

PAX A920 RETAIL

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**

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

CUSTOMER SERVICE / TECH SUPPORT

844-200-8996

DTI (TRXPay) 8/24/2020