

#### BATCH OUT

- When you are ready to batch out, press **Function/Enter** and then **Reports**. Next, select **Print** and then select **Detail Batch Report**, which lists each transaction and the number and total amount for each of the following types of transactions:
  - Visa
  - MasterCard
  - American Express
  - Discover
  - Gift Card
- Balance the totals against your sales receipts. The purchase and activation of a \$100 gift card, paid for with a credit card, will have two \$100 transactions in the batch totals: one for the credit card transaction and one for the \$100 activation, but only \$100 was received in payment.
- To confirm that there were no fraudulent Gift Card activations (a card was activated but no money was collected), check that all activations have corresponding payments.

*Continued in next column...*

#### BATCH OUT

- For detailed information about today's Gift Card transactions, log in to <http://reporting/.rbsworldpay.us> and view the **Customer Activity Totals Report** for today's date. Be sure to select **Show Purchase Details** when you generate the report on My Reporting.

The **Customer Activity Totals** report will list the following information about each Gift Card transaction for the day:

- Date
- Time
- Location
- Amount

With this report, you can identify whether an activation or other transaction matches the amount that you are out of balance. If an activation was not paid for, you can identify exactly when and where the card was activated and add that card number to a "hot card list" at the registers.

- Once you are in balance, press **Settlement** to transmit the batch information to RBS Lynk and clear the batch information from the terminal.

**Important!** Always balance transactions with batch reports and then settle to clear the batch.

## Batch Reports Tranz Terminals

### DETAIL BATCH REPORT

MERCHANT : 542929001000000  
 TERMINAL : LK144922  
 DATE : 03/11/05 TIME : 15:44  
 BATCH : 041101

### CREDIT CARDS

REF	TT	ACCOUNT AUTH #	EXP DATE AMOUNT
001	SL	549997444444445 000017	12/05 \$ 1.00
002	SL	549997444444445 000019	12/05 \$ .10
003	SL	4446661234567892 000020	12/05 \$ 1.00

SL	6034119011111111 617813	\$	12/07 1.00
COUNT	=		006
SALES	= \$		4.20
RETURNS	= \$		.00
NET	= \$		4.20

### NET TERMINAL TOTALS

COUNT	=	006
NET	= \$	4.20

END OF REPORT