**Steps**

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

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

**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.
Steps

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

Step 2
Access Reports Menu

Press the Purple Function Key (far right side) to display the Reports Menu.
Steps
1 | Reports Menu
2 | Access Reports Menu
3 | Select Reports to Print
4 | Manual Settlement
5 | Auto Settlement
6 | Reports and Settlement Complete

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.
Steps

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

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.
Steps

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

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.
Steps

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

Step 6

Reports and Settlement Complete

Main Menu Screen is displayed.