



Printing a Bill Pay Report

Locate the function buttons to the right of the screen.

Press the F function button next to bill pay.

Select F4, 'Reports'.

Key in your clerk ID and press the green key, 'Enter'.

Key in your password and press the green key, 'Enter'.

Select F4, 'Shift Report'.

Select F4, 'Print All'. Press the green key, 'Enter'.

A bill pay shift report will list the date and the time of the report with your terminal ID.

There will be columns in the middle that list the time of the transaction, the clerk that ran the transaction, the tracer or receipt number for that transaction, the cash value and the fee charged to your customer.

At the bottom of the report you'll see a line that says "Total cash in drawer". This is the face amount of the bills collected, plus the fees collected from your customer.

To view a video of this guide, [click here](#).

If you have questions, please call our Help Desk at 800.621.8030.