

Steps

- 1 | Reports Menu
- 2 | Access Reports Menu
- 3 | Select Reports to Print
- 4 | Manual Settlement
- 5 | Auto Settlement
- 6 | Reports and Settlement Complete

REPORTS: MAIN MENU	
Totals Report	Prints totals by card issuer.
Detail Report	Prints detail information for each transaction.
Clerk/Server Reports	Launches Clerk / Server Reports menu options.
Batch Review	Launches Batch Review menu options.
Batch History	Prints a series of settlement reports by date.
Terminal Reports	Launches Terminal Reports menu options, which are used by the Help Desk Associate to troubleshoot your terminal.
Merchant Reports	Displays merchant names if terminal is set up for multi-merchant processing.

Step 1

Reports Menu

We provide reporting to support your payment processing and reconciliation. The reports described in this menu are available in the **REPORTS** menu.

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Step 2

Access Reports Menu

Press the **Purple Function Key** (far right side) to display the **Reports Menu**.

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Step 3

Select Reports to Print

Press the **Purple Function Key** (far left) to scroll down the **Reports Menu**. Press the **[F1 through F4]** function key to print a report.

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Step 4

Manual Settlement

If your terminal is set to manually settle, press the **[F3]** key to select **Settlement** from the main menu, and follow the prompts.

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Step 5

Auto Settlement

If your terminal is set to automatically settle, it will settle transactions in the current batch at a specific, predetermined time.

To change your settlement option, call the Help Desk: 1-888-886-8869.

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Step 6

Reports and Settlement Complete

Main Menu Screen is displayed.