PAX A920 RESTAURANT

DTI Cash Discount

(TRXPay App)

**CLERK ID:
1234**

CREDIT SALE

Select payment type **Credit Card**
Select **Sale** Option
Enter sale amount and press **Next**
Review Service Fee and press **Next**
Swipe, Insert, Tap **Credit Card**
If prompted to input Pin Press **Green Arrow** to Bypass
Have Customer Sign on screen press **Next**
To print customer copy press **Yes**, if not press **NO**

CREDIT REFUND/RETURN

Select payment type **Credit Card**

Select **Refund** option

Enter amount going to be **Refunded**

Swipe, Insert, Tap **Credit Card**

If prompted to input Pin Press **Green Arrow** to Bypass

Have Customer Sign on screen press **Next**

To print customer copy, press **Yes**, if not press **NO**

REPRINT LAST

Swipe screen to the **Left**

Select **Transaction Logs**

Choose Transaction to be Reprinted

Select **Receipt** option

Press **Printer** Icon in upper right corner of screen

To print customer copy, press **Yes**, if not press **NO**

TIP ADJUSTMENT

Swipe screen to the **Left**
Select **TIP WIZARD**
Select Transaction to be edited
Enter **TIP** amount
Select **Save Changes**
Repeat for all transactions
Make sure to select **PROCESS** to accept changes or tips will be zeroed out

CASH SALE

Select payment type **Cash**
Select **Sale** Option
Enter Sale Amount and Press **Next**
Review Cash Discount and Press **Next**
Enter Amount Paid and Press **Process**
To print Receipt press **Printer** Icon in upper right corner of screen.
Select **Merchant Copy** or **Customer Copy**
Select **Done**

CLOSE BATCH

Swipe screen to the **Left**
Select **Batch Close** Option
Press **Yes** to confirm Batch Close

PRINTING TIP REPORT

Swipe screen to the **Left**
Select **REPORTS**
Select **CONDENSED REPORTS**
Select **ALL** Module Screen
Select **ALL** on Clerk Screen
Press **Printer** icon in the lower right side of the screen

CUSTOMER SERVICE / TECH SUPPORT

844-200-8996