

# FD150 Cash Advance

## Click Icon to Download

### Card Transaction - Sale

Use this function to authorize and capture transactions for settlement. The customer may offer a card for payment by swiping, tapping or inserting.

1. Select **Cash Advance**.
2. Key in the amount and press **Enter**.
3. Insert, tap, swipe or manually key card number and press **Enter**.
4. Confirm account number and press **Yes**.

*4a. Will prompt for Swiped only transactions.*

5. Key last 4 digits of account number and press Enter.

*5a. Will prompt for Swiped only transactions.*

6. Key in the first four digits of account number and press Enter.

7. Terminal communicates with host for approval.

8. Press the desired option. If NO is selected, transaction, will be reversed and voided. Initiate a new transaction to collect the full amount.

9. Touch either Yes or No.

10. Press Clear to return to idle prompt.

### Reports

Various types of detail and totals reports can be generated for transactions in the current batch transactions that have not yet been settled.

1. Select **Other**.
2. Select **Report**.
3. Click **Print Reports**.
4. Select the desired report to print.
5. Press **Clear** to return to **Idle Prompt**.

### **Card Transaction - Void**

Use this function to delete a transaction that is in the current batch.

1. Select **Other**.
2. Select **Void**.
3. Key in the sequence number and press **Enter**.
4. Press **OK** to void the transaction.

### **Settle**

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.

1. Select **Other**.
2. Select **Close Batch**.
3. Press **OK** to confirm close.
4. Terminal communicates with the host for approval.
5. Press **Clear** to return to idle prompt.