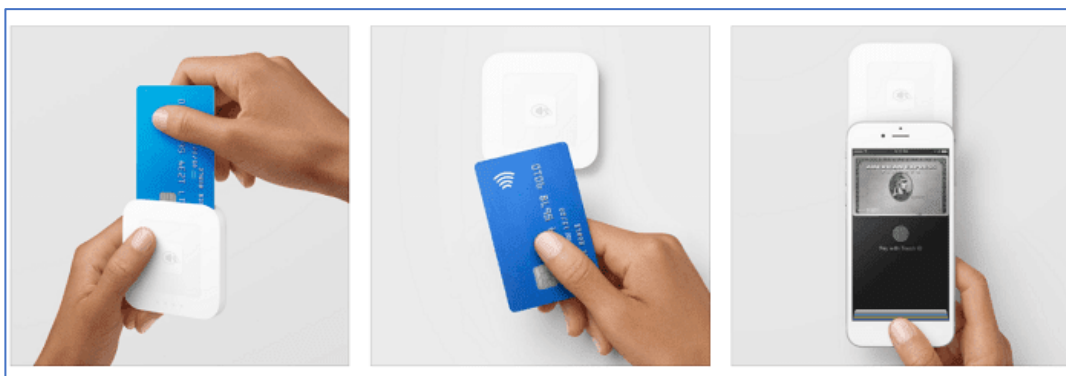
5. If the amount is correct, Tap on *Charge* to display the payment options.



6. The payment screen displays the payment options.

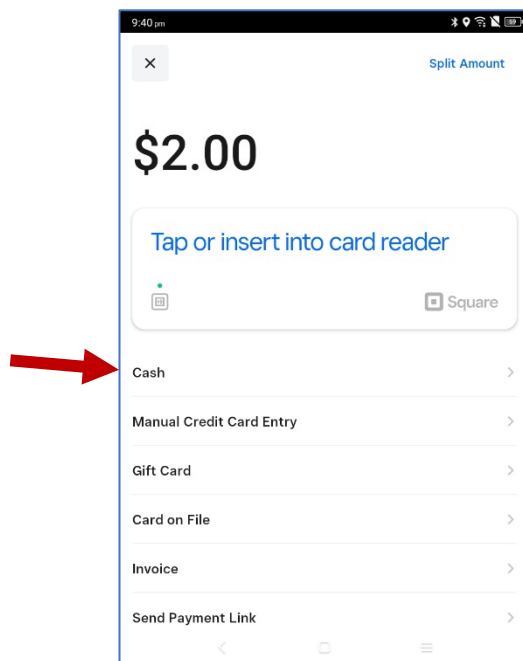


7. The default payment is by card and a green light will display on Square reader. Tap the card or phone on the Square reader or insert a card.

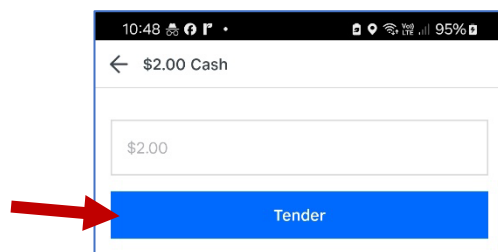


- a. If a card is inserted into the reader, a menu on the tablet will display asking for the account type and PIN number. Hand the tablet to the customer.
- b. The screen will display either "Approved" or "Declined"
- c. If the payment is approved it will also making a ding sound.

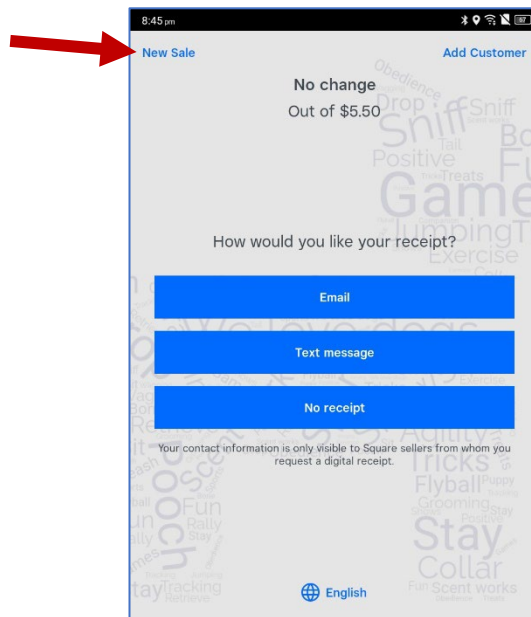
8. If paying by cash, tap *Cash*



a. The next screen will ask for a tender amount, and it will calculate the change for you, otherwise leave blank and tap *Tender*.



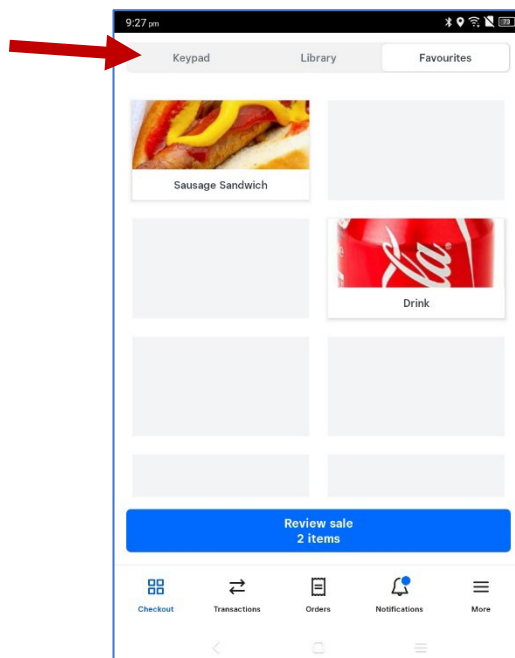
9. The final screen confirms the payment. Tap *New Sale* to return to the Favourites menu.



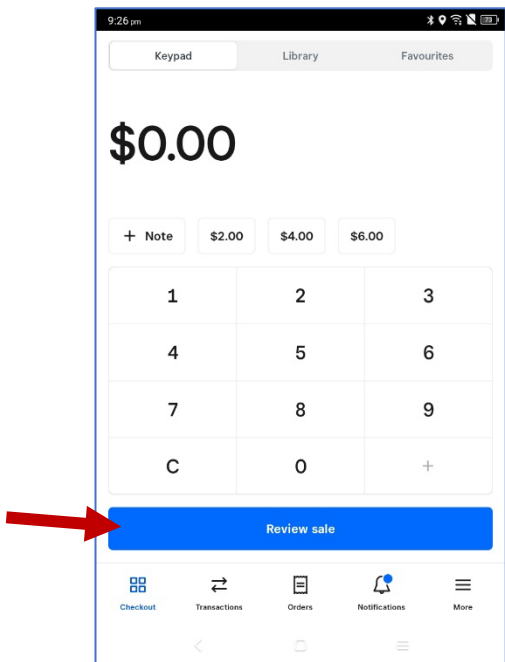
Processing donations made by card.

Occasionally people will offer to pay extra and charge it to their card. For example, “Just charge me \$10”

1. Tap *Keypad* on the main menu



2. Key in the amount of the donation and tap *Review Sale*.

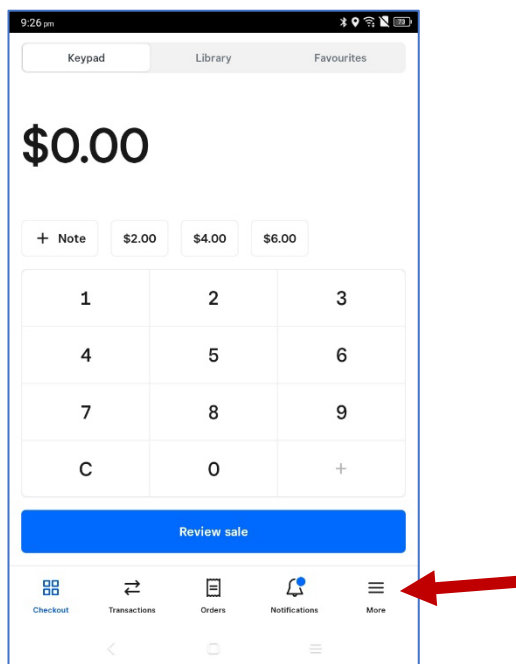


3. Process the payment as described in step 3 in the **Placing an order** section above.

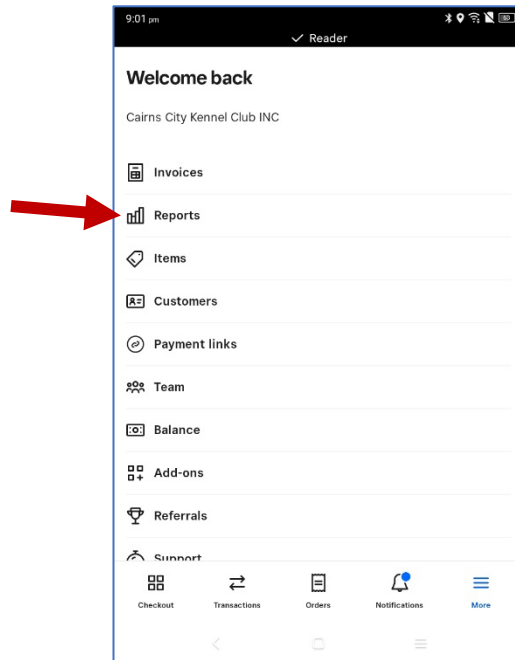
Reporting

At the end of the day, you will need to give the Bunnings staff a breakdown of Cash and Card sales.

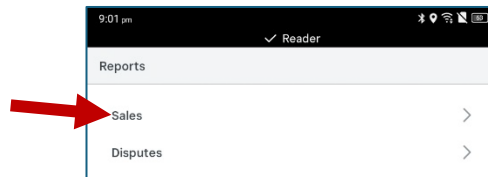
1. Tap on *Menu* at the bottom of the screen



2. Tap on *Reports*

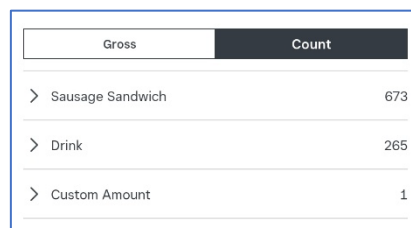
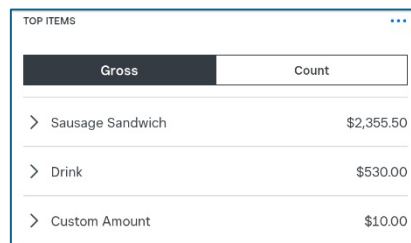
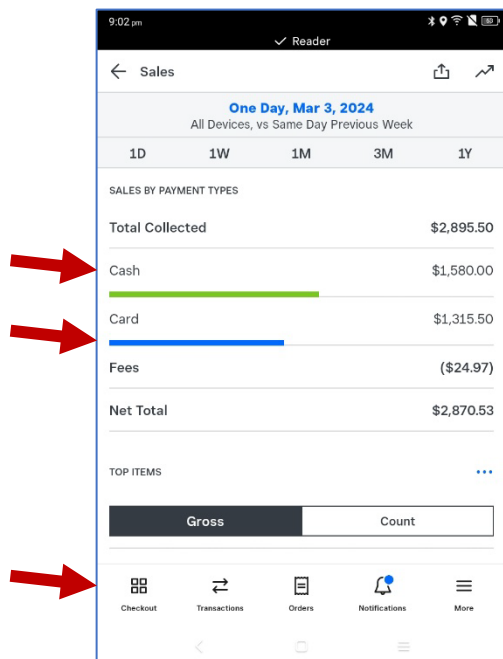
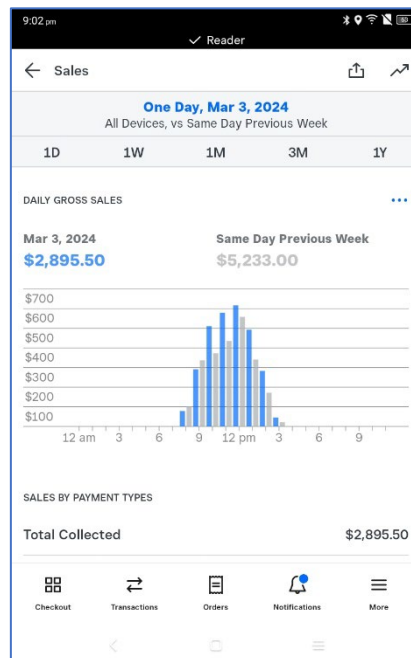
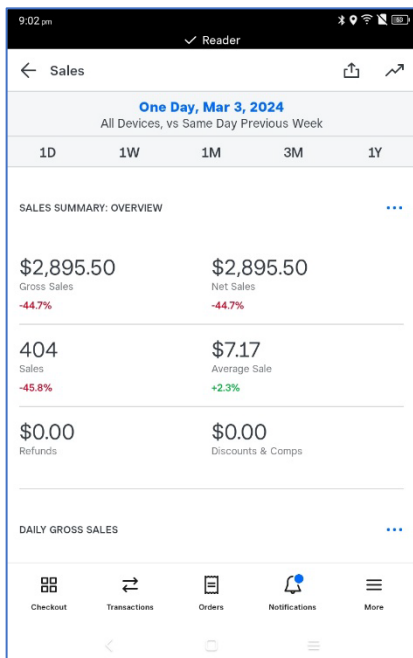


3. Tap on *Sales*



- Scroll down to show the various data available. *Gross sales* is the Dollar value, *Count* is the quantity of items sold. Bunnings need the following amounts: *Total Collected, Cash, Card*.

To return to the main menu, tap *Checkout*



Version control

Version	Date	Comments
1.0	16/03/2024	Distributed to the Dog Show Sommittee