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; or 3) by inserting a "smart card" (one with an embedded chip) into the smart card reader located at the front of the terminal or PIN pad, a technology that adds an extra layer of security.

Screen	Action
MMDDYYYY HHMM SWIPE CARD, PRESS SALE OR USE PIN PAD SALE OTHER	Touch Sale
ENTER AMOUNT $0.00	Key amount and press Enter
TERMINAL MAY PROMPT: ENTER TIP AMOUNT OR PRESS CANCEL (X) TO PRINT A BLANK TIP LINE ON RECEIPT	Enter tip amount or press Cancel
SALE PLEASE PRESENT CARD $0.00	Insert. Tap, Swipe, or manually key card number and press Enter
TERMINAL MAY PROMPT: SELECT CARD TYPE CREDIT DEBIT	*Touch Credit*
DIALING…..	Terminal communicates with the host for approval
TERMINAL MAY PROMPT: APPROVED: $$.$$ COLLECT $$.$$ ACCEPT PARTIAL AMOUNT NO YES	Press the desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount.
PRINT CUSTOMER RECEIPT NO YES	Touch desired option
APPROVED OK 000000	Touch Clear return to idle prompt

REFUND

Use this function to issue a credit to the cardholder's account for goods or services.

Screen	Action
MMDDYYYY HHMM SWIPE CARD, PRESS SALE OR USE PIN PAD SALE OTHER	Touch Other
REPRINT VOID REFUND	Touch Refund
REFUND ENTER AMOUNT $0.00	Key amount and press Enter
REFUND PLEASE PRESENT CARD $0.00	Insert. Tap, Swipe, or manually key card number and press Enter
TERMINAL MAY PROMPT: SELECT CARD TYPE CREDIT DEBIT	*Touch Credit*
PRINT CUSTOMER RECEIPT NO YES	Touch desired option
REFUND APPROVED	Press Clear to return to idle prompt

DEBIT SALE (with Cash Back)

Use this function to authorize and capture transactions for settlement.

Screen	Action
MMDDYYYY HHMM SWIPE CARD, PRESS SALE OR USE PIN PAD SALE OTHER	Insert. Tap, Swipe card on terminal or pin pad *Debit card can't be manually keyed*
ENTER AMOUNT $0.00	Key amount and press Enter
TERMINAL MAY PROMPT: ENTER TIP AMOUNT OR PRESS CANCEL (X) TO PRINT A BLANK TIP LINE ON RECEIPT	Enter tip amount or press Cancel
SELECT CARD TYPE CREDIT DEBIT	Touch Debit
ENTER CASH BACK AMOUNT SALE AMOUNT: $0.00 $0.00	Key cash back amount and press Enter
WAITING FOR PIN ENTRY	Instruct customer to enter PIN and press Enter. *Do not ask customer for the PIN*
DIALING…..	Terminal communicates with the host for approval
TERMINAL MAY PROMPT: APPROVED $$.$$ COLLECT $$.$$ ACCEPT PARTIAL AMOUNT NO YES	Press the desired option. If No is selected, transaction will be voided. Initiate a new transaction to collect full amount.
PRINT CUSTOMER RECEIPT? NO YES	Touch desired option
DEBIT SALE APPROVED 000000	Press Clear to return to idle prompt

TIP ADJUSTMENT

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

Screen	Action
MMDDYYYY HHMM SWIPE CARD, PRESS SALE OR USE PIN PAD SALE OTHER	Touch Other
ENTER REPORT CLOSE TIPS BATCH	Touch Enter Tips
ENTER TRANSACTION SEQ # FROM RECEIPT	Key seq number and press Enter
TRANS SEQ # LAST 4 #### TRANS AMT $1.00 TIP $0.00 TOTAL AMT $1.00 PREV EDIT TIP NEXT	Touch Edit Tip
ENTER TIP SALE AMOUNT: $1.00 $0.00	Key tip amount press Enter
TRANS SEQ # LAST 4 #### TRANS AMT $1.00 TIP $0.00 TOTAL AMT $1.00 PREV EDIT TIP NEXT	Press Clear to return to idle prompt

VOID

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

Screen	Action
MMDDYYYY HHMM SWIPE CARD, PRESS SALE OR USE PIN PAD SALE OTHER	Touch Other
REPRINT VOID REFUND	Touch Void
ENTER TRANSACTION SEQ # FROM RECEIPT:	Key seq number and press Enter
VS SALE AMOUNT $0.00 DATE TIME APPROVAL CODE ###### CARD# XXXXXXXXXXX0019 SERVER #### CANCEL OK	Touch OK
PERFORMINAL CREDIT REVERSAL	
VOID COMPLETE	
MMDDYYYY HHMM SWIPE CARD, PRESS SALE OR USE PIN PAD SALE OTHER	

REPORTS

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

Screen	Action
MMDDYYYY HHMM SWIPE CARD, PRESS SALE OR USE PIN PAD SALE OTHER	Touch Other
ENTER REPORT CLOSE TIPS BATCH	Touch Report
PRINT ONLINE REPORTS REPORTS	Touch Print Reports
BATCH CARD CARD TOTALS TOTALS DETAILS BATCH SERVER SERVER HISTORY TOTALS DETAILS OPEN OPEN TABS TIPS	Touch the desired report to print
PRINTING REPORT….	Press Clear to return to idle prompt

OPEN TIP REPORT *Use this function to print a report showing all transactions with open tips.*

MMDDYYYY HHMM SWIPE CARD, PRESS SALE OR USE PIN PAD SALE OTHER	Touch Other
ENTER REPORT CLOSE TIPS BATCH	Touch Report
PRINT ONLINE REPORTS REPORTS	Touch Print Reports
OPEN OPEN TABS TIPS	Touch Open Tips
ENTER SERVER	Key server id press Enter or press Enter for all
PROCESSING..	Press Clear to return to idle prompt

TAB PROCESSING *Use this function to open, close or void tab transactions.*

MMDDYYYY HHMM SWIPE CARD, PRESS SALE OR USE PIN PAD SALE OTHER	Touch Other
GIFT HELP MORE CARD	Touch More
FORCE TABS BALANCE INQUIRY	Touch Tabs
OPEN CLOSE VOID OPEN TABS	Touch the desired option. Follow terminal prompts to complete transaction. 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 SALE OR USE PIN PAD SALE OTHER	Touch Other
ENTER REPORT CLOSE TIPS BATCH	Touch Close Batch
SALES ### $0.00 REFUNDS ### $0.00 TOTALS ### $0.00 TIPS ### $0.00 CASHBACK ### $0.00 CANCEL OK	Touch OK to confirm close
TERMINAL MAY PROMPT: # OPEN TIP TRANSACTIONS IN BATCH ENTER TIP NOW? NO YES	Touch desired option **(Note: Open tips must be adjusted for settlement to occur)**
DIALING…..	Terminal communicates with the host for approval
BATCH CLOSE COMPLETE	Press Clear to return to idle prompt

RESTAURANT

FIRST DATA
FD130
QUICK REFERENCE GUIDE

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