

SALE	
Screen Prompt	Action
From Main Screen	1. Press <input type="button" value="E-MAIL"/>
EBT: Swipe Customer Card	2. Swipe Card.
Or Key Manually	
EBT: Swipe Customer Card	3. Type Acct No + <input type="button" value="ENTER"/>
Expiration Date MMY	4. Expiration Date + <input type="button" value="ENTER"/>
Select Type: 1-Food Stamp or 2-Cash Benefit	5. Select 1 or 2 + <input type="button" value="ENTER"/>
If prompted, Cashier / Server #	6. Cashier / Server Number + <input type="button" value="ENTER"/>
Sale Amount \$0.00	7. Sale Amt + <input type="button" value="ENTER"/>
Cash Benefit Transactions Only	
Cashback Amount	8. Cashback Amt + <input type="button" value="ENTER"/>
Total Correct Yes or No	9. If correct, press Yes .
Enter PIN	10. Customer enters PIN.
Print Second Receipt	11. Select Yes for customer copy.

VOID / REVERSAL	
Screen Prompt	Action
From Main Menu	1. Press <input type="button" value="VOID"/>
Password	2. Supervisor Password + <input type="button" value="ENTER"/>
Enter Invoice Number	3. Invoice Num + <input type="button" value="ENTER"/>
<card number> <trans amount>	4. Press Yes .
Enter PIN	5. Customer enters PIN.
Swipe Customer Card	6. Swipe Card.
NOTE: Only the LAST EBT sale can be voided. Attempting to void a previous EBT transactions will result in an error message.	

OFFLINE SALE (Food Benefit Only)	
Screen Prompt	Action
From Main Screen	1. Press <input type="button" value="FUNCTION"/>
Merchant Function	2. Press 4, 3 + <input type="button" value="ENTER"/>
Enter Account Number	3. Swipe Card.
Or Key Manually	
Enter Account Number	4. Type Acct No + <input type="button" value="ENTER"/>
Expiration Date MMYY	5. Expiration Date + <input type="button" value="ENTER"/>
Take Imprint of Card	6. Press Yes and imprint card. NOTE: Pressing NO cancels transaction.
If prompted, Cashier / Server #	7. Cashier/Server + <input type="button" value="ENTER"/>
EBT Amount \$0.00	8. Amount + <input type="button" value="ENTER"/>
Approval Code	9. Approval Code + <input type="button" value="ENTER"/>
Voucher Number	10. Voucher Num + <input type="button" value="ENTER"/>
Print Second Receipt	11. Select Yes for customer copy.

REFUND (Food Benefit Only)	
Screen Prompt	Action
From Main Screen	1. Press <input type="button" value="E-MAIL"/>
EBT: Swipe Customer Card	2. Press <input type="button" value="REFUND"/>
Password	3. Supervisor Password + <input type="button" value="ENTER"/>
Swipe Customer Card	4. Swipe Card.
Or Key Manually	
Enter Account Number	5. Type Acct No + <input type="button" value="ENTER"/>
Expiration Date MMYY	6. Expiration Date + <input type="button" value="ENTER"/>
If prompted, Cashier / Server #	7. Cashier/Server + <input type="button" value="ENTER"/>
Amount	8. Refund Amt + <input type="button" value="ENTER"/>
Enter PIN	9. Customer enters PIN.
Print Second Receipt	10. Select Yes for customer copy.

OFFLINE REFUND (Food Benefit Only)	
Screen Prompt	Action
Press Here for Menu	1. Press <input type="button" value="FUNCTION"/>
Merchant Function	2. Press 4, 4 + <input type="button" value="ENTER"/>
Enter Account Number	3. Swipe Card.
Or Key Manually	
Enter Account Number	4. Type Acct Num + <input type="button" value="ENTER"/>
Expiration Date	5. Expiration Date + <input type="button" value="ENTER"/>
Take Imprint of Card	6. Press Yes and imprint card. NOTE: Pressing NO cancels transaction.
If prompted, Cashier / Server #	7. Cashier / Server Number + <input type="button" value="ENTER"/>
Amount	8. Refund Amt + <input type="button" value="ENTER"/>
Enter Approval Code	9. Approval Code + <input type="button" value="ENTER"/>
Enter Voucher Number	10. Voucher Num + <input type="button" value="ENTER"/>
Print Second Receipt	11. Select Yes for customer copy.

BALANCE INQUIRY	
Screen Prompt	Action
From Main Menu	1. Press <input type="button" value="E-MAIL"/>
EBT: Swipe Customer Card	2. Press <input type="button" value="BAL INQ"/>
Balance: Swipe Customer Card	3. Swipe Card.
Or Key Manually	
Swipe Customer Card	4. Type Acct Num + <input type="button" value="ENTER"/>
Expiration Date	5. Expiration Date + <input type="button" value="ENTER"/>
If prompted, Cashier / Server #	6. Cashier / Server Number + <input type="button" value="ENTER"/>
Enter PIN	7. Customer enters PIN.

SETTLEMENT	
Screen Prompt	Action
From Main Screen	1. Press <input type="button" value="SETTLE"/>
Password	2. Supervisor Password + <input type="button" value="ENTER"/>
Sales Total Correct?	3. Press Yes to continue.
Refund Total Correct?	4. Press Yes to continue.
Terminal settles and settlement report is printed.	