

REPORTS

Press the fourth purple button.

Select:

Server Reports	Totals Report	Terminal Parm's
	Detail Report	Unadjst Report

Select:

Detail Report	Totals Report
---------------	---------------

[Report prints...]

BATCH REVIEW (DETAILED)

Select ↓ until Batch Review is visible.

Select:

Batch Review

Retrieve By?

Clrk	Amt	Acct	Inv#
------	-----	------	------

Enter Clerk #: ENTER

Enter Trans Amt: ENTER

Enter Last 4 #: ENTER

Enter Inv #: ENTER

Select to change transaction : Prev Next

BATCH REVIEW (TOTALS)

Select ↓ until Batch Totals is visible.

Select:

Batch Totals

Select to change host:

Prev	Next
------	------

Select to confirm:

Sict

BALANCE/SETTLE

Select:

Settlement

[Detail and total reports print...]

Enter to confirm: ENTER

[Settlement report prints...]

PROMPTS

Password: May require a merchant or manager password for reports or batch functions.

Invoice Number: Enter unique invoice number for transaction or for search.

Clerk ID: Enter ID of clerk that performed the transaction for search.

Amount: Enter total amount of transaction for search.

Last 4 digits: Enter last four digits on card number for security purposes or for search.

Select to change host: Use Prev and Next to scroll through hosts, then press Sict.

REPORTS

Totals Report: Total amounts by transaction and card type.

Detail Report: Detailed list of all transactions.

Card Det Rpt: Detailed list of all transactions by card type.

Store Fwd Rpt: List of store/forward transactions waiting to be submitted.

Server Report: The following reports by server:

Total Report: Total amounts by transaction and card type for the clerk.

Detail Report: Detailed list of all transactions for the clerk.

Server Table: List of clerks set in the terminal.

IRS Tip Report: Tip total amounts for the clerk.

Shift Reports: List total amounts by shift.

Unadjst Report: List transactions with unadjusted tips.

Batch History: Total amounts for previous batches.

Terminal Parm's: List of terminal configuration settings.

EMV Parm's: List of EMV configuration settings.

Last EMV Trans: Last transaction using an EMV card.

Card Report: List of card type configuration settings.

Activity Log: Prints terminal diagnostic information.

Terminal Stats: Prints communication information.

Merchant Rpt: Lists all merchants configured in terminal.

VCS Ext. Error: Prints communication diagnostic information.

Note: The most common prompts are listed. Optional/conditional prompts are gray. "Press" means press the indicated key on the keypad. "Select" means press the key next to the desired choice in the display window.