

# Berks Kids Closet

## Checkout Procedures – Computer System

One checkout consists of two people: a “Reader” and a “Writer/Typist”.

Guard laptops as you would the cash boxes since their information is very valuable!

### “Reader”

1. Wave colored flag to get next customer. **Hold flag up high until customer arrives at your checkout.**
2. Ask customer if they have any items in the hold area. They would have a blue ticket. Bring items from hold area to checkout.
3. If item does not have a tag, then we may be able to find the tag in the collection of lost tags.
4. For hand-written tags, read the consignor number on the tag (including any consignor specific inventory number. Ex. 49-125 for consignor number 49, inventory number 125. **Say “49 dash 125”**) followed by the price.
  - a. If during **Half-off sale**, if the price is NOT highlighted, **say “Half Off”** to the writer after saying the price. If the price IS highlighted then it is sold at full price. **Any color** highlight is accepted as highlighted.
    - i. If any portion of the tag is highlighted then the price is considered highlighted and sold at full price.
  - b. If item does not have a consignor number then we cannot sell the item!
  - c. If item does not have a price, then we may be able to call the consignor to assign a price.
  - d. If the item is taxable, then **say “Tax” or “Taxable”** AFTER saying the item price so the writer records that the item is taxed. **Non-taxable items are everyday wear items (clothing, shoes, belts, etc).**

**Taxable items are: (See a complete list starting on page 10 of this document)**

- i. Sporting goods
- ii. Toys, Games, Bicycles
- iii. Books, DVDs, CDs
- iv. Furniture, high chairs, booster seats
- v. Strollers
- vi. Crib blankets, diaper bags, monitors
- vii. Costumes – Halloween, Christmas, etc.
- viii. Radios, TVs
- ix. Musical instruments

5. For tags with barcode, scan the barcode with the barcode reader.



The bar code includes consignor number, price and specifies if the item may be sold at half off during the “Half Off” sale. **Reader must identify if the item is taxable. Note:** Scanning the barcode does not automatically add the item to the transaction since the reader must verbally specify “taxable” and then the writer must press the “Add Item” button. Ensure that the writer has added the item before you scan the next barcode!

- a. If the item is taxable, then say **“Tax” or “Taxable”** AFTER scanning the barcode so the writer records that the item is taxed. **Non-taxable items are everyday wear items (clothing, shoes, belts, etc).**  
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6. If tag does not follow tag format then save tag for Judy to notify the consignor.
- i. Wrong tag format
  - ii. Illegible writing
  - iii. Letters in consignor inventory number
  - iv. Tag place in wrong location on item
  - v. Price not in 50 cent increment
7. **Speak loudly & clearly.** Direct your voice to your writer. Be careful of reading too fast!
8. **Verify what writer has recorded on the laptop!**
9. Bag items as writer completes the sale.
10. As customer pays, watch for money errors.

## “Writer/Typewriter”

1. At the start and end of the reader and writer work shift, press the “Worker Sign In/Out” to open the “Workers Shift” form. At the start of the work shift, both Reader and Writer should enter either their consignor ID or their first name/last name and then press the “Start Shift” button. At the end of the work shift, both Reader and Writer should press the “End Shift” button to end their shift.



**Workers Shift**

**Reader**

Consignor ID:  **OR** First Name:   
 Last Name:

Start Shift End Shift

**Writer**

Consignor ID:  **OR** First Name:   
 Last Name:

Start Shift End Shift

Close

2. Record items in the Checkout program.
  - a. From the main screen of the Checkout program, press the "New Transaction" button to open the "Transaction Entry" form.

**Checkout - V1.10**

**Berks Kids closet**

New Transaction

View Existing Transaction

Worker Sign In/Out

Print Test Receipt

- b. If the transaction is entered during the Friday pre-sale, then the verify that the shopper has a wristband or is shopping with a friend with a wristband. The wristband denotes that the person is an early shopper.
- c. As shown in the following image, if during the “Half Off” sale period on Saturday from 1-2pm, the “Transaction Entry” form displays the “Sold At Half Off” toggle button in the data entry area and also within the list of Transaction Items.

The screenshot shows the 'Transaction Entry' window with Transaction ID 1. A red arrow points to the 'Sold At Half Off' checkbox in the data entry area, which is checked. Below this is a table of 'Last 5 Items' with columns for Item ID, Price, Taxable, Sold At Half Off, Sold at Price, and Total Cost. The first item has a price of \$1.00 and is marked as 'Sold At Half Off' with a price of \$0.50. The second item has a price of \$2.00 and is not marked as 'Sold At Half Off' with a total cost of \$2.00. At the bottom, there are sections for Cash (Cash Received, Change Due: \$0.00) and Credit Card (Charge Amount: \$2.50, Authorization). Summary statistics show 'Item Count: 2' and 'Total Sale: \$2.50'. Buttons for 'Void Transaction', 'Credit Card Payment', and 'Print and Close Transaction' are also visible.

Last 5 Items		Price	Taxable	Sold At Half Off	Sold at Price	Total Cost
2. (Last)	10	\$1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.50	\$0.50
1.	2003	\$2.00	<input type="checkbox"/>	<input type="checkbox"/>	\$2.00	\$2.00
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		

- d. If not in the “Half Off” sale period on Saturday from 1-2pm, the “Transaction Entry” form does not have the half off items as shown below.

Transaction ID 1

Consignor ID    Consignor Sub ID    Price    Taxable    Add Item

Last 5 Items					Total Cost
2.(Last)	10		\$1.00	<input type="checkbox"/>	\$1.00
1.	2003		\$2.00	<input type="checkbox"/>	\$2.00
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Cash    Credit Card    Item Count: 2

Cash Received:    Charge Amount: \$3.00    Total Sale: \$3.00

Change Due: \$0.00    Authorization:    Print and Close Transaction

Void Transaction    Credit Card Payment

View/Edit All Items

- e. To enter items read by the reader, position a finger of the left hand on the tab key on left side of the keyboard and position the right hand on the number keypad on the right side of the keyboard. Ensure that the “Num Lock” is ON.
  - i. For hand-written tags:
    1. Enter Consignor ID with right hand. The ID must match an entry in the list.
    2. If reader says “dash” followed by a number, then Press tab key with left hand. And enter the number as the Consignor Sub ID. Press tab key with left hand.
    3. If reader does not say “dash” and instead says a price, then press the Enter key to jump past the Consignor Sub ID field to get to the Price field.
    4. Enter Price
  - ii. For tags with barcode, the reader will scan the barcode which will enter the Consignor ID, Price, and “Sold At Half Off” values. Reader will specify taxable verbally. **Note:** Scanning the barcode does not automatically add the item to the transaction since the reader must verbally specify “taxable” and then the writer must press the “Add Item” button.
  - iii. If the reader says “tax” or “taxable” to specify a taxed item, then press the button labeled “TAX” with the right hand. The “Taxable” toggle button is toggled ON. If you specified “Taxable” by mistake, press the “TAX” button again to toggle OFF the “Taxable” toggle button. You may also click the toggle button with the mouse.
  - iv. For hand-written tags, if the reader says “half off” to specify a half off item, then press the button labeled “H” for “Half off” with the right hand on the numeric

- keypad. The “Sold at Half Off” toggle button is toggled ON. If you specified “Sold at Half Off” by mistake, press the “H” button again to toggle OFF the “Sold at Half Off” toggle button. You may also click the toggle button with the mouse.
- v. To add the item to the list of items in the transaction, then press the Enter key to activate the “Add Item” button. You may also press the “Add Item” button with the mouse.
  - f. If you have made an error in the last added item or in any of the last 5 items, you can correct the item and press tab or mouse button to move to a different field. If you need to correct an item prior to the last 5 items, then press the “View/Edit All Items” button to see the list of all items for the transaction. You may edit any item and save it by pressing the pencil with your mouse on the left side of the row.

Consignor ID	Consignor Sub ID	Original Price	Sold At Half Off	Sold at Price	Taxable	Total Cost	EntryTim
1		\$1.00	<input checked="" type="checkbox"/>	\$0.50	<input type="checkbox"/>	\$0.50	4/9/20
2		\$2.00	<input checked="" type="checkbox"/>	\$1.00	<input type="checkbox"/>	\$1.00	4/9/20

To delete a row, right click with your mouse on the left edge of the row and choose “Delete Record” in the popup menu.

Consignor ID	Consignor Sub ID	Original Price	Sold At Half Off	Sold at Price	Taxable	Total Cost	EntryTim
1		\$1.00	<input type="checkbox"/>	\$1.00	<input type="checkbox"/>	\$1.00	4/9/20
		\$2.00	<input checked="" type="checkbox"/>	\$1.00	<input type="checkbox"/>	\$1.00	4/9/20

Press Yes on the form to confirm the delete

**Berks Kids Closet Checkout**

**You are about to delete 1 record(s).**

If you click Yes, you won't be able to undo this Delete operation. Are you sure you want to delete these records?

Yes No

To close the form, Press the X in the upper right corner of the form.

3. Receive cash and/or credit payment & make change. If customer is short on cash, there is ATM in lobby. Or we accept Visa, Mastercard, Discover, American Express credit cards. Also, customer may pay part in cash and part in credit.
  - a. Enter amount of cash received in “Cash Received” input field and press the tab key.
    - i. With money marking pen, check \$20 bills and higher. Pen in cash box.

- ii. If cash received is greater than total sale, then “Change Due” shows the amount of change to give to the customer.
  - iii. If cash received is less than total sale, then “Charge Amount” shows the amount remaining to charge to credit card. See b. just below.
  - iv. Place large bills under tray. Notify Chris, Brian, or Judy to remove large bills and/or large numbers of bills from cash box.
  - v. If total sale amount was paid in cash, then press the “Print and Close Transaction” button to complete the transaction and print the customer and merchant receipts.
- b. If “Charge Amount” is not zero, then press the “Credit Card Payment” button to start the credit card transaction.

The screenshot shows a window titled "Credit Card Payment". At the top, it says "SWIPE credit card or press 'Enter Manually' button". Below this, there are two red asterisks: "\* Card Number:" and "\* Expiration Date:". To the right of these labels is a button labeled "Enter Manually". Below the labels, the text "Total Amount: \$25.00 (including tax)" is displayed. At the bottom of the window, there are three buttons: "Close", "Reset", and "Submit".

- i. Check the signature field on the back of the credit card. Ask customer for driver’s license and compare person’s name if card not signed or specifies “SEE ID”.
- ii. Swipe the credit card through the card reader and verify that the card number and expiration date are filled in.
- iii. If swiper is malfunctioning or customer credit card is damaged, then press the “Enter Manually” button and type in the card information.

The screenshot shows the same "Credit Card Payment" window. The title is "Enter credit card information". Below this, there are two red asterisks: "\* Card Number:" and "\* Expiration Date:". To the right of the Card Number label is a text input field with the instruction "(enter number without spaces)". To the right of the Expiration Date label is a text input field with the instruction "(MM/YY)". To the right of the Card Number input field is a label "Zip Code:" followed by a text input field. To the right of the Expiration Date input field is a label "Card Code:" followed by a text input field. Below the labels, the text "Total Amount: \$25.00 (including tax)" is displayed. At the bottom of the window, there are three buttons: "Close", "Reset", and "Submit".

- iv. Press the “Submit” button with your mouse. The customer and merchant receipts will automatically print.
- v. Ask the customer to sign the merchant receipt

4. Place the Merchant Copy of receipt in cash box

5. **Close cash box lid after completing sale**



6. **Stamp** the merchant receipt with “paid stamper” **when full payment is received. Tell customer that they need to show receipt at door.**
  
7. Thank customer for shopping. Invite them to join our mailing list by filling out a card in the lobby. Inform them of our next sale dates on bottom of customer receipt, on posted flyers or provide them with a postcard (if available) containing upcoming dates.

# PA SALES TAX information from PA Dept of Revenue REV-717

**T – TAXABLE**

**NT – NONTAXABLE**

**\* – INDICATES CHANGE OR CLARIFICATION**

**\*\* – INDICATES NEW ITEM**

## **BOOKS AND STATIONERY**

Tax is imposed on books, stationery and stationery supplies, including Bibles and religious publications sold by religious groups.

T – Bibles

T – Comic books

T – Crossword, game books

T – Dictionaries

T – Greeting Cards

T – Instruction books for needle-craft, embroidery, knitting, etc.

NT – Mail order catalogues

NT – Newspapers of general circulation qualified to carry a legal advertisement

T – Periodicals and magazines not purchased by subscription

NT – Periodicals and magazines purchased by subscription

\*T – School supplies, except when sold directly to a school district or qualified nonprofit educational institution

NT – Textbooks, when sold by a school or an authorized book store

## **CLOTHING AND ACCESSORIES**

Generally, clothing is nontaxable except the following: (1) Formal day or evening apparel; (2) Articles made of real, imitation or synthetic fur, where the fur is more than three times the value of the next most valuable component material; and (3) Sporting goods and clothing normally worn or used when engaged in sports (See Category 23).

T – Accessories and ornamental wear

NT – Aprons

NT – Belts and suspenders

\*T – Biking clothing

NT – Boots and shoes, designed for everyday wear

T – Bridal apparel and accessories

T – Corsages and boutonnieres

T – Costumes – Halloween, Christmas, etc.

NT – Dress shields

T – Formal clothing, including mother of the bride and flower girl dresses.

T – Fur, articles made of fur on hide or pelt, or any material imitative of fur, and articles of which fur, real, imitation or synthetic, is the component material of chief value; and fur trimmed articles, if the value of fur is more than three times the value of the next most valuable component material. Felt, wool or fabric is not taxable unless it resembles fur on the hide.

NT – Garters and garter belts

NT – Girdles

T – Gloves, baseball, golf, racquet, etc.

\*NT – Gloves, cloth, leather, kid, for everyday wear

T – Gloves, sheepskin, fur, rubber

T – Graduation caps and gowns

NT – Gym suits

T – Handkerchiefs

NT – Headwear and millinery, all types

NT – Hosiery, pantyhose and peds

NT – Hunting clothing, including camouflage and blaze orange

NT – Leotards and tights

NT – Leather wearing apparel

NT – Lingerie

\*\*NT – Maternity clothing for everyday wear

- NT – Neckwear, ties
- NT – Nightgowns
- T – Prom dresses
- NT – Rainwear
- NT – Receiving blankets
- \*NT – Repairing of wearing apparel
- T – Safety clothing – (See Category 17)
- NT – Scarves, for headwear and neckwear
- NT – Scout uniforms and camp clothes
- T – Sheepskin coats
- NT – Stockings, including support-hose
- NT – Suspenders
- NT – T-shirts, imprinted
- T – Tuxedos
- T – Umbrellas
- NT – Underclothing
- NT – Work clothes, work uniforms
- NT – Yard goods (to make clothing)

### **HOBBY SUPPLIES, TOYS, GAMES, RADIOS, ETC.**

- \*T – Audio players, components and accessories, records, compact discs
- T – Baseball, football cards, etc.
- T – Bicycles and parts
- T – Boats and equipment
- T – Computer games and equipment
- T – Games
- T – Hobby supplies
- T – Musical instruments and sheet music
- T – Photographic and projection equipment and supplies
- T – Photographic services, film developing, printing, processing, mounting, coloring, etc.
- \*T – Playing cards
- T – Pocket knives
- T – Radios, TV sets, receiving equipment
- T – Tape recorders and tapes
- T – Toys
- \*T – Video cassettes and discs, recorders and cameras

### **HOUSEHOLD GOODS AND SUPPLIES**

- T – Air fresheners
- T – Ant traps
- T – Basin stoppers
- T – Batteries
- T – Bedding
- T – Books
- T – Boot caddy
- T – Brooms
- T – Buckets
- T – Candles
- T – Charcoal
- T – Cloth dish towels
- T – Cloth hand and bath towels
- T – Cloth laundry bags
- T – Clothesline
- T – Clothespins
- T – Coat hangers
- T – Cookware, pots and pans
- T – Cutlery
- T – Decorations
- T – Dinnerware
- T – Dishpans
- T – Dispensers
- T – Door mat
- T – Drinking glasses
- T – Easter egg color/paint

- T – Extension cords
- T – Filters, disposable air
- T – Fire extinguishers
- T – Fly swatters
- T – Fly tapes
- T – Furnishings, appliances, fittings, ornaments, furniture, equipment and accessories. Furnishings including bedding, rugs, lamps, hardware, electrical goods, mirrors, pillows, scarves for furniture, bookends, clocks, glassware, crockery, silverware, flatware and other household wares.
- T – Fuses
- T – Glue
- T – Grill utensils, scrapers
- T – Grill replacement parts
- T – Hardware and tools
- T – Household linens, blankets
- T – Insecticide sprays
- T – Ironing board and covers
- T – Jars for canning and jar lids
- T – Light bulbs
- T – Lubricating oils
- T – Matches
- T – Metal and plastic cooking utensils and flatware
- T – Mops
- T – Moth balls and moth flakes
- T – Mouse traps
- T – Needles
- T – Notebooks
- T – Oilcloth
- T – Paints, brushes and painting equipment
- T – Paint removers
- T – Plants, vegetable and flower (see Category 6)
- T – Polishing cloths
- T – Refrigerator deodorants
- T – Rubber gloves
- T – Rug shampoo applicators
- T – Salt, water softeners
- T – Sandpaper
- T – Scrub brushes
- T – Seeds, vegetable and flower (see Category 6)
- T – Shoe brushes
- T – Sponges
- T – Stationery
- T – Static control spray, sheets
- T – Thermometers
- T – Thimbles
- T – Tie racks
- T – Toothpicks
- T – Turpentine and paint thinner
- T – Vacuum bottles
- T – Vacuum cleaner bags, disposable
- T – Vacuum cleaner parts
- T – Ventilating fans and equipment
- T – Water filters, replacement
- T – Wax applicators
- T – Wax paraffin

**INFANT SUPPLIES**

- T – Accessories, nursing bottles, nipples, teething beads, teethers
- NT – Bibs
- T – Car seats, infant
- T – Crib blankets
- T – Diaper bags
- \*NT – Diaper cream
- NT – Diaper pins
- NT – Diapers, cloth and disposable

NT – Diaper Service  
\*\*NT – Formula  
\*\*T – Furniture including cribs, high chairs and booster seats  
T – Liners, (nursing bottles)  
\*\*T – Monitors  
NT – Receiving blankets for infants  
NT – Rubber pants

### **JEWELRY**

T – Earring backs  
\*T – Jewelry, including those with religious symbols incorporated  
T – Ornaments and pins for hats and dresses  
\*\*T – Jewelry repair

### **LUGGAGE, HANDBAGS, CARRYING BAGS, WALLETS, ETC.**

T – Bags, carrying, athletic, book, etc.  
T – Handbags, pocketbooks and purses  
T – Knitting bags  
T – Leather goods, except clothing  
T – Luggage, briefcases  
T – Wallets and billfolds

### **SHOES AND SHOE ACCESSORIES**

Generally shoes designed for everyday wear are exempt. However, shoes designed for formal wear or sporting activities are taxable.

T – Bathing (swimming) shoes  
NT – Overshoes  
NT – Safety shoes  
T – Shoe brushes, applicators and shoe trees  
T – Shoe clips  
NT – Shoe dye  
NT – Shoe laces  
NT – Shoe polish  
NT – Shoe repairs  
T – Shoes for baseball, bowling, football, golf, soccer, hockey, dance, etc.  
T – Shoes for formal wear, such as metallic cloth, brocade, satin or silver leather, primarily for formal wear.  
NT – Slippers  
NT – Shoe soles and heels for shoe repair  
NT – Shower clogs  
NT – Sneakers, jogging, tennis and aerobic shoes

### **SPORTING EQUIPMENT, CLOTHING, SUPPLIES AND RECREATIONAL EQUIPMENT**

Tax is imposed on sporting and recreational equipment, clothing and supplies which are designed to be worn and are normally worn only when engaged in sports.

T – Accessories such as ammunition belts, hip waders and fly vests  
NT – Baseball caps and tee shirts  
T – Bathing caps  
T – Bathing suits  
T – Beach coats  
T – Bicycles, parts, accessories and supplies  
T – Boats, pleasure boats and equipment and parts  
NT – Bowling shirts  
T – Bowling shoes, purchase and rental  
T – Equipment and supplies for baseball, football, hockey, basketball and other sports  
T – Exercise equipment  
T – Guns and ammunition  
NT – Gym suits, outfits  
T – Helmets  
T – Hunting accessories

NT – Hunting clothing, including camouflage and blaze orange  
NT – Jogging outfits, running shoes  
T – Mats, floor  
T – Protective equipment, knee pads, elbow pads, forearm pads,  
etc.  
T – Sleeping bags  
NT – Sneakers, jogging, tennis and aerobic shoes, etc.  
NT – Snowmobile suits  
T – Uniforms, baseball, football, soccer, basketball, hockey etc.  
NT – Warm-up suits, cloth sweat suits  
T – Weights  
T – Skates, ice, roller, in-line and sharpening