

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.

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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 Prints
- 6 | Return to Admin Menu
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- 8 | Accept Settlement
- 9 | Settlement Accepted
- 10 | Reprint Summary Report
- 11 | Settlement Complete



Step 3

Summary Report

Press the **[2]** key for 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 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
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- 4 | Print or Display Report
- 5 | **Summary Report Prints**
- 6 | Return to Admin Menu
- 7 | Close Batch
- 8 | Accept Settlement
- 9 | Settlement Accepted
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- 11 | Settlement Complete



Step 5

Summary Report Prints

For this example, we selected Print.

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- 7 | Close Batch
- 8 | Accept Settlement
- 9 | Settlement Accepted
- 10 | Reprint Summary Report
- 11 | Settlement Complete



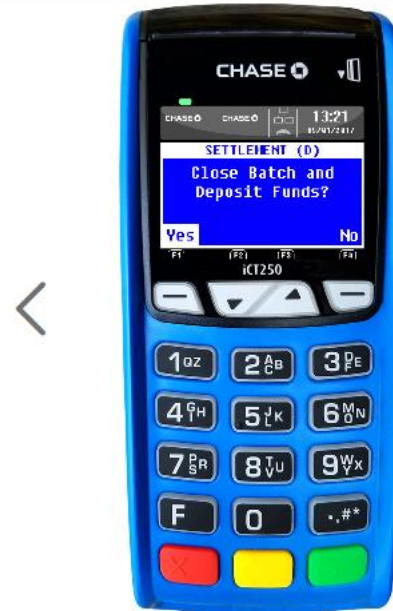
Step 6

Return to Admin Menu

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

Steps

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- 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

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- 7 | Close Batch
- 8 | Accept Settlement
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- 10 | Reprint Summary Report
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Step 8

Accept Settlement

Press the **[F1]** key to accept the settlement total for your open batch.

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- 6 | Return to Admin Menu
- 7 | Close Batch
- 8 | Accept Settlement
- 9 | **Settlement Accepted**
- 10 | Reprint Summary Report
- 11 | Settlement Complete



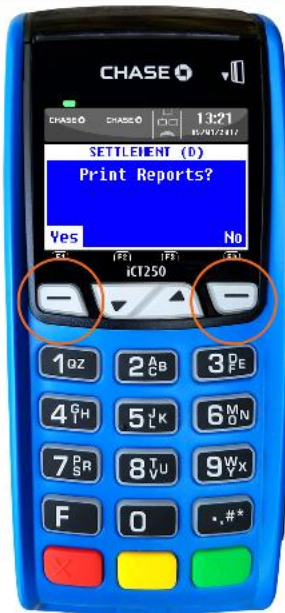
Step 9

Settlement Accepted

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

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- 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.

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- 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.