
**SALE (Swiped or Manually Keyed)**

- **Use** this function to authorize and capture transactions for settlement.
- **The customer may offer a card for payment in one of three ways:**
  1. By swiping the card through the magnetic stripe reader
  2. By tapping a contactless card
  3. By inserting a “smart card” (one with an embedded chip) into the card reader located at the front of the terminal or PIN pad, a technology that adds an extra layer of security.

**REFUND**

- **Use** this function to issue a credit to the cardholder’s account for goods or services.
- **MAY PROMPT:**
  - TERMINAL
  - SELECT TRANSACTION
  - ADD REVERSE AMOUNT
  - ENTER INVOICE #
  - PRINT

**TIP ADJUSTMENT**

- **Use** this function to add the tip amount to a transaction that is in the current batch.

**VOID**

- **Use** this function to delete a transaction that is in the current batch.
- Instruct customer to enter PIN and press Enter. (Do not ask customer for the PIN)

**DEBIT SALE (with Cash Back)**

- **Use** this function to authorize and capture transactions for settlement.
- **MAY PROMPT:**
  - TERMINAL
  - SELECT TRANSACTION
  - CASH BACK AMT.
  - PRINT

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**REPORTS**

- May prompt:
  - TERMINAL
  - SELECT TRANSACTION
  - PRINT
  - CREDIT
  - DEBIT
- Touch Debit
- Touch Sale
- Key amount and press Enter
- Key invoice number
- Touch Void
- Touch More
- Touch Close