Lakehead UNIVERSITY

WIRELESS POINT OF SALE (POS) TERMINAL

Moneris Mobile Terminal Procedures

1. Request for Use
   - If you require the use of the wireless Point of Sale Terminal, contact Yvonne Vennes-Kennedy at 343-8428 for arrangements. Please read the policy (above) and procedures (below).

2. Sign Out Sheet
   - You will be required to provide the following information before receiving the terminal
     - Pick up date
     - Anticipated return date
     - Name, department and contact number

3. The wireless terminal consists of the following items:
   - Terminal
   - Charge base
   - Power adapter
   - AC line cord for power adapter
   - Spare paper roll

Please ensure that all items are returned when you are finished with your event.

4. Reporting
   - A Journal Entry will be the method used to record the sales of your event. You will be required to provide the complete budget code(s), distribution amounts for each code and the Batch Close tape. At the end of this document, on page 3, is a sample of what is required and attached are blank forms to be filled out. If you require extra reporting forms or wish to fill it out using Microsoft Excel, please click on the following link:
                                                                    Wireless POS Report

How to Process Debit/Credit Card Transactions

Purchase

1. To begin the transaction, select **F1** (Purchase).
2. Key in the purchase amount and press **OK** then follow the prompts on the terminal.

Correction

IMPORTANT: The correction MUST be performed in the same batch as the original transaction.

1. To begin the transaction, press the Arrow key once (first purple key from the left hand side) then select **F2** (Correction).
2. To correct the last transaction performed:
   - Select **F1** (Yes)
   - Select **F1** (Yes) again to confirm the displayed transaction is the one you wish to correct.

   To select a different transaction in the same batch:
   - Select **F2** (No)
   - To search by Sequence number, select **F1** (Seq#) then key in the sequence number and press **OK** OR
     To search by the card number, select **F2** (Acct#) then key in the last 4 digits of the card number and press **OK**.
   - Select **F1** (Yes) to confirm the displayed transaction is the one you wish to correct OR Select **F3** (Next) to view the next matching transaction.
3. **3.** The terminal prints the receipts and returns to the transactions menu.

End of Day Procedure

At the end of each day you must close your batch using the following procedure:

1. Press the Arrow key once (first purple key from left had side) then select **F2** (Batch Close).
2. Select **F1** (Singl) to close this terminal.
3. The terminal communicates with the Moneris Host then the **Print Stored Trans** prompt appears.
4. Select **F1** (Yes) to print the details of each transaction.
5. The Print Period prompt is displayed with Date or All, choose "ALL"
6. The terminal prints the reports then the **Close Batch?** Prompt appears.
7. Confirm that the terminal Batch Totals match the Current Batch Totals.
8. If they match select **F1** (Yes) to close the batch. If they do NOT match, select **F2** (No) to cancel the Close Batch transaction. You will need to contact Yvonne in Accounts the next business day at 343-8428 to obtain the merchant ID number, then Moneris (1-866-319-7450) for reconciliation assistance.

9. The terminal prints the remainder of the Batch Close report and returns to the transactions menu.

NOTE: If you don't make a selection at the **Close Batch?** prompt within two minutes, the terminal will beep three time then return to the transactions menu without closing the batch.

Sample Report

Event Date: _Feb 14/11_

Event Description: _Fundraiser_

Contact Person:

      Name (print): _Joe Employee_

      Department: _Finance_

      Signature: _____

      Phone Number: _8428_

Event Coordinator (if different than contact person):

      Name: _____

      Phone Number: _____

Budget Code

_11-10-51200000-61220_	CR		_400.00_
	CR		
	CR		
	CR		
Total from _Batch Close_ report	DR	_400.00_	
		$ -	$ -

This policy is under the jurisdiction of the Vice President, Administration and Finance and is administered by the Office of Financial Services. Approved, June XX, 2010.