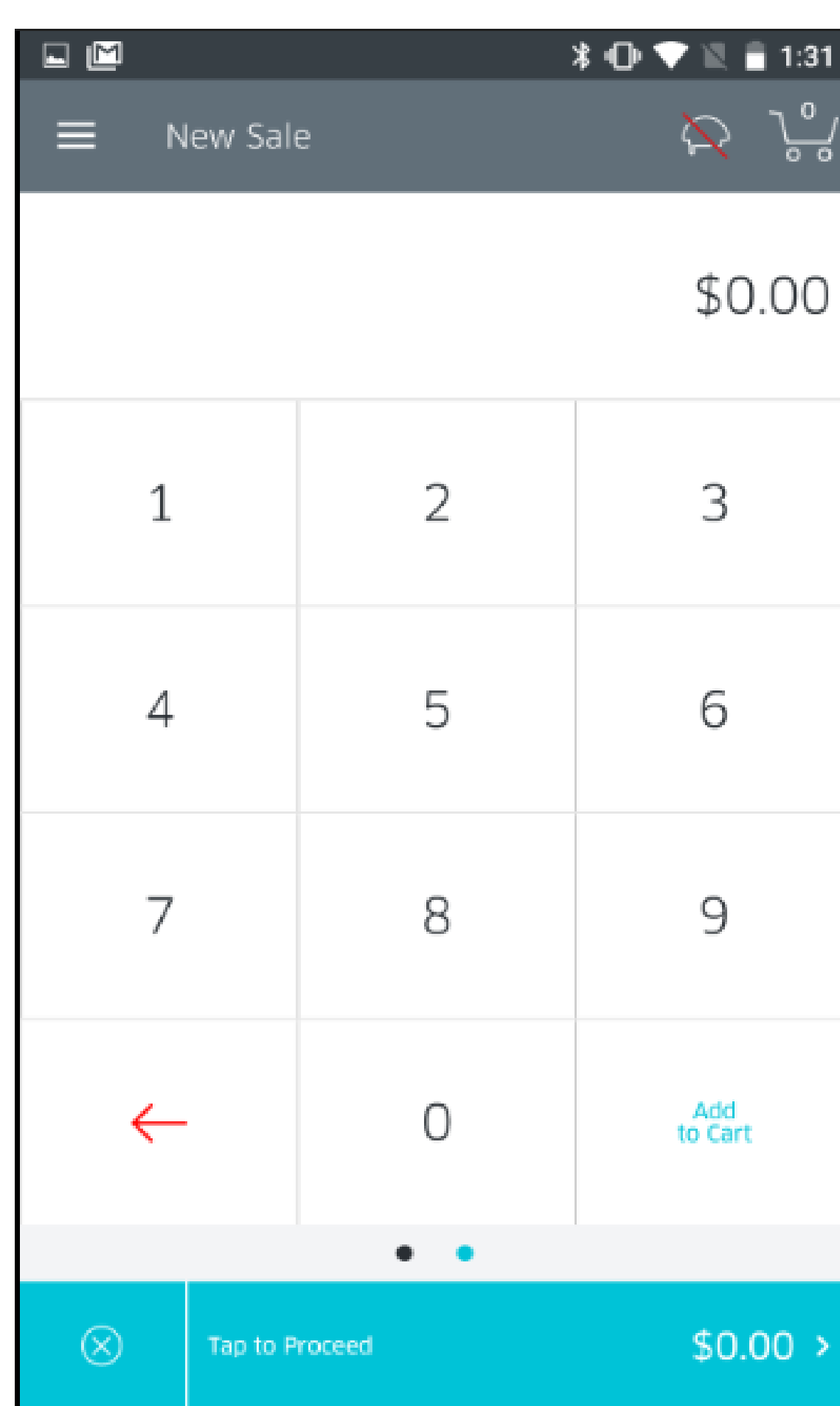


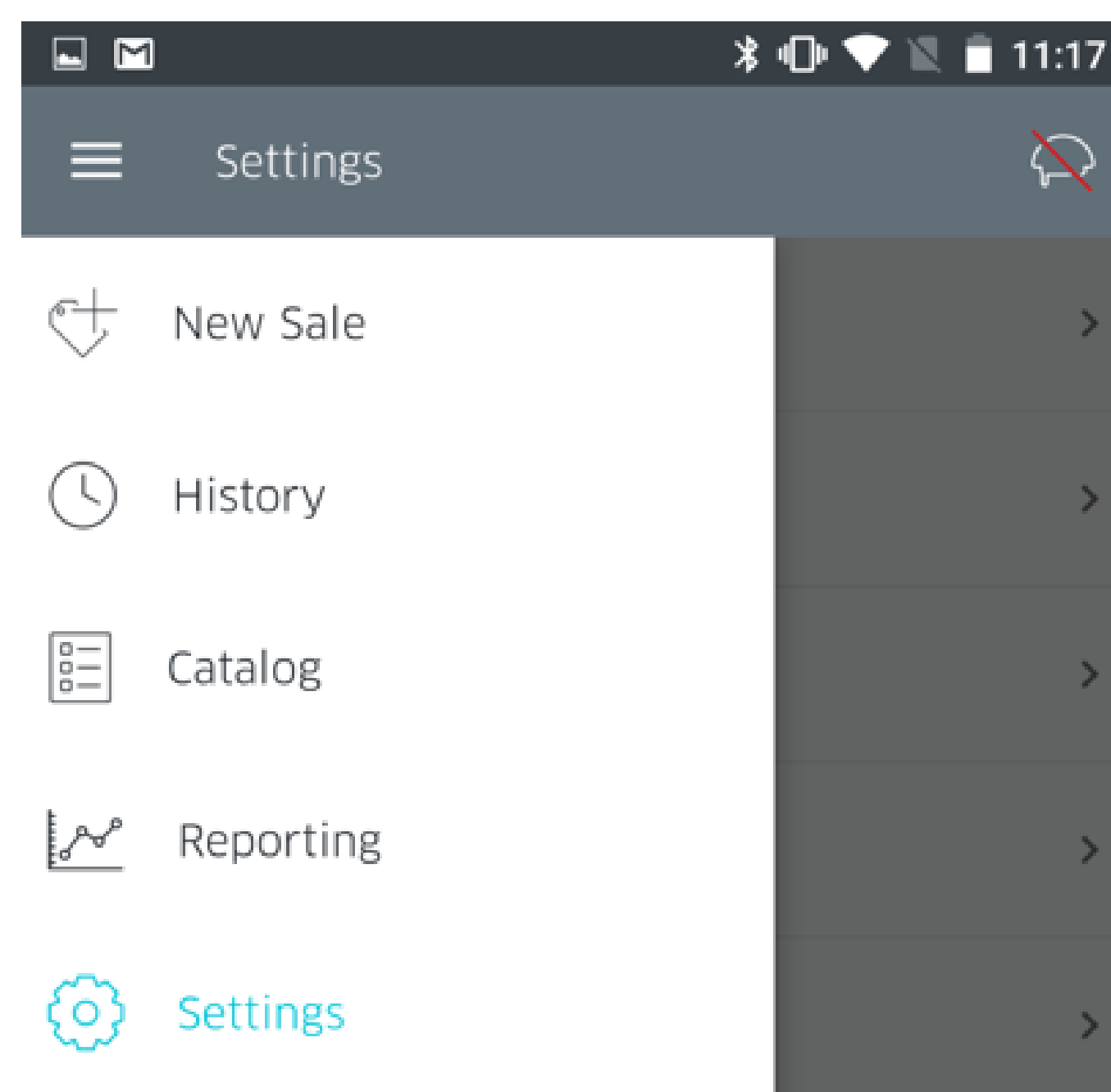
How do I configure transaction settings? (Tax/Discount/Tip/Signature)

Posted: Oct 20, 2016

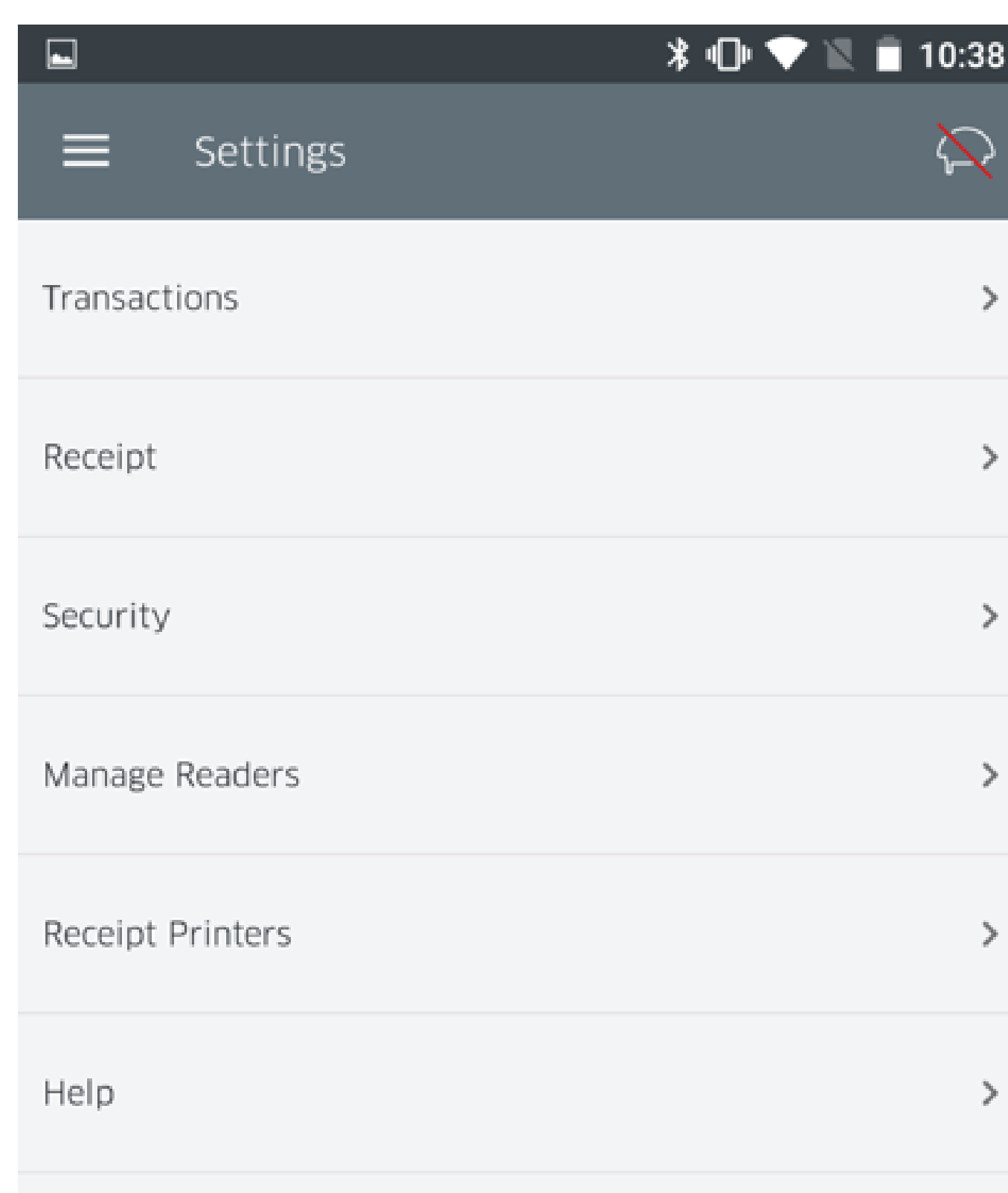
1. Go to the Cart screen.



2. Tap the **Menu** icon in the top-left corner to go to the Settings section.
3. Tap the **Settings** row



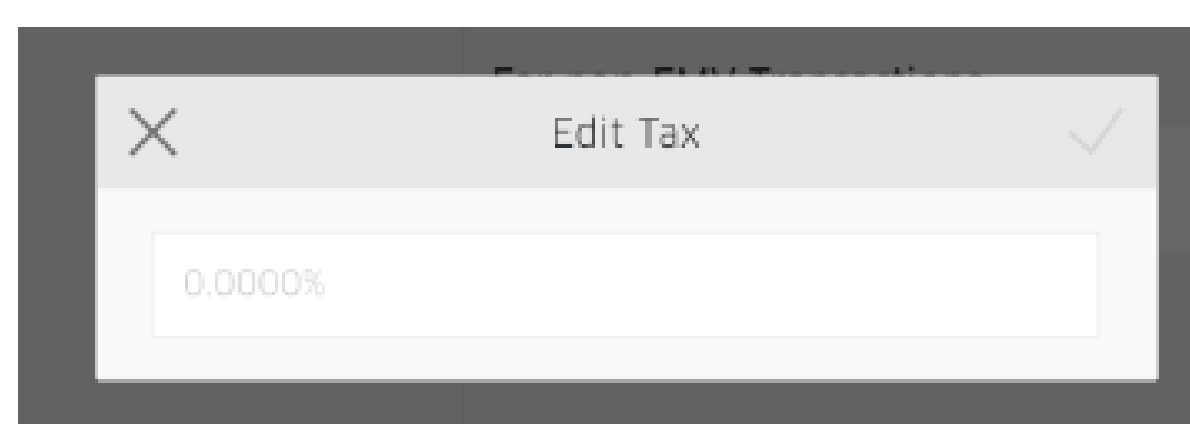
4. Next, tap on **Transactions**



5. Here, you are presented with the full menu for customization of transaction settings.

Tax

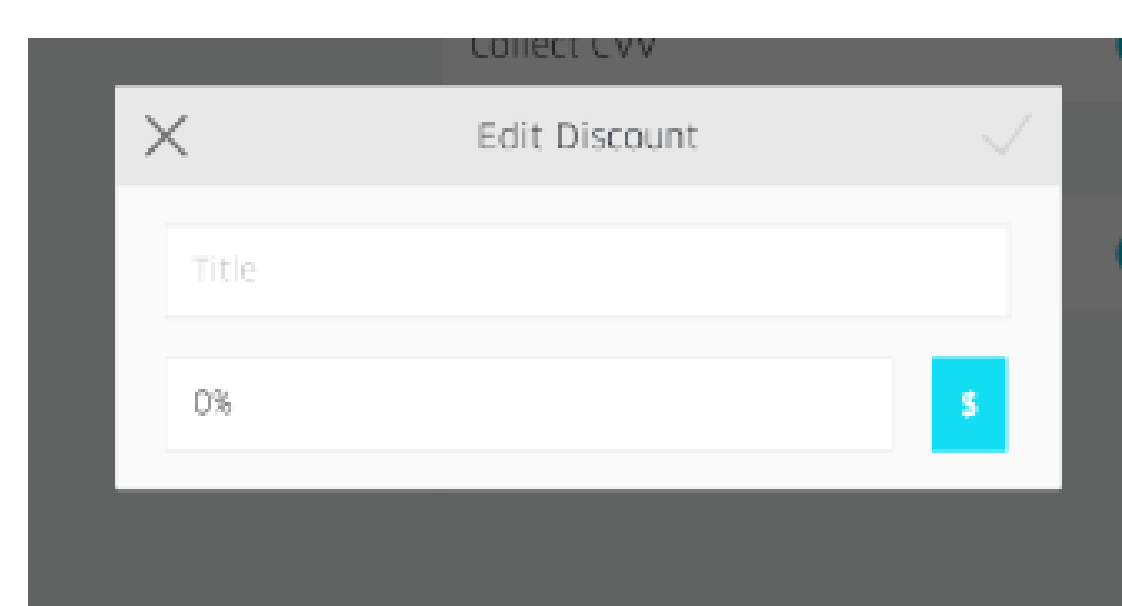
- Tap the **Sales Tax** row to configure the sales tax percentage. You will be prompted with the screen below. Enter the tax percentage, and tap the check-mark in the upper right-hand corner to save.



- Tap the ON/OFF toggle to enable/disable tax for all transactions. If Tax is ON, the configured Tax % will be the default tax that will be applied to all of your transactions. However, while running a transaction, you also have the ability to edit the Tax % for a specific transaction.

Discount

- Tap the **Discount** You will be presented with the following screen:



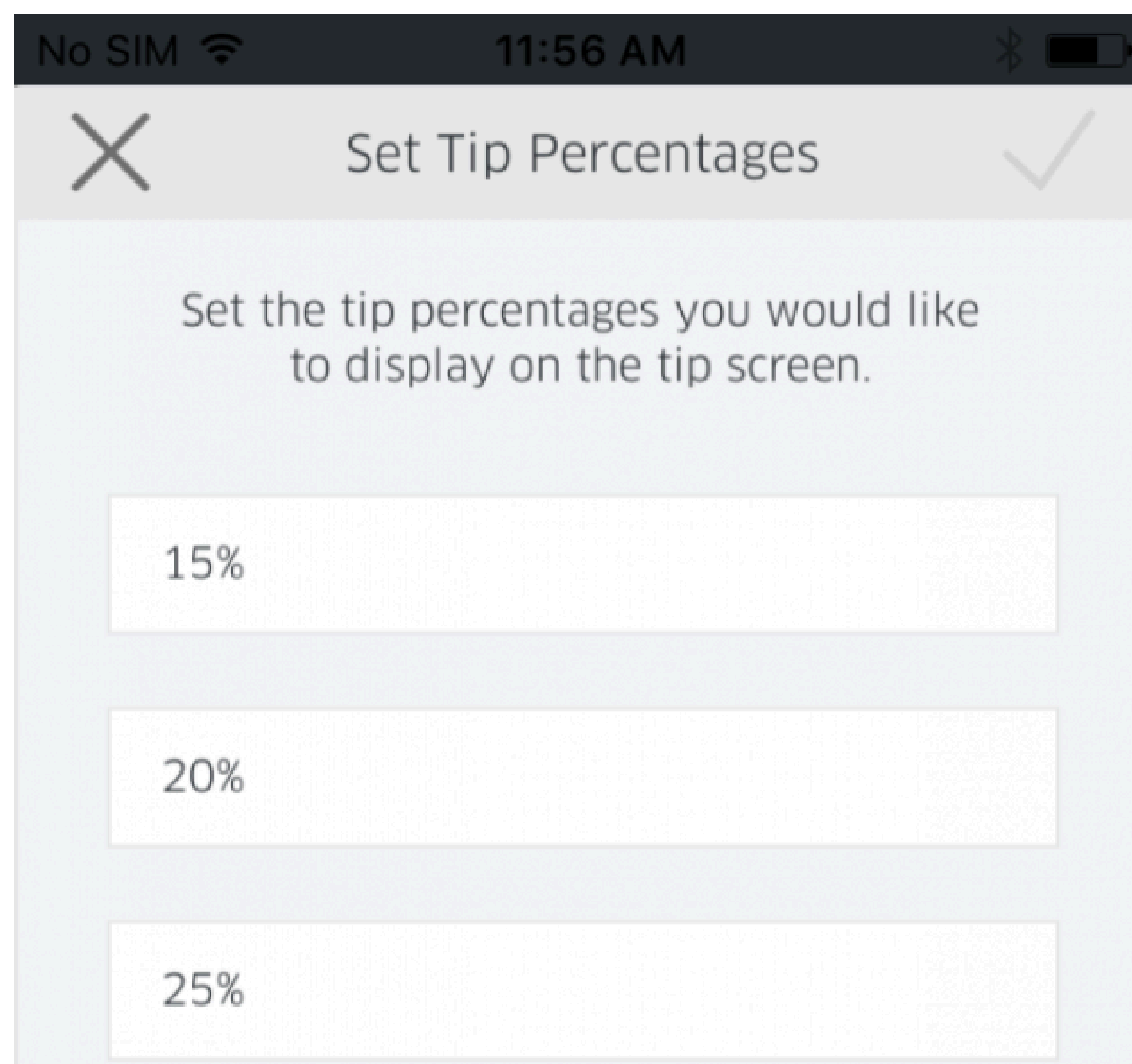
- Enter or edit the name of the discount; Thanksgiving Sale, as an example.
- To configure a discount amount, tap on the % button and enter or edit the dollar amount.
- Tap the check-mark in the upper right-hand corner to save.
- Tap the ON/OFF toggle to enable/disable Discount for all transactions. If Discount is set to ON, the configured Discount will be the default discount that will be applied to all your transactions. However, while running a transaction, you also have the ability to edit the Discount % or amount for that specific transaction.

Tip

- Tap the ON/OFF slider on the **Tip** row to toggle between the options. If Tip is set to OFF, you will not be asked to collect tips from your customers.

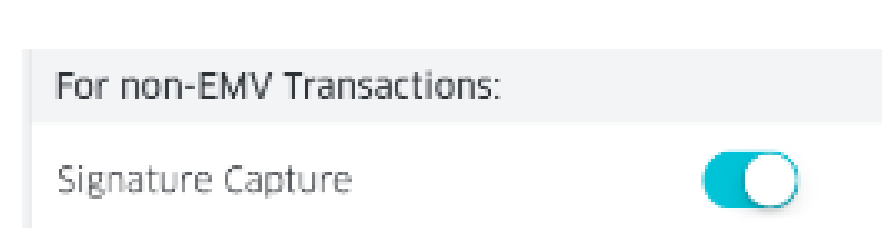


- If you click on the arrow to the right of the tip-slider, it will bring up the options for **Configurable Tip**
 - Configurable tip gives merchants the ability to configure tip default percentages shown on the tip screen, as shown below. Merchants are provided three, editable tip fields to be shown on their checkout screen. Simply tap a field to edit.



Signature Capture

- Tap the ON/OFF slider to toggle the requirement to collect a signature from your customers. If set to off, there will be no prompt for a signature on non-EMV transactions.



- Tapping on the **Signature** row will bring up the option to Skip Signature Capture for low-value (\$50.00 or less) non-EMV transactions.

