



Printing a Money Order

Looking at the Verifone terminal, locate the grey function buttons to the right-hand side of the screen.

They're labeled F1, F2, F3, and F4.

Press the function button next to money order.
The screen will change.

Press F2 next to 'MO Sale'.

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

Key in the dollar amount that your customer wishes to purchase and press 'Enter'.

The terminal will bring the face amount and add the retail price to it on the total line. Press 'Enter' a second time.

Collect your cash from your customer, count it, secure it in your cash register, or safe, and return any change to your customer.

The screen will have a 'Yes' or 'No' prompt. Select 'Yes' to print the money order. Select 'No' to cancel the transaction.

When you select yes, the machine will have a short communication. It will receive information and begin to print the money order at the end of the transaction.

When the printer is finished printing the money order, tear the money order off and hand it to your customer.



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

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