Steps

1. Start the Reporting and Settlement Process
2. Admin Menu
3. Summary Report
4. Print or Display Report
5. Summary Report Prints
6. Return to Admin Menu
7. Close Batch
8. Accept Settlement
9. Settlement Accepted
10. Reprint Summary Report
11. Settlement Complete

Step 1
Start the Reporting and Settlement Process

Press the green [Enter] key.
Step 2

Admin Menu

Press the [0] key to access the Reports menu.
Steps

1 | Start the Reporting and Settlement Process
2 | Admin Menu
3 | Summary Report
4 | Print or Display Report
5 | Summary Report Print
6 | Return to Admin Menu
7 | Close Batch
8 | Accept Settlement
9 | Settlement Accepted
10 | Reprint Summary Report
11 | Settlement Complete

Step 3
Summary Report

Steps

1. Start the Reporting and Settlement Process
2. Admin Menu
3. Summary Report
4. Print or Display Report
5. Summary Report Prints
6. Return to Admin Menu
7. Close Batch
8. Accept Settlement
9. Settlement Accepted
10. Reprint Summary Report
11. Settlement Complete

Step 4

Print or Display Report

Press the [1] key to print, or the [2] key to display the Summary report.
Steps

1. Start the Reporting and Settlement Process
2. Admin Menu
3. Summary Report
4. Print or Display Report
5. Summary Report Prints
6. Return to Admin Menu
7. Close Batch
8. Accept Settlement
9. Settlement Accepted
10. Reprint Summary Report
11. Settlement Complete

Step 5

Summary Report Prints

For this example, we selected Print.
Steps

1 | Start the Reporting and Settlement Process
2 | Admin Menu
3 | Summary Report
4 | Print or Display Report
5 | Summary Report Prints
6 | Return to Admin Menu
7 | Close Batch
8 | Accept Settlement
9 | Settlement Accepted
10 | Reprint Summary Report
11 | Settlement Complete

Step 6
Return to Admin Menu

The Admin Menu displays when reporting is complete. Press the [8] key to settle your open batch.
Steps

1 | Start the Reporting and Settlement Process
2 | Admin Menu
3 | Summary Report
4 | Print or Display Report
5 | Summary Report Prints
6 | Return to Admin Menu
7 | Close Batch
8 | Accept Settlement
9 | Settlement Accepted
10 | Reprint Summary Report
11 | Settlement Complete

Step 7
Close Batch

Press the [F1] key to close and deposit funds.
Steps

1  | Start the Reporting and Settlement Process
2  | Admin Menu
3  | Summary Report
4  | Print or Display Report
5  | Summary Report Prints
6  | Return to Admin Menu
7  | Close Batch
8  | Accept Settlement
9  | Settlement Accepted
10 | Reprint Summary Report
11 | Settlement Complete

Step 8
Accept Settlement
Press the [F1] key to accept the settlement total for your open batch.
Steps

1 | Start the Reporting and Settlement Process
2 | Admin Menu
3 | Summary Report
4 | Print or Display Report
5 | Summary Report Prints
6 | Return to Admin Menu
7 | Close Batch
8 | Accept Settlement
9 | Settlement Accepted
10 | Reprint Summary Report
11 | Settlement Complete

Step 9
Settlement Accepted

The terminal will connect and transmit the open batch. The settlement is accepted, and the report prints.
Steps

1 | Start the Reporting and Settlement Process
2 | Admin Menu
3 | Summary Report
4 | Print or Display Report
5 | Summary Report Prints
6 | Return to Admin Menu
7 | Close Batch
8 | Accept Settlement
9 | Settlement Accepted
10 | Reprint Summary Report
11 | Settlement Complete

Step 10

Reprint Summary Report

The terminal will prompt you to reprint the Summary Report. Press [F1] for Yes or [F4] for No.
Steps
1 | Start the Reporting and Settlement Process
2 | Admin Menu
3 | Summary Report
4 | Print or Display Report
5 | Summary Report Prints
6 | Return to Admin Menu
7 | Close Batch
8 | Accept Settlement
9 | Settlement Accepted
10 | Reprint Summary Report
11 | Settlement Complete

Step 11
Settlement Complete
The main menu screen is displayed.