

SALE	
Screen Prompt	Action
From Main Screen	1. Swipe card or Select <b>Sale</b> [F#] Then swipe card.
Choose Card	2. Select <b>EBT</b> [F#]
Or Key Manually	
From Main Screen	3. Select <b>Sale</b> type <b>Acct No</b> + [ENTER] [F#]
Select Type: Food or Cash	4. Select <b>Type</b> [F#]
Imprint Card	5. Imprint card + [ENTER]
If prompted, Clerk/Server ID	6. <b>Clerk/Server #</b> + [ENTER]
Amount: \$	7. <b>Trans Amt</b> + [ENTER]
Cash Benefit Transactions Only Only available if <b>Cash Back</b> option is turned on	
Cash: \$	8. <b>Cash Back Amt</b> + [ENTER]
Enter PIN	9. Customer enters <b>PIN</b> .
Prnt Cust Copy	10. Press <b>Yes</b> for cust copy.

REFUND (Food Benefit Only)	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to <b>Refund</b> [F#]
Password	2. <b>Supervisor Password</b> + [ENTER]
Swipe Card	3. Swipe Card.
Or Key Manually	
Swipe Card	4. Type <b>Acct No</b> + [ENTER]
Imprint Card	5. Imprint card + [ENTER]
Choose Card	6. Select <b>EBT</b> [F#]
If prompted, Clerk/Server ID	7. <b>Clerk/Server #</b> + [ENTER]
Amount: \$	8. <b>Trans Amt</b> + [ENTER]
Enter PIN (Swiped Entry Only)	9. Customer enters <b>PIN</b> .
Manually Keyed Only	
Appr Code	10. <b>Approval Code</b> [ENTER]
Voucher Number	11. <b>Voucher Num</b> + [ENTER]
Prnt Cust Copy	12. Press <b>Yes</b> for cust copy.

TICKET ONLY (Food Benefit Only)	
Screen Prompt	Action
From Main Screen	13. Scroll ↓ to <b>Ticket Only</b> [F#]
Swipe Card	14. Swipe Card.
Or Key Manually	
Swipe Card	15. Type <b>Acct No</b> + [ENTER]
Imprint Card	16. Imprint card + [ENTER]
Choose Card	17. Select <b>EBT</b> [F#]
If prompted, Clerk/Server ID	18. <b>Clerk/Server #</b> + [ENTER]
Amount: \$	19. <b>Trans Amt</b> + [ENTER]
Appr Code	20. <b>Approval Code</b> + [ENTER]
Voucher Number	21. <b>Voucher Num</b> + [ENTER]
Prnt Cust Copy	22. Press <b>Yes</b> for cust copy.

VOID	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to <b>Void</b> [F#]
Password	2. <b>Supervisor Password</b> + [ENTER]
Void Last Trans Yes No	3. <b>Yes</b> [F#] = last trans
Void Any Transaction	
Click <b>No</b> [F#] = any transaction. Find a transaction by one of the following methods:	
<ul style="list-style-type: none"> <li>Press <b>Inv#</b> [F#], and [ENTER] for first invoice in batch; press <b>Next</b> to scroll to next invoice in batch</li> <li><b>Inv#</b> [F#]; type invoice number + [ENTER]</li> <li><b>Acct#</b> [F#]; type last 4 digits of account number + [ENTER]</li> </ul>	
<card number> <trans amount>	4. Press <b>Yes</b> [F#]
Swipe Card	5. Type <b>Acct No</b> + [ENTER]
Prnt Cust Copy	6. Press <b>Yes</b> for cust copy.

REPRINT A RECEIPT	
Screen Prompt	Action
From Main Screen	1. Press [Reprint]
<Receipt type>	2. Select a <b>Receipt</b> [F#]
Last Receipt	
Printing...	Prints the last receipt.
Any Receipt	
Invoice #:	<b>Invoice Number</b> + [ENTER]

BALANCE INQUIRY (swipe only)	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to <b>Bal Inq</b> [F#]
Swipe Card	2. Swipe Card.
Choose Card	3. Select <b>EBT</b> [F#]
Enter PIN	4. Customer enters <b>PIN</b> .
Prnt Cust Copy	5. Press <b>Yes</b> for cust copy.

REPORTS	
Screen Prompt	Action
From Main Screen	1. Press <b>Reports</b> [Reports]
<Reports>	2. Scroll menu, and select <b>Report Name</b> [F#]
<b>Totals</b> - By host; select RBS WorldPay, EBT, or Amex	
<b>Detail</b> - Prints Detail report	
<b>Host Totals</b> - Select Host Type	
<b>Server</b> - Available when Server/Clerk active	
<b>Shift</b> - Shift Number or All	
<b>Unadjust</b> - Prints all unadjusted transactions	
<b>Batch History</b> - Date, Batch Num, or All	
<b>Note:</b> If terminal prompts you to chose Host – press <b>Sltc</b> or <b>Enter</b> on RBS Lynk to view EBT reports	

SETTLEMENT	
Screen Prompt	Action
<b>Note:</b> Batch must be settled to receive funds.	
From Main Screen	1. Scroll ↓ to <b>Settlement</b>
Password	2. Supervisor <b>Password</b> + [ENTER]
< terminal displays totals >	3. Confirm totals + [ENTER]
Verify that “ <b>Settlement Successful</b> ” prints on Settlement report	