

SALE (Swiped or Manually Keyed)

Use this function to authorize and capture transactions for settlement.

① MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION	① ENTER AMOUNT \$0.00	Key amount and press Enter and with the host for approval	⑦ PRINT CUST RECEIPT NO YES	Touch desired option
② CREDIT REFUND SALE REFUND	② DIALING...	Terminal communicates with the host	⑧ AUTH/TKT 0000-00 AVS = XXX	Press Clear to return to idle prompt
③ CREDIT SALE SWIPE CARD	③ MAY PROMPT: COLLECT \$\$.## ACCEPT PARTIAL AMOUNT NO YES	Touch the desired option, if No is selected, transaction will be voided. Initiate a new transaction to collect full amount		

DEBIT SALE (with Cash Back)

Use this function to authorize and capture transactions for settlement.

① MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION	① DEBIT SALE ENTER AMOUNT \$0.00	Key amount and press Enter and information on pin requested	⑦ DIALING...	Terminal communicates with the host for approval
② DEBIT DEBIT AUTH SALE REFUND	② TERMINAL MAY PROMPT: CASHBACK AMT WAITING FOR TIP ENTRY ON PIN PAD CASHBACK ENTRY ON PIN PAD	Instruct customer to enter PIN and press Enter. Do not ask customer for the PIN	⑧ DEBIT SALE AUTH/TKT 0000-00 NO	Touch desired option
③ DEBIT SALE SWIPE CARD	③ PLEASE ENTER PIN AMOUNT \$\$.##	Swipe card on terminal or pin pad Debit card can't be manually keyed	⑨ PRINT CUST RECEIPT NO YES	

REFUND

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

① MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION	① <CARD TYPE> REFUND	Touch Credit	④ ENTER AMOUNT \$0.00 NO YES	Key amount and Touch desired option
② CREDIT REFUND SALE REFUND	② PRINT CUST RECEIPT REFUND APPROVED	Touch Credit Refund manually key card number and press Enter	⑤ PRINT CUST RECEIPT NO YES	press Enter and return to idle prompt
③ CREDIT REFUND SWIPE CARD	③ REFUND APPROVED	Swipe card or manually key card number and press Enter		

VOID

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

① MMDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION	① MMDYYYY HHMM TIPS TABS MORE	Touch Credit	④ ENTER TRANS #	Key trans number and press Enter
② SWIPE CARD OR SELECT TRANSACTION	② TIPS TABS MORE	Touch More	⑤ VS SALE TRANS # 0000 CLK AMOUNT \$0.00 XXXXXXXXXXXXXXXXXXXX <PREV VOID NEXT>	Touch Debit
③ VOID CLOSE INQUIRY TRANS	③ VOID TRANS#	Touch Void Trans	⑥ VOID TRANS#	Touch Yes
			⑦ VOID COMPLETE	Press Clear to return to idle prompt
			⑧ VS SALE TRANS # 0000 CLK AMOUNT \$0.00 XXXXXXXXXXXXXXXXXXXX <PREV VOID NEXT>	



The Quick Reference Guide provides you with simple, step-by-step instructions of your daily terminal operations.



REPORTS

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

<p>①</p> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> MMDDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION </div> <p>Touch Credit</p>	<p>②</p> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> TIPS TABS MORE </div> <p>Touch More</p>	<p>③</p> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> REPRINT VIEW PRINT RPTS RPTS </div> <p>Touch Print Reports</p>
<p>④</p> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> NET CARD CARD TOTALS TOTALS DETAILS </div> <p>Touch the desired report to print</p>		

TIP ADJUSTMENT

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

<p>①</p> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> MMDDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION </div> <p>Touch Credit</p>	<p>②</p> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> TIPS TABS MORE </div> <p>Touch Tips</p>	<p>③</p> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> ENTER TRANS # </div> <p>Key Trans number and press Enter</p>
<p>④</p> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> VS SALE TRANS # 0000 TIP \$0.00 AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV VOID NEXT> </div> <p>Touch Edit</p>	<p>⑤</p> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> NEW TIP \$0.00 </div> <p>Key tip amount press Enter</p>	<p>⑥</p> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> VS SALE TRANS # 0000 TIP \$0.00 AMOUNT \$0.00 XXXXXXXXXXXXXXXX <PREV VOID NEXT> </div> <p>Press Clear to return to idle prompt</p>

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.

<p>①</p> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> MMDDYYYY HHMM SWIPE CARD OR SELECT TRANSACTION </div> <p>Touch Credit</p>	<p>②</p> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> TIPS TABS MORE </div> <p>Touch More</p>	<p>③</p> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> VOID CLOSE INQUIRY TRANS </div> <p>Touch Close</p>
<p>④</p> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> TOTALS CORRECT? \$0.00 NO YES </div> <p>Touch Yes</p>	<p>⑤</p> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> DIALING... </div> <p>Terminal communicates with the host for approval</p>	<p>⑥</p> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> BATCH CLOSE OKAY ***** </div> <p>Press Clear to return to idle prompt</p>

First Data 24 hour Terminal Help Desk: 800-228-0210
 UPC 9-5p, M-F: 914-276-3700



First Data® FD130 Quick Reference Guide

{Retail}