

BASYS PROCESSING

Support M - F 7:00 am - 7:00 pm Central
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basyspro.com

Quick Reference Guide for the FD130 Series - Cash Advance (Unity App) Merchant # _____

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

MMDDYYYY HHMM SWIPE CARD, PRESS CASH ADVANCE OR USE PIN PAD CASH ADVANCE OTHER	Touch Cash Advance
ENTER AMOUNT \$0.00	Key amount and press Enter
PLEASE PRESENT CARD	Insert, Tap, Swipe or manually key card number and press Enter
CONFIRM ACCOUNT # ##### NO YES	Confirm account number and press Yes NOTE: Will prompt for Swiped only transactions.
ENTER LAST 4 DIGITS	Key last 4 digits of account number and press Enter NOTE: Will prompt for Swiped only transactions.
ENTER BIN	Key first 4 digits of account number and press Enter
DIALING...	Terminal communicates with host for approval
TERMINAL MAY PROMPT: \$00.00 NOT AVAILABLE AVAILABLE \$00.00 ACCEPT PARTIAL AMT NO YES	Press the desired option. If NO is selected, transaction will be reversed and voided. Initiate a new transaction to collect full amount.
PRINT CUST RECEIPT NO YES	Touch desired option
VISA CASH ADV APPROVED OK 0000-00 ADVANCE: \$00.00	Press Clear to return to idle prompt

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Reports

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

MMDDYYYY HHMM SWIPE CARD, PRESS CASH ADVANCE OR USE PIN PAD CASH ADVANCE OTHER	Touch Other
BATCH REPORT CLOSE TOTALS BATCH	Touch Report
PRINT ONLINE REPORTS REPORTS	Touch Print Reports
BATCH CARD TRAN TOTALS TOTALS DETAILS BATCH SERVER SERVER HISTORY TOTALS DETAILS	Touch the desired report to print
PRINTING REPORT	Press Clear to return to idle prompt

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.

MMDDYYYY HHMM SWIPE CARD, PRESS CASH ADVANCE OR USE PIN PAD CASH ADVANCE OTHER	Touch Other
BATCH REPORT CLOSE TOTALS BATCH	Touch Close Batch
SALES ### \$0.00 REFUNDS ### \$0.00 TOTALS ### \$0.00 CANCEL OK	Touch OK to confirm close
DIALING...	Terminal communicates with the host for approval
BATCH CLOSE COMPLETE	Press Clear to return to idle prompt

Void

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

MMDDYYYY HHMM SWIPE CARD, PRESS CASH ADVANCE OR USE PIN PAD CASH ADVANCE OTHER	Touch Other
REPRINT VOID REFUND	Touch Void
ENTER TRANSACTION SEQ # FROM RECEIPT	Key sequence number and press Enter
AMOUNT \$1.00 DATE TIME APPROVAL CODE ##### CARD #T XXXXXXXXXXX1234 TELLER ##### CANCEL OK	Touch OK
PERFORMING CREDIT REVERSAL	
VOID COMPLETE	
MMDDYY HHMM SWIPE CARD, PRESS CASH ADVANCE OR USE PIN PAD CASH ADVANCE OTHER	