## **Quick Start Guide Global Payments Terminal Plus**



## **Processing a Sale Transaction**

1. From the home page, select Sale/Order.



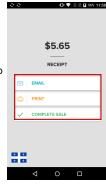
4. Insert, tap, or swipe the card. Press **CONFIRM** to approve the amount and continue or CANCEL to return to the checkout screen.



2. Enter the amount. Select ADD TO CART, then press CHECKOUT.



5. Tap **EMAIL** to enter an email address and send a digital receipt, **PRINT** to print a receipt, or **COMPLETE SALE** to exit this screen.



3. Tap the right arrow to choose a payment type.



## Viewing transaction history / **Processing refunds**

1. From the home screen, select History.

**NOTE:** The History page is in chronological order, starting with the most recent sale.



Select the Refund 4. method



2. Select a transaction to see more information.



5. Select **REFUND** to process the refund or choose CANCEL to go back.



Select REFUND to 3. process a refund.



email a receipt, Print to print a receipt, or **Complete Refund** to exit this screen.

Select Email to



## Closing a batch (settlement)

1. From the home screen, select Batch.



2. From the END OF DAY tab. select COUNT.



3 Enter the cash amount from the cash drawer and select SAVE COUNTS.



4 Select PRINT to print the Z-Report. Tap CLOSE REGISTER.



Select YES to close the current batch and return to the home screen.



To learn more about Terminal Plus and its many features, including staff management, inventory management, reporting, and more, please visit: poshelp.globalpaymentsinc.com or scan the QR code below.

