### REPORTS
Press the fourth purple button.
Select:

<table>
<thead>
<tr>
<th>Server Reports</th>
<th>Totals Report</th>
<th>Terminal Parms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Detail Report</td>
<td>Unadjust Report</td>
</tr>
</tbody>
</table>

Select: 

<table>
<thead>
<tr>
<th>Detail Report</th>
<th>Totals Report</th>
</tr>
</thead>
</table>

[Report prints…]

### BATCH REVIEW (TOTALS)
Select # until Batch Totals is visible.
Select:

<table>
<thead>
<tr>
<th>Batch Totals</th>
</tr>
</thead>
</table>

Select to change host:
Select to confirm:

<table>
<thead>
<tr>
<th>Prev</th>
<th>Next</th>
</tr>
</thead>
</table>

### BALANCE/SETTLE
Select:

<table>
<thead>
<tr>
<th>Settlement</th>
</tr>
</thead>
</table>

Enter to confirm:  

Enter:

Enter Last 4 #:  

Select to change transaction :

### 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 Parms: List of terminal configuration settings.
EMV Parms: 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 diagnostic information.
Merchant Rpt: Lists all merchants configured in terminal.
VCS Ext. Error: Prints communication diagnostic information.

### 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.

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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.