



Printing a Money Order Report

Locate the function buttons to the right of the screen.

Press the F (function) button next to 'Money Order'.

Press F4 for 'Reports'.

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

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

Select F4 for 'Shift Reports'.

Select F4 for print all and press the green key, 'Enter'.

After the report has finished printing, you'll notice the date and the time of the report will print on the top with your terminal ID.

You'll see four columns labeled time, clerk, serial number and amount. This tells you the time, the clerk and the serial number of the money order that was printed.

If there is a little 'v' to the right of the serial number, you'll know that transaction was voided out and the far right hand column is the face value printed for that money order.

Below those columns is a shift amount number. That total is the face amount of the money orders sold, 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.