Batching Out from the Portal

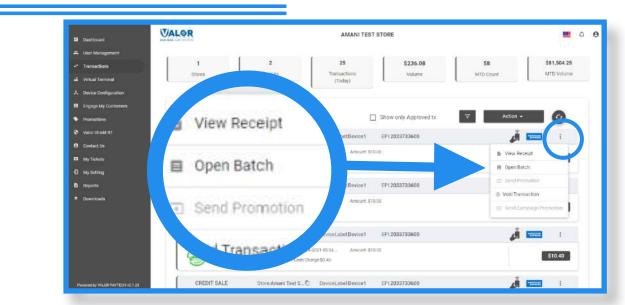


Step 1

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A Device Configuration						
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0 My Setting	E XXXX	¢ 2046	Tax Amount: \$0.00	Tip Amount: \$8.00		
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Powered by WALDE PAYTECH v0.1.23	Tran No	36	E Date 01-29-2021 04:47 PM	Swipe Amount: \$10.00		

Select **Transactions** in the sidebar menu.

Step 2



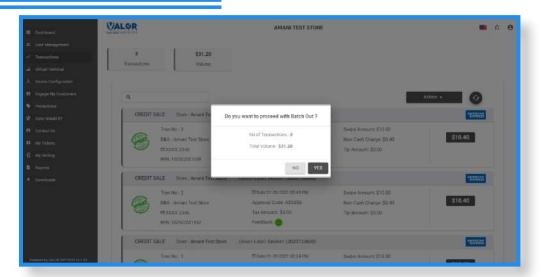
Select the **ellipsis (:)**on any transaction snapshot toward the top of the transaction list. Next, click on **Open Batch** from the drop down. This will bring you to the tip adjust and batch section.

Step 3

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	🔊 өхх	No : 2 Amuni Test Store XX 2046 102922501652	@Demex11/29-2021 (5:40 PM Approval Code: AXS856 Tax Amount: \$0.00 Feedback: [5]	Swipe Amount: \$10.00 Non-Cash Charge: \$0.40 Tip Amount: \$0.00	-	\$10.40
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Select **Action** at the top right of the screen, then select **Batch Out** from the drop down.

Step 4



You will be prompted to con irm you want to batch out. Click **Yes** to close the batch.



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