**Closing Procedure**

1. Use this function to issue a credit to the cardholder's account for goods or services.
   - Press `Credit`.
   - Press `Enter`.

2. Press `Swipe card` or manually key card number and press `Enter`.
4. Key expiration date and press `Enter`.
5. Key invoice number and press `Enter`.
6. Key clerk number and press `Enter`.
7. Key amount and press `Enter`.
8. Press `Yes` to return to idle prompt.

**Claims**

1. Use this function to perform a Balance Inquiry.
   - Press `Credit`.
   - Press `More`.

2. Key card or manually key card number and press `Enter`.
4. Key expiration date and press `Enter`.
5. Key invoice number and press `Enter`.
6. Key clerk number and press `Enter`.
7. Key amount and press `Enter`.
8. Press `Clear` to return to idle prompt.

**Reports**

1. Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).
   - Press `Credit`.
   - Press `More`.

3. Press the desired report to view.
4. Press `Clear` to return to idle prompt.

**Terminal May Prompt:**

- **Invoice or Clerk#**
- **NET CARD CARD**
- **TOTAL TOTAL DETAIL**
- **PRINTING REPORT...**

**Settle**

1. Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.
   - Press `Credit`.
   - Press `More`.

2. Press `Clear` to return to idle prompt.

**Balance Inquiry**

1. Use this function to perform a Balance Inquiry.
   - Press `Credit`.
   - Press `More`.

2. Key card or manually key card number and press `Enter`.
4. Key expiration date and press `Enter`.
5. Key invoice number and press `Enter`.
6. Key clerk number and press `Enter`.
7. Key amount and press `Enter`.
8. Press `Clear` to return to idle prompt.

**PARTIAL APPROVAL**

1. Use this function to process a partial approval transaction.
   - Press `Credit`.
   - Press `More`.

3. Press the desired report to view.
4. Press `Clear` to return to idle prompt.

**Partial Approval**

1. Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).
   - Press `Credit`.
   - Press `More`.

3. Press the desired report to view.
4. Press `Clear` to return to idle prompt.

**Terminal May Prompt:**

- **Invoice or Clerk#**
- **NET CARD CARD**
- **TOTAL TOTAL DETAIL**
- **PRINTING REPORT...**

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