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



## **Processing a Sale Transaction**

1. From the home page, select Sale.



4. Insert, tap, or swipe the card. Press Confirm to approve the amount and continue or Cancel to return to the checkout screen.



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.



2. Enter the amount. Select Add to Cart, then press Checkout.



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

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#### Global Payments Terminal Plus

### Viewing Transaction History / Processing Refunds

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1. From the home screen select **History**.

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



2. Select a Transaction to see more information.



 Select **Refund** to process a refund.



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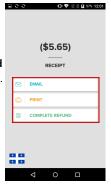
4. Select the Refund method ← REFUND



 Select Refund to process the refund or choose Cancel to go back.



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



**Global Payments Terminal Plus** 

### **Close Batch**

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1. From the home screen, select **Management**.



2. From the **End of Day** tab, select **Count**.

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 Select Print to print the Z-Report. Tap Close Register.

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



3. Enter the cash amount from the drawer and select **Save Counts**.



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.

