

BATCH OUT	
Screen Prompt	Action
From main screen	1. Select <b>Reports</b> <input type="button" value="F#"/>
Reports	2. Select <b>Totals Report</b> <input type="button" value="F#"/>
Print	3. Print <b>Report</b> <input type="button" value="F#"/>
The report lists the total amount of each of the following types of transactions:	
Code	Transaction Type
GA	Gift Card activate
GV	Gift Card void activate
GS	Gift Card purchase
VI	Visa
MC	MasterCard
AX	American Express
DS	Discover
RR	RewardsLynk redeem

BALANCE TOTALS	
1. Balance the totals for each card type against your sales receipts.	
2. If your receipts don't balance with the <b>Totals Report</b> :	
<ul style="list-style-type: none"> <li>Select <b>Reports</b></li> <li>Select <b>Detail Report</b></li> </ul>	
3. The <b>Detail Report</b> prints the following information for each transaction in the batch:	
<ul style="list-style-type: none"> <li>Account number (GA for Gift Card Activate and the last 4 digits of the card number)</li> <li>Invoice number</li> <li>Amount</li> </ul>	
4. For each card type that is out of balance, identify and add up the detailed transactions to balance to the totals.	

USING LYNK ASSIST REPORTS	
For more information about today's Gift Card transactions, generate the <b>My Reporting Transaction Detail Report</b> .	
1. Log in to <a href="http://reporting.rbsworldpay.us">http://reporting.rbsworldpay.us</a> .	
2. Select <b>View Gift Card Data</b> .	
3. Select <b>Reports</b> .	
4. Select <b>Transaction Detail</b> .	
5. From the <b>Enter Criteria</b> screen, type the <b>Merchant Number</b> .	
6. Select <b>All Transactions</b> .	
7. Select <b>today's date</b> as the <b>Start Date</b> and <b>End Date</b> .	
8. Click <b>View Report</b> .	
<b>Note:</b> Look for <b>Activate</b> transactions without a corresponding payment. These types of transactions could indicate fraudulent activity by employees.	

SETTLEMENT	
Once you are in balance, settle the day's transactions.	
Screen Prompt	Action
From main screen	1. Select <b>Settle</b> <input type="button" value="F#"/>
<b>Note:</b> Be sure to balance the batch reports before you settle the batch. Once you settle the batch, transaction information is no longer in the terminal.	

## Example Totals Report

TOTALS REPORT			
Card	Cnt	Sale Term Fee	Total Net
VI	2	2.75	2.75
		0.00	2.75
DS	2	2.50	2.50
		0.00	2.50
GA	2	9.00	9.00
		0.00	9.00
GV	1	4.00	4.00
		0.00	4.00
GS	3	4.50	4.50
		0.00	4.50
Sale Total :		\$ 22.75	
Total :		\$ 22.75	
Term Fee:		\$ 0.00	
Net:		\$ 22.75	

## Example Detail Report

DETAIL REPORT		
TT Acct # Inv #	Sale Term Fee	Total Net
S GA0066 000001 m	4.00 0.00	4.00 4.00
S GV0062 000002 m	4.00 0.00	4.00 4.00
S GA0066 000003 m	5.00 0.00	5.00 5.00
S GS0062 000004	1.50 0.00	1.50 1.50
S VI 7892 000005	1.25 0.00	1.25 1.25
S GS0062 000006	2.00 0.00	2.00 2.00

S DS9248 000009	1.00 0.00	1.00 1.00
S VI 7892 000010	1.50 0.00	1.50 1.50
Sale Total :	10	\$ 22.75
Rfnd Total :	0	\$ 0.00
Total :	10	\$ 22.75
Term Fee:	0	\$ 0.00
Net:	10	\$ 22.75