

SALES TRANSACTIONS

Study Organizer

Directions: Draw the chart below. As you read this section, list six types of retail sales transactions.

Types of Retail Sales Transactions

1. Cash or Check		

CASH REGISTERS

Study Organizer

Directions: Draw the chart below. As you read this section, write in three methods of entering information in an electronic cash register and three safeguards against theft.

Electronic Cash Registers	
Methods of Entering Information	3.
1.	2.
Safeguards Against Theft/Counterfeiting	3.
1.	2.

PURCHASE ORDERS, INVOICES, AND SHIPPING

Study Organizer

Directions: Draw the chart below. As you read this section, write in the six types of information needed to complete a purchase order or an invoice.

Information Needed

Purchase Order	Invoice
1. Item Number	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.