

STORE TRANSACTION	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press the down arrow to highlight Store & Forward and press [ENTER] .
Store & Forward 1. Store 2. Forward 3. S&F Mode	Press [ENTER] for Store .
Store Swipe Card [ENTER] or [CANCEL]	Slide the card through the card reader or key the card number and press [ENTER] .
Store Enter Amount \$0.00 [ENTER] or [CANCEL]	Key the sale amount and press [ENTER] .
Approved	Receipt will print. <i>Auth code starts with P and is not valid until Forwarded.</i>
Customer Copy? 1. Yes 2. No	Press [ENTER] for Yes .

FORWARD ALL	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press the down arrow to highlight Store & Forward and press [ENTER] .
Store & Forward 1. Store 2. Forward 3. S&F Mode	Press the down arrow to highlight Forward and press [ENTER] .
Forward 1. Forward All 2. Forward One 3. Forward Decline	Press [ENTER] for Forward All .
Processing...	Receipt will print. <i>Auth code will change to valid one.</i>
Forward Approved: X Declined: X [ENTER] for OK	Press [ENTER] .

FORWARD ONE	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press the down arrow to highlight Store & Forward and press [ENTER] .
Store & Forward 1. Store 2. Forward 3. S&F Mode	Press the down arrow to highlight Forward and press [ENTER] .
Forward 1. Forward All 2. Forward One 3. Forward Decline	Press the down arrow to highlight Forward One and press [ENTER] .
Forward Transaction ID [ENTER] or [CANCEL]	Key the transaction ID from receipt and press [ENTER] .
Verify Transaction Trn ID X \$XX.XX XX/XX/XX XX:XX Card #: XXXXXXX [ENTER] or [CANCEL]	Press [ENTER] .
Approved Auth code XXXXXX	Receipt will print. <i>Auth code will change to valid one.</i>

FORWARD DECLINE	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press the down arrow to highlight Store & Forward and press [ENTER].
Store & Forward 1. Store 2. Forward 3. S&F Mode	Press the down arrow to highlight Forward and press [ENTER].
Forward 1. Forward All 2. Forward One 3. Forward Decline	Press the down arrow to highlight Forward Decline and press [ENTER].
Forward Approved: X Declined: X [ENTER] for OK	Press [ENTER].

ENABLE S&F	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press the down arrow to highlight Admin and press [ENTER].
Admin 1. App Setup 2. Network Mngt 3. User Manager	Press [ENTER] for App Setup .
User ID Supervisor & Up [ENTER] or [CANCEL]	Key in the manager user ID and press [ENTER].
Password [ENTER] or [CANCEL]	Key in the password and press [ENTER].
App Setup 1. Demo Mode 2. Host Setup 3. Transaction Setup	Press the down arrow to highlight Transaction Setup and press [ENTER].
Transaction Setup 1. Trans Params 2. Enable Trans 3. Enable Options	Press the down arrow to highlight Enable Trans and press [ENTER].
Enable Trans 1. Credit 2. Debit 3. EBT	Press the down arrow to highlight Store & Forward and press [ENTER].
Store & Forward 1. Enable S&F	Press [ENTER] for Enable S&F .
Enable S&F 1. ON 2. OFF 3. Clerk Pswd	Press [ENTER] for ON .

DELETE S&F	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press the down arrow to highlight End of Day and press [ENTER].
User ID Supervisor & Up [ENTER] or [CANCEL]	Key in the manager user ID and press [ENTER].
Password [ENTER] or [CANCEL]	Key in the password and press [ENTER].
End of Day 1. Settlement 2. Report Menu 3. View Trans	Press the down arrow to highlight View Trans and press [ENTER].
View Trans 1. Batch 2. S&F Pending 3. S&F Declined	Press the down arrow to highlight S&F Declined and press [ENTER].
X/X XX/XX/XX XX:XX Forward Declined B# X T# X \$XX.XX XXXXxxxx [Keyed]	Press [CLEAR]. <i>Use arrows to scroll through transactions.</i>
Void Trans? 1. Yes 2. No	Press [ENTER] for Yes . <i>For transactions in current open batch.</i>
X/X XX/XX/XX XX:XX Forward Declined B# X T# X \$XX.XX XXXXxxxx [Keyed]	Press [F1] and then [CLEAR]. <i>Use arrows to scroll through transactions.</i>
Delete Trans 1. Yes 2. No	Press [ENTER] for Yes . <i>For transactions not in current batch.</i>
Forward Declined Transaction is Deleted [ENTER] for OK	Press [ENTER].

S&F MODE	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press the down arrow to highlight Store & Forward and press [ENTER] .
Store & Forward 1. Store 2. Forward 3. S&F Mode	Press the down arrow to highlight S&F Mode and press [ENTER] .
S&F Mode 1. Online 2. Offline	Press [ENTER] for Online to see all the options.
S&F Mode 1. Online 2. Offline	Press the down arrow to highlight Offline and press [ENTER] . <i>S&F Mode only.</i>

S&F PENDING REPORT	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press the down arrow to highlight End of Day and press [ENTER] .
User ID Supervisor & Up [ENTER] or [CANCEL]	Key in the manager user ID and press [ENTER] .
Password [ENTER] or [CANCEL]	Key in the password and press [ENTER] .
End of Day 1. Settlement 2. Report Menu 3. View Trans	Press the down arrow to highlight Report Menu and press [ENTER] .
Report Menu 1. Batch Report 2. S&F Report 3. History Report	Press the down arrow to highlight S&F Report and press [ENTER] .
S&F Report 1. S&F Pending 2. S&F Declined	Press [ENTER] for S&F Pending .
Report Type 1. Detail 2. Condensed 3. Totals Only	Press the down arrow and then [ENTER] to choose appropriate option.
Group By 1. Date/Time 2. Payment Type 3. Card Type	Press the down arrow and then [ENTER] to choose appropriate option.

S&F DECLINED REPORT	
DISPLAY	ACTION
Payment App 1. Credit Menu 2. Debit Menu 3. EBT Menu	Press the down arrow to highlight End of Day and press [ENTER] .
User ID Supervisor & Up [ENTER] or [CANCEL]	Key in the manager user ID and press [ENTER] .
Password [ENTER] or [CANCEL]	Key in the password and press [ENTER] .
End of Day 1. Settlement 2. Report Menu 3. View Trans	Press the down arrow to highlight Report Menu and press [ENTER] .
Report Menu 1. Batch Report 2. S&F Report 3. History Report	Press the down arrow to highlight S&F Report and press [ENTER] .
S&F Report 1. S&F Pending 2. S&F Declined	Press the down arrow to highlight S&F Declined and press [ENTER] .
Report Type 1. Detail 2. Condensed 3. Totals Only	Press the down arrow and then [ENTER] to choose appropriate option.
Group By 1. Date/Time 2. Payment Type 3. Card Type	Press the down arrow and then [ENTER] to choose appropriate option.