

ezytax  
BLUE

eftpos



## SET UP

To set up the terminal simply plug the power cable in and wait. It will take a few moments to load and once the company name is displayed, the terminal is ready to be used.

## SURCHARGES

Before a client makes a payment it is important they are aware that surcharges may be applied to their payment. If they wish to pay via either **Mastercard Credit, Visa Credit, Mastercard Debit and Visa Debit** there will be an additional charge of **2.2%**. Savings and EFTPOS payments **do not** incur any additional fees. We **do not** accept American Express or Diners Club. We do not make the rules for when a surcharge occurs.

## TAKING A PAYMENT

1. Type (via the number keys) the amount you wish to charge > press the **green OK** button to enter. Eg: For \$79.00 type 7900. Remember to press the 0 key to include for cents.
2. Once the value has been declared offer the terminal to the client. They now have 3 methods to pay:
  - i. **Enter client's card (must be chipped) into the top slot:** Once the client has entered their card, they will be asked to choose which account they wish to use. Inform them to use the numbered buttons on the keypad to make their selection:
    - a) Debit (2.2% Surcharge)
    - b) Savings (No Surcharge)
    - c) Cheque (No Surcharge)Depending on their selection the client may have to enter their pin.

i. **Swipe card down the right hand side of the terminal (only if their card does not have a chip or the chip cannot be read in the slot and the terminal requests the card to be swiped):** Same as above – client will be asked to choose which account they wish to use. Inform them to use the numbered buttons on the keypad to make their selection:

- a) Debit (2.2% Surcharge)
- b) Savings (No Surcharge)
- c) Cheque (No Surcharge)

Depending on their selection the client may have to enter their pin or sign on the Merchant Copy.

i. **Paypass on the left hand side sensor:** This method will **always** incur the 2.2% surcharge. Depending on the amount the client may have to enter their pin. Once the Paypass payment has been made a **Merchant Copy must be MANUALLY** reprinted from the menu by selecting **2. Reprint Previous Receipt** (see next section for further details).

3. Once the client has made the payment the terminal will print two receipts. The first is the **Merchant Copy**, which must be stored and filed on the **Merchant Summary Sheet** at the end of the day. **Always write the client's invoice number on each Merchant Receipt.** Circle "Approved" and initial at the bottom. Make sure ALL payments say APPROVED.

4. The second printed receipt is the **Client's copy** which should be stapled to their invoice. The terminal will ask if a customer copy needs to be printed. Select yes or no depending on the client's preference.

## **MENU OPTIONS**

To access the terminal's menu press the **MENU** button. This will then bring up a list of options on the screen, either press the number button for the required selection or use the 3 buttons below the screen to cycle through the menu. The only item in the menu that

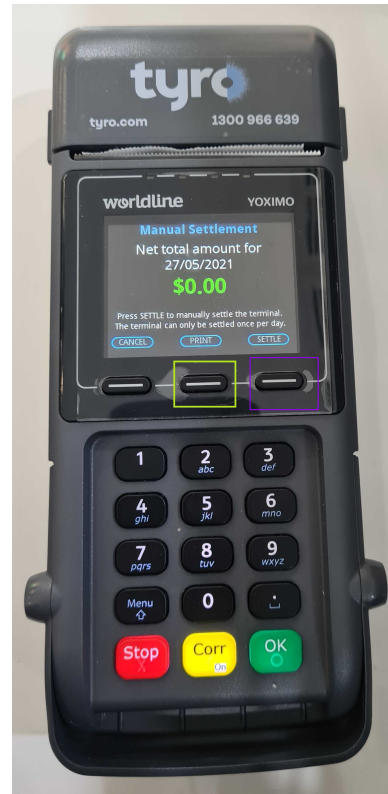
might be needed on occasion is **2. Reprint Previous Receipt**. This is to reprint previously printed receipts. Simply select this option and then scroll through to select the required receipt to reprint.

## END OF DAY PROCEEDURE

1. At the end of the day each station should collate all the **Merchant Receipts** and settle the terminal. This must be the last time the terminal is used as once it has been settled it cannot be used again that same day.
2. To print summary and settle select the **Menu** bottom > select **3 Settlement and Reports**.



3. Select **1 Manual Settlement** > using the middle of the 3 buttons below the screen select **Print**, which will print a Summary of the Settlement (upload to the Merchant Summary)



4. Then press the right button to select **Settle**. The terminal can now be packed away and is ready to be used for the next day.
5. **NOTE: DO NOT SETTLE UNTIL SUMMARY HAS BEEN PRINTED AND MERCHANT SUMMARY IS COMPLETED.**

## MERCHANT SETTLEMENT SUMMARY

A Merchant Summary Sheet must be completed for each Terminal at the end of every day regardless of nil takings.

If two stations are using one terminal then both stations' information is recorded on the *same* Merchant Summary Sheet in the different sections. Eg: EWTQ01 and EWTQ02 record on one Merchant Settlement Summary with location EWTQ.

Merchant Summary can be found here: <https://www.ezytaxblue.com.au/admin-portal> > Merchant Summary or click <https://form.jotform.com/201462427764052>

1. **LOCATION** – Your station's location. Eg: EGBQ or EWTQ.
2. **DATE** – Today's date
3. **STATION NUMER** – Enter the station code you worked on. Eg: EWTQ01 or EGBQ02
4. **EMPLOYEE** – Your name

The screenshot shows the EzyTax mobile app interface. At the top is the EzyTax logo and contact information. Below it is the title 'MERCHANT SETTLEMENT SUMMARY'. The form contains several input fields: 'LOCATION: \*' with a value of 'EWTQ', 'DATE: \*' with a value of '27/05/2021', 'STATION 1: \*' with a value of 'EWTQ01', 'STATION 2:' (empty), 'EMPLOYEE: \*' with a value of 'Melinda', and another 'EMPLOYEE:' (empty). At the bottom, there is a 'TERMINAL SETTLEMENT' section with three icons: a vertical bar, a circle, and a left-pointing arrow.

### MERCHANT SETTLEMENT SUMMARY

LOCATION: \*

EWTQ

Eg: ECCQ, EWTQ

DATE: \*

27/05/2021

STATION 1: \*

EWTQ01

Eg: ECCQ01, EWTQ02

STATION 2:

Eg: ECCQ01, EWTQ02

EMPLOYEE: \*

Melinda

EMPLOYEE:

### TERMINAL SETTLEMENT

- Fill in the following sections with the corresponding section from the Eftpos summary.
- TOTAL MERCHANT TAKINGS PER STATION** – Complete per Station Sheet totals. Add the EFTPOS and CC totals on SS.
- TOTAL MERCHANT RECEIPTS** – Add up the total of the 'Merchant Copy' receipts. This should equal the total from the Station Sheet and the Settlement Report

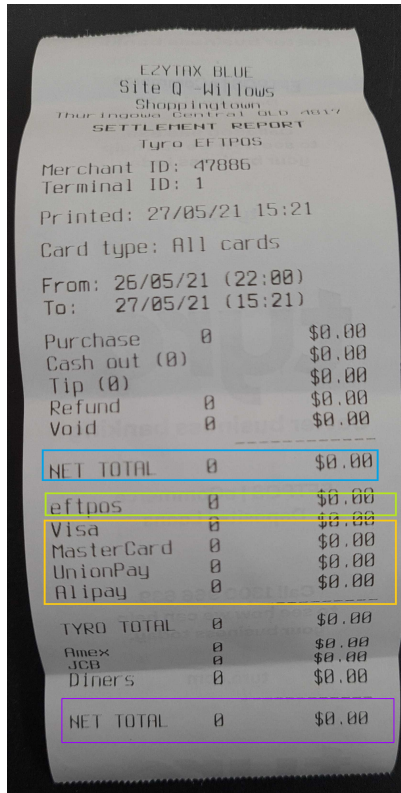
<b>Station 1 EFTPOS Total: *</b> ex: 23	<b>Station 2 EFTPOS Total:</b> ex: 23
--	--

<b>Station 1 Credit Card Total: *</b> ex: 23 Do NOT include Surcharge Amount	<b>Station 2 Credit Card Total:</b> ex: 23 Do NOT include Surcharge Amount
--	--

<b>TOTAL MERCHANT TAKINGS PER STATION 1 (EFTPOS + Credit Card): *</b> ex: 23 Do NOT include Surcharge Amount	<b>TOTAL MERCHANT TAKINGS PER STATION 2 (EFTPOS + Credit Card):</b> ex: 23 Do NOT include Surcharge Amount
--	--

<b>TOTAL MERCHANT RECEIPTS (Add amounts from ALL Merch Receipts): *</b> ex: 23 Do NOT include Surcharge Amount	<b>TOTAL MERCHANT RECEIPTS (Add amounts from ALL Merch Receipt):</b> ex: 23 Do NOT include Surcharge Amount
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**BEFORE PROCEEDING TO BALANCES FROM MERCHANT SUMMARY: CONFIRM STATION SHEET AND MERCHANT RECEIPTS BALANCE**



<b>Station 1 EFTPOS Total: *</b> 0	<b>Station 2 EFTPOS Total:</b> ex: 23
---------------------------------------	--

<b>Station 1 Credit Card Total: *</b> 0 Do NOT include Surcharge Amount	<b>Station 2 Credit Card Total:</b> ex: 23 Do NOT include Surcharge Amount
---	--

<b>TOTAL MERCHANT TAKINGS PER STATION 1 (EFTPOS + Credit Card): *</b> 0 Do NOT include Surcharge Amount	<b>TOTAL MERCHANT TAKINGS PER STATION 2 (EFTPOS + Credit Card):</b> ex: 23 Do NOT include Surcharge Amount
---	--

<b>TOTAL MERCHANT RECEIPTS (Add amounts from ALL Merch Receipts): *</b> 0 Do NOT include Surcharge Amount	<b>TOTAL MERCHANT RECEIPTS (Add amounts from ALL Merch Receipt):</b> ex: 23 Do NOT include Surcharge Amount
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**BEFORE PROCEEDING TO BALANCES FROM MERCHANT SUMMARY: CONFIRM STATION SHEET AND MERCHANT RECEIPTS BALANCE**

- MERCHANT SUMMARY TOTAL** – Is the Net Total from Settlement Report.
- STATION 1 & STATION 2 TOTAL** – If two station operating from the one location and the totals together. This **SHOULD** equal the Merchant Summary Total.
- DOES THE SETTLEMENT SUMMARY TOTAL MATCH THE STATION SHEET TOTAL?** Yes or No. If yes – continue. If NO – go back and figure out why. DO NOT LEAVE IT AS NO.
- Upload a photo of Settlement Summary – click '**Browse Files**' > take photo/upload.

**MERCHANT SUMMARY TOTAL: \***  
 ex: 23  
 Enter figure shown on Settlement Slip printout

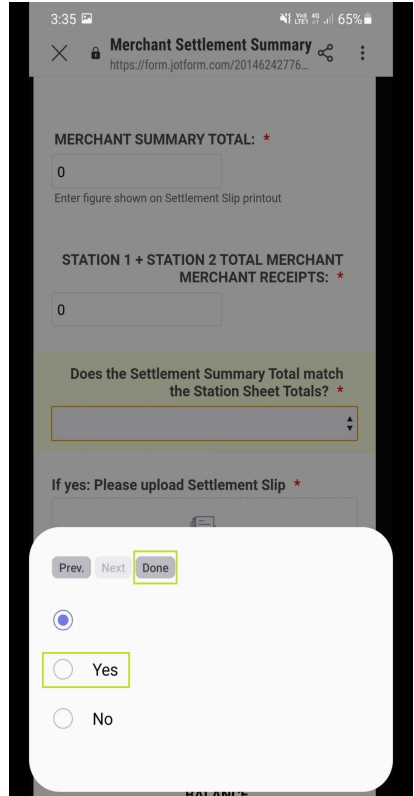
**STATION 1 + STATION 2 TOTAL MERCHANT RECEIPTS: \***  
 ex: 23

**Does the Settlement Summary Total match the Station Sheet Totals? \***

**If yes: Please upload Settlement Slip \***

**Browse Files**

**BEFORE PROCEEDING TO SIGN-OFF: CONFIRM STATION SHEET AND MERCHANT SUMMARY BALANCE**



**MERCHANT SUMMARY TOTAL: \***  
 0  
 Enter figure shown on Settlement Slip printout

**STATION 1 + STATION 2 TOTAL MERCHANT RECEIPTS: \***  
 0

**Does the Settlement Summary Total match the Station Sheet Totals? \***  
 Yes

**If yes: Please upload Settlement Slip \***

**Browse Files**

**BEFORE PROCEEDING TO SIGN-OFF: CONFIRM STATION SHEET AND MERCHANT SUMMARY BALANCE**

8. After clicking '**Browse files**' > select **Camera** > take photo of Settlement Summary > click **OK** > file should display below the browse file button.

**MERCHANT SUMMARY TOTAL: \***  
 0  
 Enter figure shown on Settlement Slip printout

**STATION 1 + STATION 2 TOTAL MERCHANT RECEIPTS: \***  
 0

**Does the Settlement Summary Total match the Station Sheet Totals? \***  
 Yes

**If yes: Please upload Settlement Slip \***

**Browse Files**

**Choose an action**

**Camera**   **Camera Camcorder**   **Files**

**BEFORE PROCEEDING TO SIGN-OFF: CONFIRM STATION SHEET AND MERCHANT SUMMARY BALANCE**



**MERCHANT SUMMARY TOTAL: \***  
 0  
 Enter figure shown on Settlement Slip printout

**STATION 1 + STATION 2 TOTAL MERCHANT RECEIPTS: \***  
 0

**Does the Settlement Summary Total match the Station Sheet Totals? \***  
 Yes

**If yes: Please upload Settlement Slip \***

**Browse Files**

1622093...182.jpg   1.1MB

**BEFORE PROCEEDING TO SIGN-OFF: CONFIRM STATION SHEET AND MERCHANT SUMMARY BALANCE**

9. **Signature** – Sign in the box corresponding to your Station.
10. Click **Submit** – if **1** station open or **BOTH** stations close at the same time click Submit.
11. Click **Save** – If **2** stations open but one closes **before** the other click Save.

ELS and Receipts for errors.

If this does not balance  
AFTER reviewing SS,  
ELS and Merchant  
Receipts for errors  
Management must be  
informed asap.

Copyright © 2020

ELS and Receipts for errors.

If this does not balance  
AFTER reviewing SS,  
ELS and Merchant  
Receipts for errors  
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12. Click **Skip Create an Account** and the Merchant Settlement Summary is saved as a draft.
13. Click **Get shareable link** – this will save a link to your clipboard.
14. Open Slack and **paste** the saved link to send to the person who is on the second station.
15. The second station will complete steps 1 -5 before pressing **Submit**.
16. DO NOT CLEAR STATION 1's ENTRIES.



Save your progress

 Sign up with Google

 Sign up with Facebook

OR

 Sign up with Email

Already have an account? [Log in](#)

[Skip Create an Account](#)

← Back



Your form has been saved as a draft.

If you want to continue your form later, please enter the email address you would like to send the link to:

Send link


 Get shareable link

Save



Melinda Perry (Marshmallow) 3:31 PM

<https://form.jotform.com/201462427764052?session=JF-S4L-Ku7rt4B-&stoken=JF-VfdzXeRa-15>

 form.jotform.com

Merchant Settlement Summary

Please click the link to complete this form.



slackbot Only visible to you

That looks like a JotForm link. Would you like to install the JotForm app from the Slack App Directory?

JotForm

Send form submissions to teammates or channels  
[Learn more](#)

Yes, please

Not now

No, thanks

Jot something down

