1. DEFINITIONS

1.1 PayAuth TID vs. Processor TID
PayAuth TIDs are unique per device and is generated by the Gateway. Each PayAuth TID is associated with a processor TID.

PayAuth TIDs can generate a report and settlement based on any set hours – i.e. you can set any end of business day time to match the location or the processor.

A Processor TID is what is used to process the transactions. A single processor TIDs may be linked to multiple PayAuth TIDs. Processor TIDs settlement is based on the unique processor time.

1.2 Merchant
This is the physical location, the brick and mortar establishment where the devices are deployed to. All terminals correlate to a merchant.

1.3 Organization
This is any customer number of merchants that we set in Portal. An organization could be any sort of group of merchants.

1.4 Business Hours vs. Processor Settlement Time
Business hours are traditionally midnight to midnight in the local time zone to the device deployed. Business hours are set per merchant, not per device and can be customized to any merchant. Based on the Business Hours set, the daily report printed at the device level will calculate totals based on the 24-hour timeframe.

Processor Settlement Time is unique per processor and is the 'end of business day' for each processor.
-   FIS: 3:45 pm EST

If you are trying to calculate sales in a day, it is recommended to use Business Hours. If you are trying to match processor statements and/or bank deposits, it is recommended to use Processor Hours. While using the 'schedule reports' in the portal, you have the ability to set any timeframe for any type of report.

1.5 Scheduled Reports
Scheduled Reports are in the portal to download to excel or pdf. Once a scheduled report is created, it will auto run and save under merchant or terminal reports based on the type of schedule report created.

Standard Default Scheduled reports include:
Merchant Reports (POB Day and POB Month)
-   Business Day Settlement – totals for all devices, per merchant, based on business hours
-   Processor Day Settlement – totals for all devices, per merchant, based on processor hours
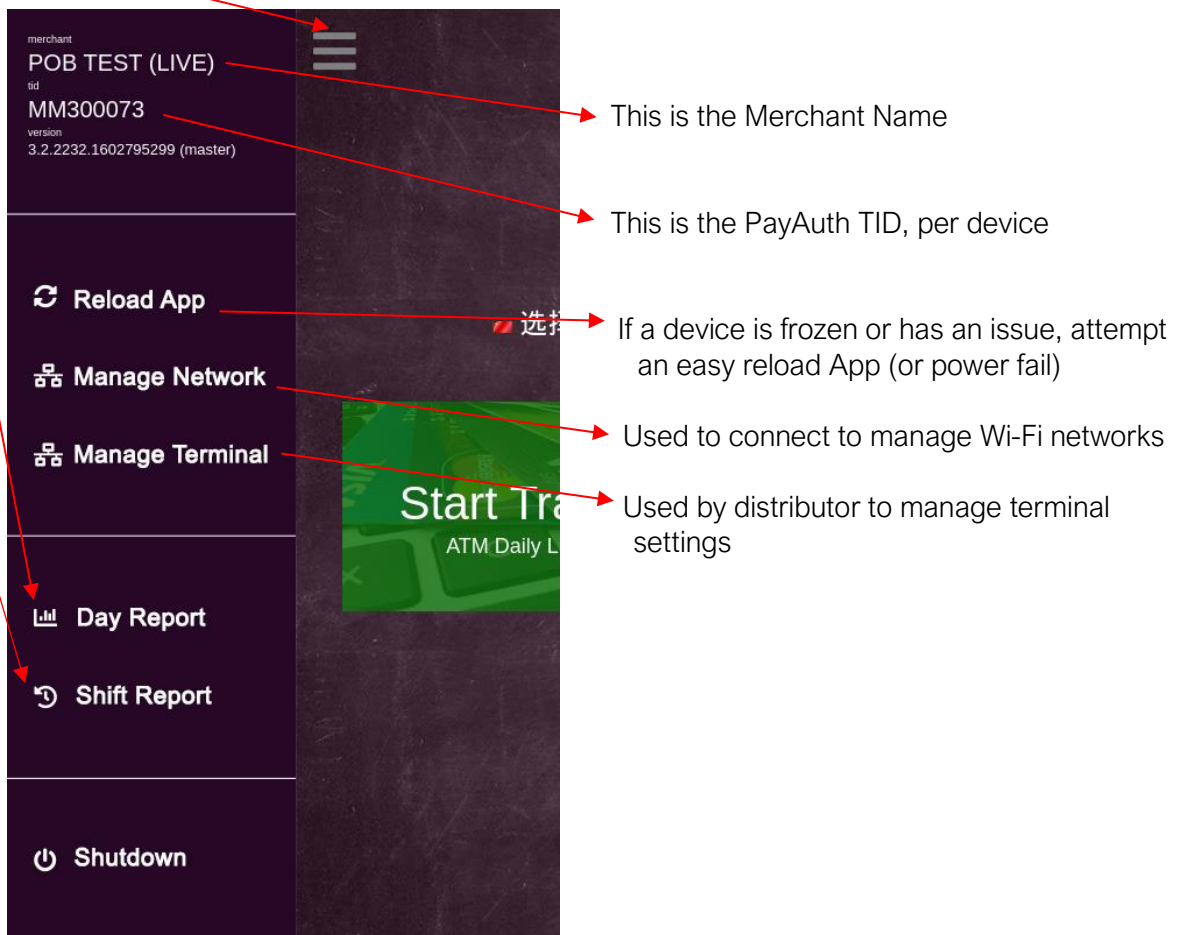
Terminal Reports (POB Day and POB Month)
-   Business Day Settlement – totals per device, based on business hours
-   Processor Day Settlement – totals per device, based on processor hours

1.6 Cashier Admin Menu
The 3 lines in the top left corner for cashiers to use.

a) **Shift Close:** found locally on the device on the cashier admin menu. Each device stores a local running total from the previous 'shift report' close. i.e. if you start a shift at 8am and end at Noon, once you print shift close it will print the totals for that 4-hour timeframe and then reset totals to $0.00. This is local to the device and once it is printed you are unable to go back to reprint. Ensure proper paper is in place and printer is operational prior to printing.

b) **Terminal Day Report:** The day report is a daily report listing totals and individual transactions based on the business hours set in the portal. This is always based on the end of business day set in the portal, unique per merchant. Default time is midnight-to-midnight.
   a. **Device Level:** there is an option to print this report locally from the device and. You can print this as many times you would like, and it will not clear the totals.

merchant
POB TEST (LIVE)
tid
MM300073
version
3.2.2232.1602795299 (master)

This is the Merchant Name

This is the PayAuth TID, per device

⟳ **Reload App** — If a device is frozen or has an issue, attempt an easy reload App (or power fail)

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品 **Manage Network** — Used to connect to manage Wi-Fi networks

品 **Manage Terminal** — Used by distributor to manage terminal settings

Start Tra
ATM Daily L

📊 **Day Report**

🕓 **Shift Report**

⏻ **Shutdown**

2. PORTAL REPORTING INSTRUCTIONS

**Please refer to default reports above in section 1.5 (Scheduled Reports). If additional reports are needed, please inquire with your Distributor.

1. Navigate to https://portal.casinomoney.com
2. Login using username and password (or token 1-time login)
   a. If you do not have a login or have issues with logging in, inquire with your distributor

Dashboard / Merchant
Once logged in, select your merchant from the drop down in the top left corner. Once in a merchant, you have the following options:

1. Terminals → navigate here to see current terminals, status, terminal information, transactions by terminal, etc.

2. Transactions → navigate here to quickly look up a transaction within the merchant; use last 4 digits of the customer card

3. Members → if this is enabled, you can edit permissions for members of a merchant

4. Merchant Reports → preset POB Day and POB Month reports to download, total for all devices within the selected merchant

5. Terminal Reports→ preset POB Day and POB Month reports to download, reports are per terminal within the selected merchant

Merchant Reports
A merchant report is data for all terminals within a merchant.
Please note: verify if you would like processor or business day timeframe when going into any
report.

Terminal Day Reports

This report provides a daily breakdown of all POB transactions for a merchant. As seen
below, these auto run based on the start/end time that is present. Each merchant has a
business and a processor month. Click on any line to open the report.

Terminal Month Reports

This report provides a monthly breakdown of all POB transactions for this merchant. As
seen below, these auto run based on the start/end time that is present. Each merchant has
a business and processor month. Click on any line to open the report

Terminal Reports
A terminal report is data per terminal within a merchant, by day or month.
Please note: verify both the TID and if you would like processor or business day timeframe when going into any report.

Terminal Day Reports
This report provides a daily breakdown of all POB transactions for a terminal. Click on any line to open the report. Report provides a summary and a list of all transactions for the day selected for the terminal.

Terminal Month Reports
This report provides a monthly breakdown of all POB transactions for this terminal. Click on any line to open the report. Report provides a summary and a list of all transactions for the day selected for the terminal.

Downloading Reports

Regardless of Month/Day or Merchant/Terminal, each report can download the following:

1. Download to PDF → this will download the report, as is, to PDF

2. Download to Excel (CSV icon) → this will download only the summary portion to excel

3. Download to Excel (Down-arrow icon) → this will download the data within the specific section to excel. Please note, each report is a different template but always has the down arrow icon for each unique template and data.