

Procedure: Using the Square Terminal at Sausage Sizzles

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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

×	Current sale (2)	
(A)	Add customer	>
Sausage S	andwich	\$3.50
Drink		\$2.00

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

V	Courses Conduish #2.50	0
^	Sausage Sandwich \$5.50	Save
QUANTITY		
_	1	+
NOTES		
Add a note		
SURCHARGES		
Online Processir	ng Fee 2.2%	0—
Processing fee 1	9%	0—
	Pomous Itom	

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

~	Sausage Sandwich \$3.50	
QUANTITY		
-	1	
NOTES		
Add a note		
SURCHARGES		
Online Processin	g Fee 2.2%	0

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

9:27 pm			*⊽≅ №
	Keypad		Favourites
×		Current sale (2)	
A	Add customer		;
Sausag	e Sandwich		\$3.5
Drink			\$2.0
Add dis	count		
		Charge \$5.50	

6. The payment screen displays the payment options.

9/40 pm	≭ ♥ 죾 ¥ া) Split Amount
\$2.00	
Tap or insert into ca	ard reader
	Square
Cash	>
Manual Credit Card Entry	>
Gift Card	>
Card on File	>
Invoice	>
Send Payment Link	>

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*

\$2.00 Tap or insert into card r Cash Manual Credit Card Entry	eader Square
Tap or insert into card r	eader
Cash Manual Credit Card Entry	Square
Cash Manual Credit Card Entry	
Manual Credit Card Entry	
Gift Card	
Card on File	
Invoice	
Send Payment Link	

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

10:48 🚓 😯 🏴 🔸	a o 🍕 🛱 💷 95% 🕯
← \$2.00 Cash	
\$2.00	
	Tondor
	- ender

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

8:45 pm				* 🛛 🗟 🔟 💷
New Sale				Add Customer
		No change		
	(Out of \$5.50		ff Sniff
				Tall BO
				Ve El
				ame
				an ind Tr
	How would	you like you	ir recei	pt?
19				Coll
		Email		
2		Text message		
lac	BURN N	Tiyban	1.1	Exercise
Bor Re		No receipt		
Tour cont	act information is	only visible to Squ	are sellers	from whom you
***OS	. correq	uest a digital receij		
ball OFL				ooming _{stav}
				tav
mes				ollar
tavTracki		English		Scent works
2 Retriev				obedecor vicata

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*.

9:26 pm Keypad	1	Library		¥♀ ♀ ⊾ Favourites
\$0.0	00			
+ Note	\$2.00	\$4.00	\$6.00	
1		2		3
4		5		6
7		8		9
С		0		+
		Review sale		
Checkout	→ Transactions	Orders	Notificati	ons More

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

9:01 pm		✓ Reader		* 0 ≌ №		
Welcom	e back					
Cairns City K	ennel Club INC					
Invoice	S					
Report	6					
🛇 Items						
R= Custom	ners					
Paymer	nt links					
원 Team						
:o: Balance	9					
B Add-on	s					
P Referra	ls					
ふ Sunnor	+					
Checkout	<i>→</i>		Notifications			
JILCROOL	. Formand Crowna	Concercion de la concerción de la concer	invanca dons			

3. Tap on Sales

9:01 pm		* 0 🗟 🕱 💷
	✓ Reader	
Reports		
Sales		>
Disputes		>

4. 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.*

		✓ Reader			
\leftarrow Sales				ſ_1	/
One Day, Mar 3, 2024 All Devices vs Same Day Previous Week					
1D	1W	1M	ЗM	t	LY
SALES SUMMA	RY: OVERVIEW				
\$2,895.	50	\$2,8	95.50		
Gross Sales		Net Sales	5		
-44./%		-44./76			
404		\$7.17	7		
Sales		Average	Sale		
-45.8%		+2.3%			
\$0.00		\$0.0	0		
Refunds		Discount	s & Comps		
DAILY GROSS S	ALES				
88	₹	Ξ	(?	Ξ	=
Checkout	Transactions	Orders	Notifications	м	ore
9:02 pm				*0∋	N
		✓ Reader		102	
← Sales				rT1	1
,	One I All Devices, ve	Day, Mar 3, 2 s Same Day Pr	2024 evious Week		
1D	One I All Devices, vs 1W	Day, Mar 3, 2 s Same Day Pr 1M	2024 revious Week 3M	1	LY
1D SALES BY PAYM	All Devices, vs 1W ENT TYPES	Day, Mar 3, 3 s Same Day Pr 1M	2024 evious Week 3M	1	LY
1D SALES BY PAYM Total Collec	One I All Devices, vs 1W ENT TYPES ted	Day, Mar 3, 3 Same Day Pr 1M	2024 evious Week 3M	\$2,85	LY 95.5
1D SALES BY PAYM Total Collec Cash	One I All Devices, v: 1W ENT TYPES ted	Day, Mar 3, 3 s Same Day Pr 1M	2024 evious Week 3M	1 \$2,89 \$1,58	LY 95.5
1D SALES BY PAYM Total Collec Cash Card	One I All Devices, vi 1W HENT TYPES ted	Day, Mar 3, 2 s Same Day Pr 1M	2024 evious Week 3M	\$2,89 \$1,58 \$1,31	IY 95.5 30.0
1D SALES BY PAYM Total Collec Cash Card Fees	One I All Devices, vs 1W IENT TYPES ted	Day, Mar 3, 5 s Same Day Pr 1M	2024 evious Week 3M	1 \$2,85 \$1,55 \$1,35 (\$2	IY 95.5 30.0 15.5 4.9
1D SALES BY PAYN Total Collec Cash Card Fees Net Total	One I All Devices, vi 1W INT TYPES ted	Day, Mar 3, 3 Same Day Pr 1M	2024 evicus Week 3M	\$2,89 \$1,58 \$1,33 (\$2 \$2,83	LY 95.5 30.0 15.5 4.9

To return to the main menu, tap Checkout



ТОР	ITEMS	
	Gross	Count
>	Sausage Sandwich	\$2,355.50
>	Drink	\$530.00
>	Custom Amount	\$10.00

Gross		Count	
>	Sausage Sandwich	673	
>	Drink	265	
>	Custom Amount	1	

Version control

TOP ITEMS

88

Gross

₽

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

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More

Count

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Ξ

Orders