

Quick Reference Guide

Pay at the Table

Point of Sale



Payment Terminal



Sale POS and Payment Terminal

1 | Point of Sale

Enter the employee identification number on the main screen.

To create an order, press **New** and enter the amount of guests. Then, select the order items and press **Done**.

2 | Payment Terminal

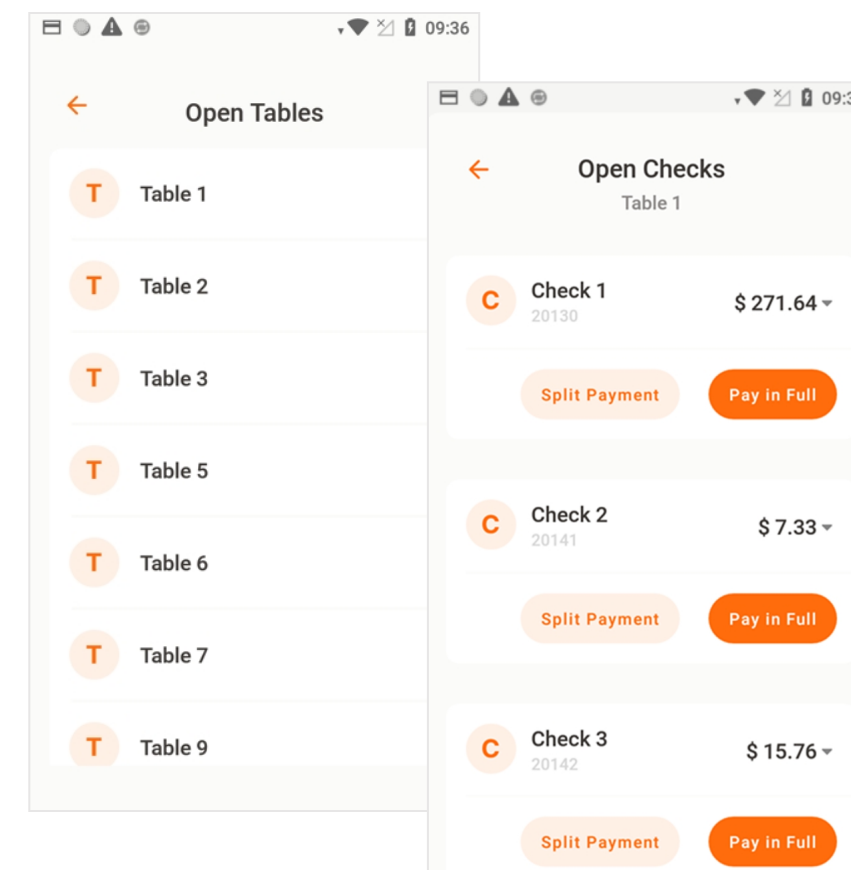
Go to **PayAtTable** in the payment terminal main menu. Press **Sale** and enter the employee identification number.

Choose a table, the check to close, and press **Pay in Full**. The terminal will display tip options (select between percentage, custom amount, and no tip).

Customers can **Insert, Tap, or Swipe** their cards to pay or press the ATH Móvil Logo to use **ATH Móvil** as the payment method. For **Split Payments** refer to the next section.

Once the payment is processed, the terminal will display if the transaction was **Approved or Declined**.

If the payment is approved, choose a receipt option for the customer (SMS, print, or no receipt).



Split Payment Sale POS and Payment Terminal

1 | Point of Sale

Follow the *Point of Sale* steps for a *Sale*.

2 | Payment Terminal

Go to **PayAtTable** in the payment terminal main menu. Press **Sale** and enter the employee identification number.

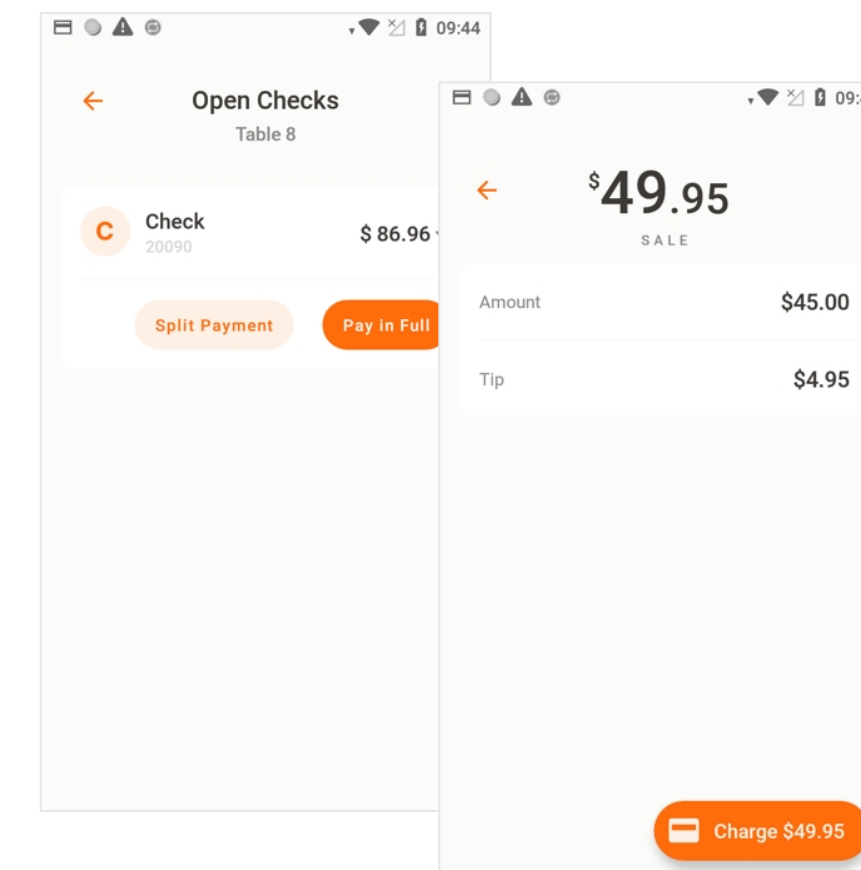
Select the table, the check to close, and press **Split Payment**. Enter the amount to be paid. Press **Tip** to add gratuity (select between percentage, custom amount, and no tip). Press **Charge**.

Customers can **Insert, Tap, or Swipe** their cards to pay or press the ATH Móvil Logo to use **ATH Móvil** as the payment method. For **Split Payments** refer to the next section.

Once the payment is processed, the terminal will display if the transaction was **Approved or Declined**.

If the payment is approved, choose a receipt option for the customer (SMS, print, or no receipt).

Once the payment is complete, the terminal will display the pending balance. Press **Split Payment** to make another partial payment or **Pay in Full** to clear the remaining balance.



Refund POS and Payment Terminal

1 | Point of Sale

To start a refund, press **Refund** at the bottom of the screen and select the reason for the reimbursement.

Enter the table number, then select the items to be refunded and press **Done**.

2 | Payment Terminal

Go to **PayAtTable** in the payment terminal main menu. Press **Refund** and enter the terminal password and employee identification number.

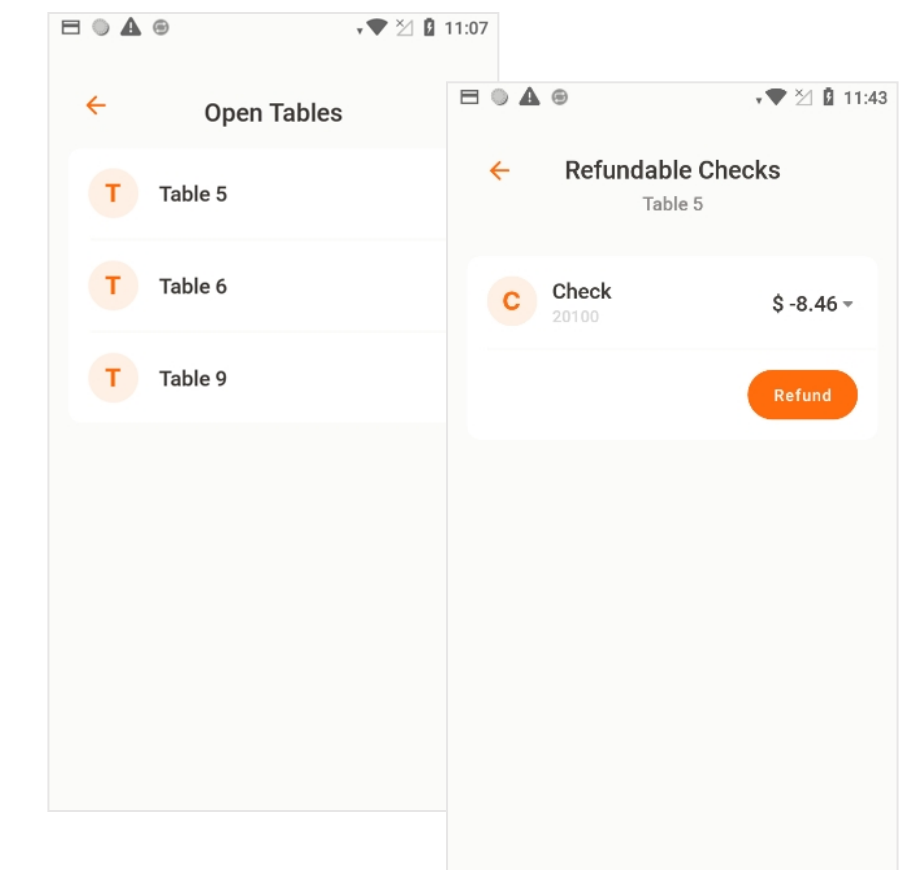
Select the table to be reimbursed and press **Refund**.

Customers can **Insert, Tap, or Swipe** their cards to receive their refund.

If the payment was made using ATH Móvil, press the **ATH Móvil** logo and enter the transaction identification number.

Once the payment is processed, the terminal will display if the transaction was **Approved or Declined**.

If the payment is approved, choose a receipt option for the customer (SMS, print, or no receipt).



Void POS and Payment Terminal

1 | Point of Sale

To start a void, select a table from the main screen and press **Close**.

Select the transaction authorization and press **Delete**.

Press **Yes** to remove the payment. The screen will display this transaction as *Voiding*.

Press **Exit** to go back to the main screen.

2 | Payment Terminal

Go to **PayAtTable** in the payment terminal main menu. Press **Void** and enter the terminal password and employee identification number.

Press **Void** to cancel the transaction.

Once processed, the terminal will display the void confirmation.

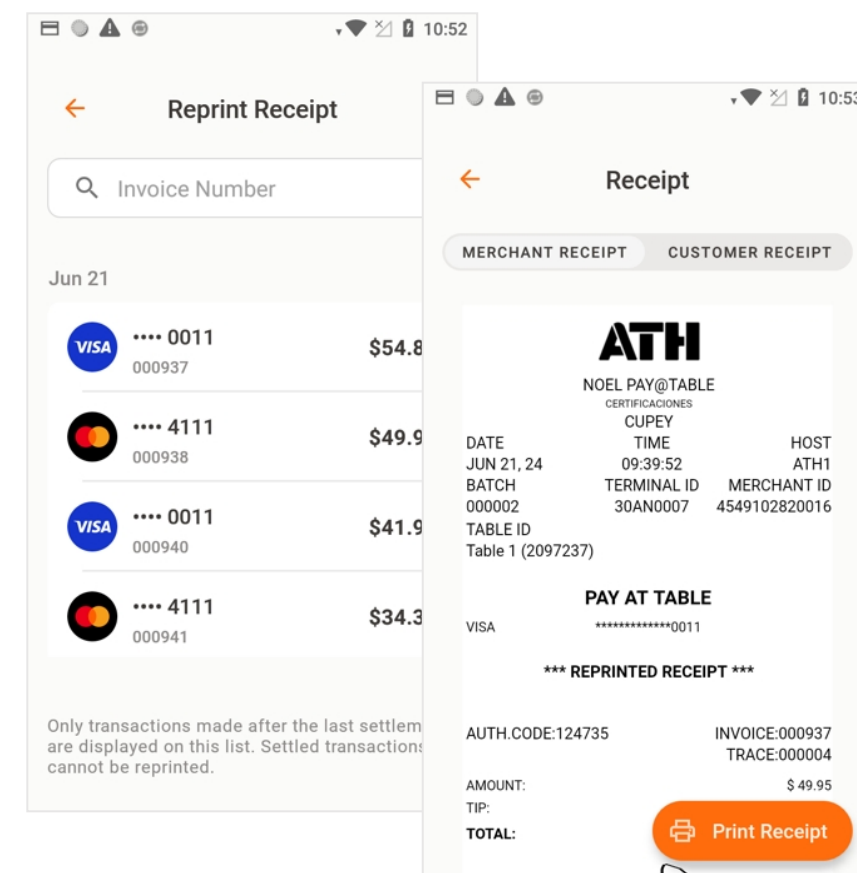
Reprint Receipt Payment Terminal

Go to **PayAtTable** in the payment terminal main menu. Press **Reprint Receipt** and enter the terminal password.

Choose a transaction from the list or search for it by entering the invoice number.

After choosing a transaction, a summary will be displayed. Press **Reprint Receipt**.

Choose which receipt you would like to reprint (Merchant or Customer). Then, press **Print Receipt**.

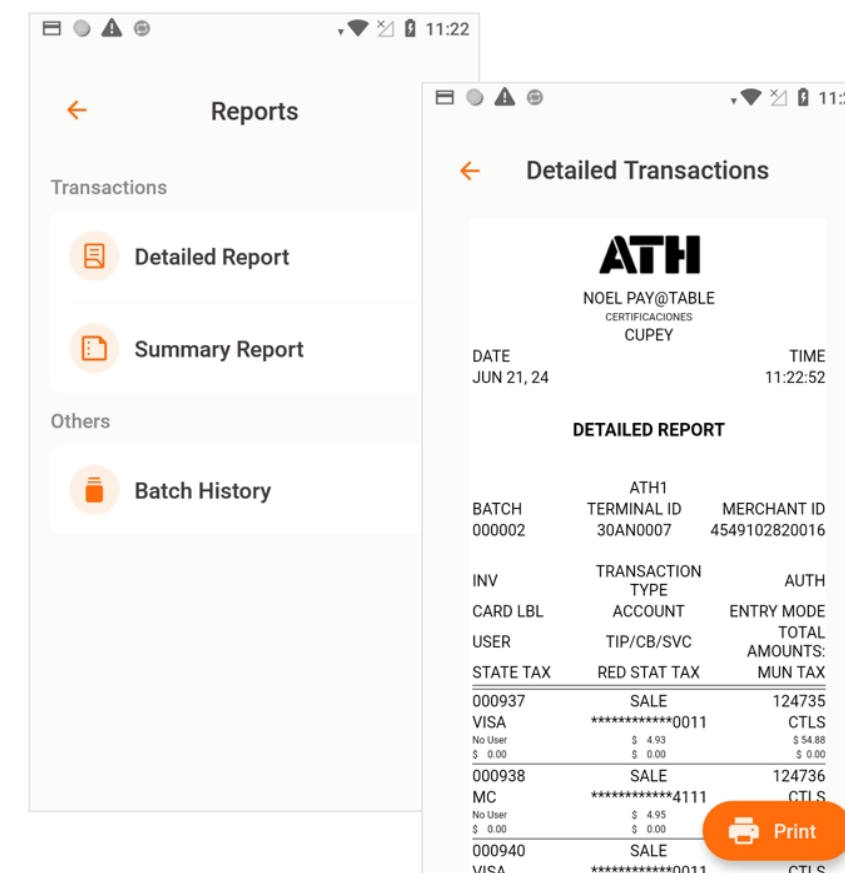


Reports Payment Terminal

Go to **PayAtTable** in the payment terminal main menu. Press **Reports** and enter the terminal password.

Choose the type of report you would like to view.

Optionally you can press the **Print** button to print a physical copy of the report.

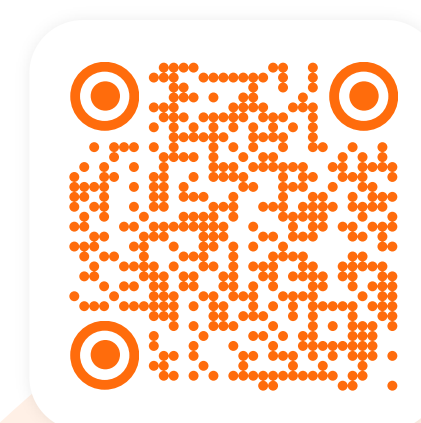
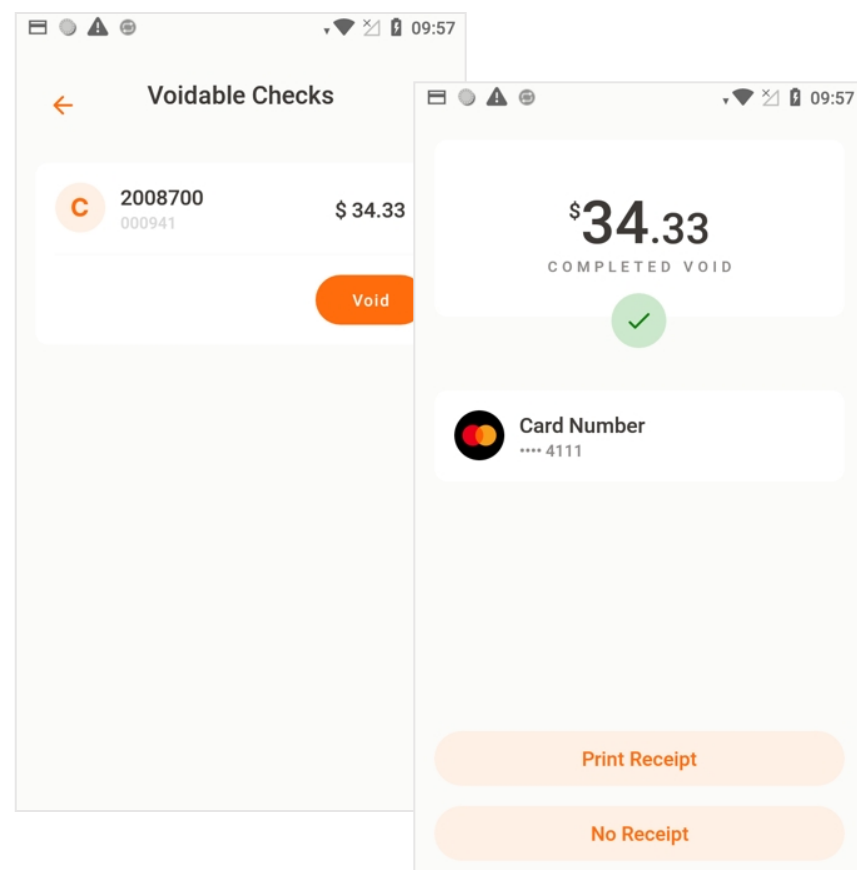
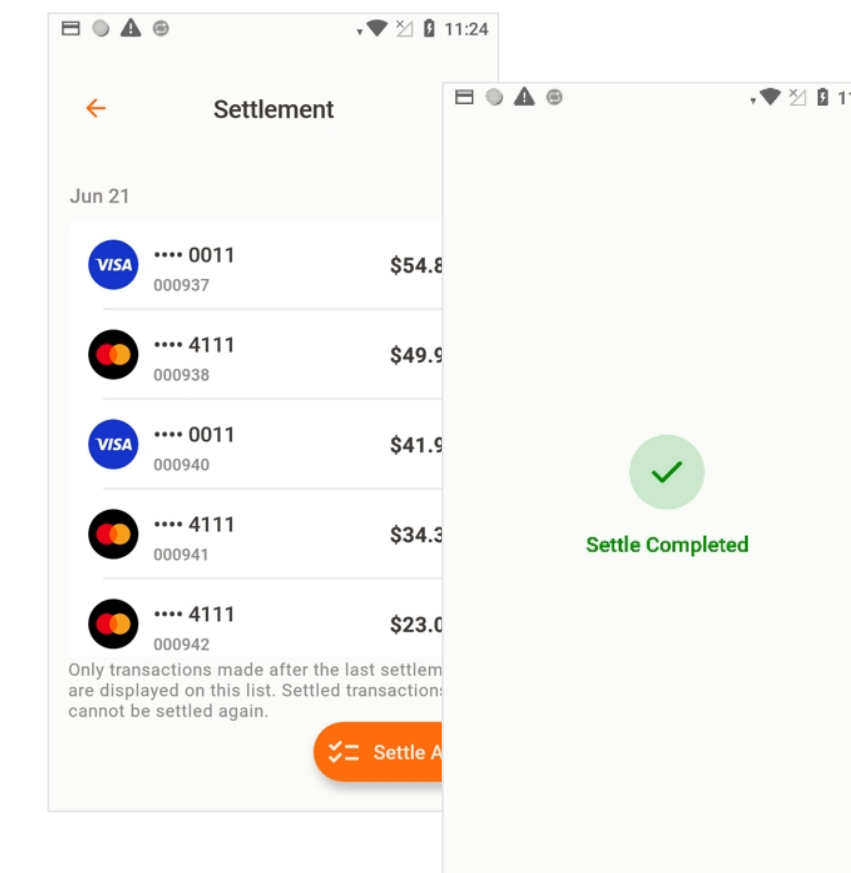


Settlement Payment Terminal

Go to **PayAtTable** in the payment terminal main menu. Press **Settlement** and enter the terminal password.

The terminal will display a list of transactions that have not been settled. Press **Settle All** to complete the settlement.

Finally, the terminal will confirm if the settlement was completed successfully.



Questions?

Please refer to the Complete User Guide at docs.evertecmerchantsolutions.com

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