

Procedure/Process Title:	Clearing Credit Card Terminals		
Summary:	Each terminal needs to be cleared at least once a day. Charges left longer than 24 hours in the machine have an extra charge.		
Updated:	5/6/2008		
Contact information:			
Department:	Student Fiscal Services		
Contact:	http://f2.washington.edu/fm/sfs/contact	Telephone:	206-543-4694

Following are the instructions to follow in order to clear your credit card terminal:

A. Press Reports key (M) on the terminal

B. Press 4 for reports

1. You can run as many copies of this report as you need by hitting #4 each time.
2. Each transaction for the day will print on the report
3. Verify that all charge slips match to the transactions on the report.

C. DO NOT HIT TRANSMIT UNTIL EVERYTHING MATCHES.

1. If charge slips do not match the sales listed on the report you must locate any missing slips before settling the batch.
2. Once the transmit button is hit the information is sent to Visanet and no changes can be made.

D. Once everything is matched hit the transmit button (E) on the terminal.

E. At the bottom of the settlement report there should appear GBXXXXXX accepted.

1. It is very important to check for this because if it does not appear, the batch was not accepted and did not go to Visanet.
2. If this happens the Merchant Card Administrator needs to be informed immediately.
3. To reach the Merchant Card Administrator, contact Student Fiscal Services at <http://f2.washington.edu/fm/sfs/contact> or call 206-543-4694.