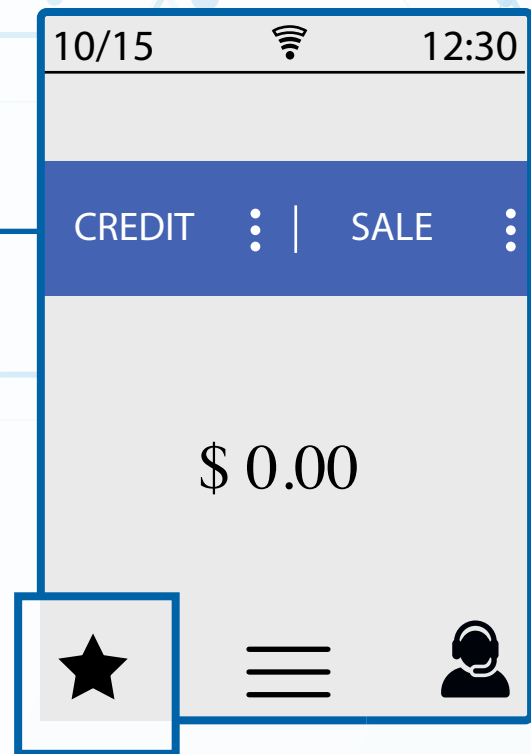


Tip Adjust on Terminal



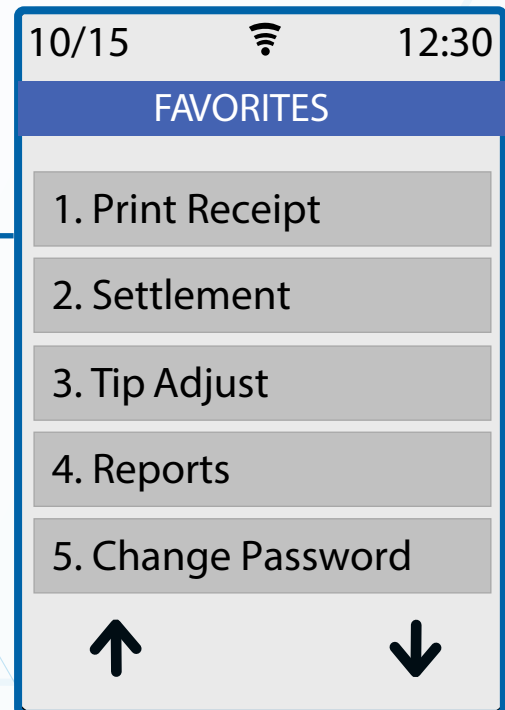
STEP 1

Tap the Favorites icon (★) on the bottom left of the home screen.



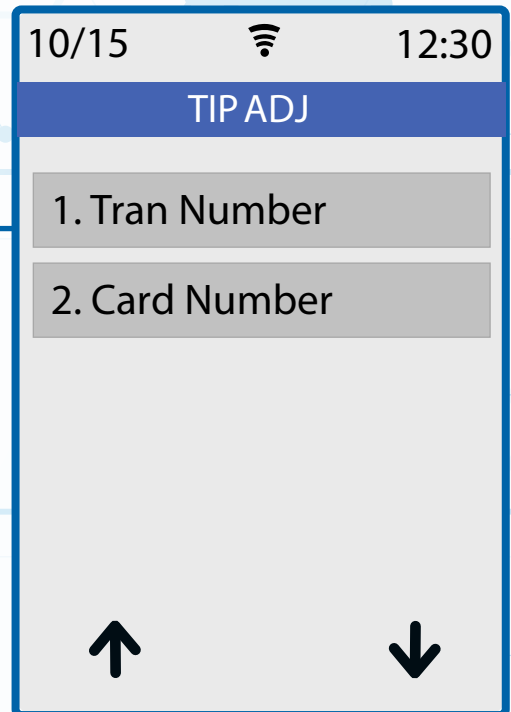
STEP 2

Tap **Tip Adjust** or press the number **3** on the keyboard.



STEP 3

Select the Transaction by searching either the last 4 of card, or the Transaction Number.



10/15 📶 12:30

TIPADJ

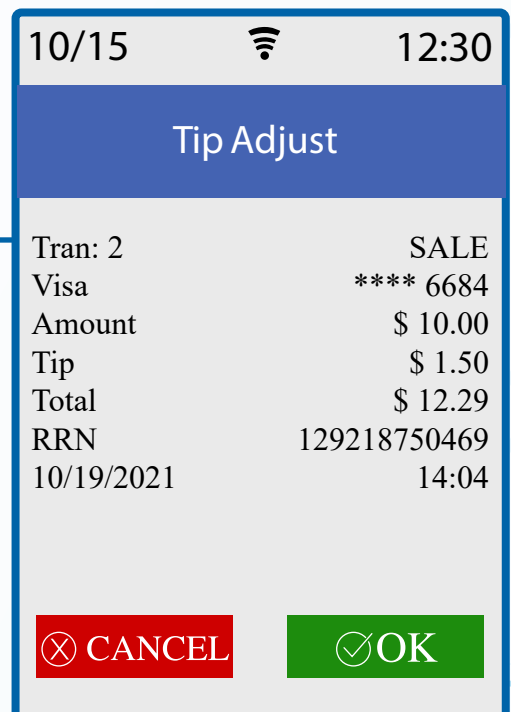
1. Tran Number

2. Card Number

↑ ↓

STEP 4

Once entered, confirm the transaction that appears is correct, then press **OK**.



10/15 📶 12:30

Tip Adjust

Tran: 2	SALE
Visa	**** 6684
Amount	\$ 10.00
Tip	\$ 1.50
Total	\$ 12.29
RRN	129218750469
10/19/2021	14:04

STEP 5

Enter the tip amount and press **OK** button.

10/15 12:30

Tip Adjust \$ 20.79

TIP \$ 10.00

15% 20%

22% 25%

STEP 6

Confirm the new total with the new tip and press the **OK** button.

10/15 12:30

Confirmation

Amount	\$ 10.00
Tip	\$ 10.00
State Tax	\$ 0.44
Non-Cash Charge	\$ 0.35
Total	\$20.79

STEP 7

Follow prompts to print the receipt. Once done, you will be prompted if you have another transaction that you want to perform a tip adjust on.

