## Money Order

## **Feature Reference**

Date: December 05, 2022







#### **Money Order**

#### **Using This Feature Reference**

This Feature Reference provides detailed information on how to configure and use the Money Order feature.

- **Overview** This section contains a brief description, requirements and the supported hardware configurations for the Money Order feature.
- **Configuring** This section contains information on how to configure the Money Order feature.
- Using This section describes how to prepare the Verifone Commander for the Money Order feature.
- **Reporting** This section contains a sample report with a detailed report description for the Money Order feature.
- **Troubleshooting** This section contains troubleshooting scenarios, along with the steps needed to resolve the issues. In some cases the user may need to perform procedures that are restricted to higher security levels (i.e. manager level as opposed to cashier).

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## **Revision History**

Date	Description
02/22/2018	Initial Documentation Release.
04/20/2018	Updated Sapphire Supported Hardware Requirements and Software Requirements.
06/29/2018	Added diagrams in the Commander chapter.
08/02/2018	Updated the diagrams in the Commander chapter.
08/31/2018	Updated the configuring Money Orders section.
11/21/2022	Updated UI, added note in Overview, removed Sapphire sections and updated branding.

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## 1 OVERVIEW

#### **Feature Description**

The Money Order feature is used by the Point of Sales (POS) System to interface with Money Order Devices. Money Orders are secure prepaid payments for a specified amount of money that use a special Money Order Printers to process orders. Money Order Fees can be charged to create and process money orders.

When a Sales Associate sells a money order from a POS terminal, it communicates the order to the money order printer and the specified order is printed.

The POS System communicates with the Money Order Device and is responsible for receipt prompting, reporting and tracking data, and payment collection.



Customer payment is collected before printing the money order coupons in order to prevent fraud.

If there is communication failure between the POS and money order terminal after the customer payment is collected, the transaction appears as completed even though the money order coupon is not printed.

In this case, the cashier determines whether to manually print the coupons via the money order terminal or to perform a manual refund to the customer in a new transaction.

The receipt printed will show money order coupons printed with serial numbers if there is no communication failure and without serial numbers if there is communication failure.

If the money order terminal is malfunctioning and manual printing is not possible, then the cashier should perform a manual refund transaction.

#### Requirements

#### Supported Hardware Configurations

- •Verifone Commander with Topaz/Ruby2/C18
- •Verifone RubyCi with Topaz/Ruby2

#### Software Requirements

•Verifone Commander / RubyCi - Any version.

#### **Money Order Terminal Types - Printers**

- •Western Union Ethernet or Serial connection
- •MoneyGram Delta Network



To comply with PCI private IP addressing requirements, the router disallows communication with public Internet addresses, and no longer openly routes or allows communication from or to IP addresses outside of the defined Verifone Zone.

192.168.31.x is reserved for the Verifone POS zone.

All device IP addresses that communicate with the POS Zone must be RFC1918 compliant, meaning they are any private addresses that fall in the following IP scope:

- 10.0.0.0 10.255.255.255
- 172.16.0.0 172.31.255.255
- 192.168.0.0 192.168.255.255

Establishing communication between a store network device and a Verifone device in the POS Zone using a router requires the following configurations:

- Assign an RFC1918 compliant address to the store device.
- Configure the store router/firewall to allow the device to communicate to the router.
- Use Configuration Client to define a Device Specific Route to the device.
- Configure a Port Forwarding rule on the router for the device. (Requires both the device IP address and port number.)

For detailed setup instructions, refer to the following documents:

- Commander Site Controller Network Configuration Guide
- Router Installation Guide

NOTE

The Port Forward has to be put in the router to allow the return traffic from the Money Order Device. The port forward sends the traffic from port 1123 to 192.168.31.11 so that the money order traffic is sent to the commander.

#### Two Alternative Configurations





## 2 CONFIGURING MONEY ORDERS

To configure the Money Order feature:

- 1. Enable the Money Order feature.
- 2. Set the Device Terminal Type.
- 3. Configure a Money Order Fee (Optional).
- 4. Setup a Money Order Department.
- 5. Modify existing method of payments (MOPs) to allow for Money Orders.
- 6. Setup a Money Order key for the POS terminals.
- 7. Train user's on the Money Order process.



DO NOT set up a PLU for Money orders. These must be sold as department sales.

### Configuring with Commander Configuration Client

#### Money Order Configuration

1. From the Configuration Client, go to: Tools > Managed Modules.

Security	Initial Setup	Store Operations	Promos and Discounts	Forecourt	Devices	Payment Controller	Reporting	Tools Help	Log Out
								Rule Manager	
								Managed Module	25
								Refresh Configur	ration
								Ping Utility	

2. Select the [Current Configuration] tab.

Managed Mod	ules	
Current Configuration	Pending Configuration	System Resources
Host Names Select Module	~	

3. Select the Appropriate Host Name.

Managed	Mod	ules		
Current Configu	ration	Pendin	g Configuration	System Resources
Host Names Select Module	sitecor topaz1	→ ntroller 01	~	

- 4. Click on the Select Module drop down arrow.
- 5. Select [Money Order Feature].

Managed	Modules	
Current Configu	Iration Pending Configuration	n System Resources
Host Names	sitecontroller ~	
Select Module	Car Wash DCR Driver DVR Configuration DVR Logging Types Fuel Price Display Fuel Driver Fuel RFID Configuration GSM Kitchen Printer Service	
	Money Order Feature Auxiliary Forecourt Speedpass	



The Select Module list is populated with all the configurable modules for the selected system (host).

6. From the *Device Terminal Type* drop down list, select the **<Device Terminal Type>** (i.e., the Money Order Printer).

Managed Modules	S
Current Configuration Pene	ding Configuration System Resources
Host Names sitecontroller Select Module Money Order Enable Money Order Feature Device Terminal Type	Feature Advanced Settings
	MoneyGram Delta Network Western Union Ethernet Western Union Serial

7. Configure the Device Terminal Type communication parameters in [Advanced Settings].



Advance settings that display are dependent on the Device Terminal Type selected.

- 8.A. Moneygram Delta Network:
  - 1. Select [MoneyGram Delta Network].

Managed Mod	ules
Current Configuration	Pending Configuration System Resources
Host Names sitecor Select Module Money Enable Money Order Fe Device Terminal	troller ~ Order Feature ~ ature Type MoneyGram I ~ Advanced Settings

2. Click [Advanced Settings].

Manage	ed Modules		Save Cancel
Current C	MoneyGram Delta Network		ources
-	Security Access Number	0000000	
Host Na	Port Name	~	
Select Mc	Terminal ID	PortA1-1	
Enable M	Sava Can	PortA1-2 PortA1-3	tings
	Save Call	PortA1-4	ungs
1111		PortA1-6	
11/17		PortA1-7 PortA1-8	
11			

#### 3. Configure the MoneyGram port and communication parameters.

Value	Description
MoneyGram Delta N	etwork
Port Name	Sets the assigned port number the device terminal is connected to.
Terminal ID	Sets the device Terminal ID of the money order device.
Assigned por disabling the	ts for Money Order Device Types will be released on e "Enable Money Order Feature."

4. Select [Save] to accept, or [Cancel] to exit without saving changes.

5. Select [Enable Money Order Feature]

Managed N	Mod	ules	Save Cancel
Current Configur	ration	Pending Configuration	System Resources
Host Names [ Select Module [ Enable Money Or Device Te	sitecon Money der Fea rminal T	troller ∽ Order Feature ∽ ture ⊘ Type MoneyGram I ∽ /	Advanced Settings



The Enable Money Order Feature option must be selected after any additional money order configuration.

6. Select [Save] to accept, or [Cancel] to exit without saving changes.

A error displays if the Enable Money Order Feature option is selected prior to changing properties.

d Settings	MoneyGram De	elta Network		-
Configurat	on Manager			
V Ple	ase disable 'Mone	ey Order Feature' Ok	feature when o	changing properties

#### 8.B. Western Union Ethernet:

- 1. Select [Western Union Ethernet].
- 2. Click [Advanced Settings].

Current Configuration Pend	ling Configuration System Resources	
Host Names sitecontroller  Select Module Money Order Feature  Enable Money Order Feature		
Device Terminal Type Western Unio Advanced Settings		
L	MoneyGram Delta Network Western Union Ethernet Western Union Serial	

3. Configure the Western Union Ethernet communication parameters.

Western Union Ethernet	
Terminal IP Address	· · · ·
Forwarding IP port for Terminal	1123
Terminal IP Port	1400
Terminal ID	
Forwarding IP address for Terminal	169. 254. 13. 64
Socket connection Timeout	30000
Save	cel

Value	Description	
Western Union Ethe	ernet	
ICE6000 Terminal IP Address	Sets the money order device's IP Address.	
ICE6000 Terminal ID	Sets the Terminal ID of the money order device (0 - 8 digits).	
Forwarding IP Address for ICE6000 Terminal	Sets the forwarding IP Address for the ICE6000 money order terminal. Typically the WAN side IP Address of the router.	
The WAN side IP Address of the router is the forwarding IP Address that should be used for the standard money order device configuration.		

4. Select [Save] to accept, or [Cancel] to exit without saving changes.

#### 8.C. Western Union Serial

- 1. Select [Western Union Serial].
- 2. Click [Advanced Settings].

Managed Modules Save Cancel		
Current Configuration	Pending Configuration System Resources	
Host Names sitecontroller  Select Module Money Order Feature Enable Money Order Feature Device Terminal Type Western Unio  Advanced Settings		
Western Union	Serial	
Port Name		
Save	PortA1-3 PortA1-4 PortA1-5 PortA1-6 PortA1-7 PortA1-8	

3. Configure the Western Union Serial communication parameters.

Value	Description
Western Union Seria	al
Port Name	Sets the assigned port number the device terminal is connected to.
Assigned ports for Money Order Device Types will be released on disabling the "Enable Money Order Feature."	

4. Select [Save] to accept, or [Cancel] to exit without saving changes.

#### Money Order Fee Configuration

Create a fee for Money Order Sales.

NOTE

First create a Money Order Fee department in Store Operations > Merchandise > Department.

1. From the Configuration Client, go to: Store Operations > Payment.



The Payment Management form displays.

Payment Management		
MOP Currencies Fees Tax	Rates	
		Delete
Select MOP	Name	MOP Code
001 - CASH	CASH	00 - CASH 🗨
002 - CHECK 003 - CREDIT	Minimum Amount 0.01	Maximum Amount 0.00
004 - DEBIT 005 - MAN CRED 006 - IN-HOUSE	Limit 0.00	#Additional Receipts
007 - MAN CR2 008 - MANUAL EBT	Tender Code generic	Tender Sub Code generic
010 - DRIVE OFF 011 - TAX COUPON	Options	
012 - \$20 CASH	Force Safe Drop	V Open Drawer On Sale
014 - EXACT CHANGE	Tender Amount F	Required 🗹 Cashier Report Prompt
015 - TRAV CHK 016 - LOTTERY	Allow Zero Entry	Allow Without Sale
017 - PUMP TEST	Allow Refund	Allow Change
018 - NTAX COUPN 019 - EBTCB	Allow Safe Drop	Allow Money Order Purchase
020 - SPECIAL DISC 🔻	Force Ticket Prin	1t

2. Select the [Fees] tab.

ayment Management				
	s Taxi	Rates		
Select Fee		Name	Department	Delete
001 - BTL DEP			0001 - CIGARETTES	-
002 - 6PK. DEP 003 - ADF		E Fee is Refundable	1	
004		Fee Type		
005 - CS DEP 006 - REBATE TR		Range/Amt	C Percentage	
007 - REBATE TN		Amount	Range	
009		0.00	0.00	
010		Amount	Range	
011		0.00	0.00	
012		Amount	Range	
013		0.00	0.00	
015		Amount	Range	
016		0.00	0.00	1
017		Amount		
018		0.00		
020	-	0.00		

- 3. Select a free **<Fee>** position from the list.
- 4. Configure the Money Order Fee parameters.

		Delete
Name	Department	
M.O. FEE	9031 - M.O.FEE	-
Fee is Refundable		

Value	Description
Money Order Fee	
Name	Enter <b>[M.O. Fee]</b> . Sets the name for the Money Order Fee.
Department	Select <b>[9031 - M.O. Fee]</b> . Sets the Money Order Department to which fee transactions are charged for report totals.

Value	Description	
See 'Department Configuration' to setup a Money Order Fee Department.		
Fee is Refundable	Select to indicate that the fee is refundable with the cost of the item if it is returned.	
Delete	Allows an existing Fee to be deleted.	

5. Configure the Money Order Fee Type.

There are two different Fee Types that can be configured when charging for Money Orders:

Fee Туре	
Range/Amt	Percentage

- •Range/Amount: used to set a single money order fee or multiple money order fees based on an ending dollar amount of the money order.
- •**Percentage:** used to set a percentage fee based on the total value of the money order.
- 5A. If the **Range/Amt** Fee Type is selected, enter the fee Amount and maximum dollar Range of the money order:

Fee Type Range/Amt	
Amount	Range
0.35	5.00
Amount	Range
0.50	10.00
Amount	Range
0.75	20.00
Amount	Range
1.00	50.00
Amount	
5.00	

Field	Value	Description
1ct	Amount	Enter the amount of the first fee (0.01 - 9999.99).
ISC	Range	Enter the ending dollar amount for items to which the first fee applies.

Field	Value	Description		
NOTE	To charge a single money order fee for all items in a money order department, set the first amount to the appropriate fee amount, for any monetary amount, in the appropriate department or PLU that the fee is assigned to.			
<b>2</b> - 4	Amount	Enter the amount of the second fee (0.00 - 9999.99).		
ZNA	Range	Enter the ending dollar amount for items to which the second fee applies.		
2.4	Amount	Enter the amount of the third fee (0.00 - 9999.99).		
3ra	Range	Enter the ending dollar amount for items to which the third fee applies.		
4th	Amount	Enter the amount of the fourth fee (0.00 - 9999.99).		
401	Range	Enter the ending dollar amount for items to which the fourth fee applies.		
5th	Amount	Enter the amount of the fifth fee (0.01 - 9999.99).		
501	Amount	This fee is applied to all money order amounts higher than the range end for the fourth fee.		
NOTE	Use the 2nd for different	- 5th amount and ranges values to charge different fees t money orders amounts.		

5B. If the **Percentage** Fee Type is selected, enter the percentage to be charged based on the total value of the Money Order. (i.e. a 5% charge for a money order with a value of \$50.00 = \$2.50 money order fee).

Fee Type	Percentage
Percentage	
5.000	

6. Select [Save] to accept, or [Cancel] to exit without saving changes.

#### Money Order Department Configuration

A Department must be setup for **Money Order Sales** and **Money Order Fees** if applicable.

1. From the Configuration Client, go to: **Store Operations > Merchandise**.



The Merchandise Configuration window displays.

Merchandise Configuration					
Categories Product Codes	Depart	tments			
		[	Add	🗖 De	elete
Select Category		Number			
0001 - FUEL		1			
0002 - OTHER FUEL		Name			
0003 - TOBACCO		ELIEI			
0004 - ALCOHOL		PUEL			
0005 - FAST FOOD					
0006 - TAX GROC.					
0007 - N/TAX GROC.	=				
0008 - LOTTO	-				
0009 - MONEY ORDER					
0010 - CAR WASH					
0011 - OTHER					
0012 - Deli Kiosk					
0013 - COFFEE					
0014 - FOUNTAIN					
0015 - BULK ICE CREAM					
0016 - SOUP AND SALADS					
0017 - ONLINE LTTRY					
0018 - INSTNT LTTRY					
0019 - LTTRY VCHR ISSD					
0020 - FUEL	Ψ				

2. Select the [Departments Tab].

Merchandise Configuration				
Categories Product Codes	Depa	artments		
			Add Delete	
Select Department 0001 - CIGARETTES 0002 - PREM CIGS - 1PK 0003 - PRODUCE 0004 - DELI 0005 - DONUT/BAGEL 0006 - COFFEE 0007 - MUGS 0008 - FOUNTAIN 0009 - HBA 0010 - HBA TAX 0011 - GROCERY 0012 - ICE CREAM NOV 0013 - GROCERY TAX 0014 - PUBLICATIONS 0015 - NEWSPAPERS 0016 - FOOD SERVICE 0016 - FOOD SERVICE 0017 - ICE CREAM DIP	* III	Number 1 Min. Amount 0.00 Product Code 0400 - GENERAL MERCHAN Fuel Tax Exemption Fees ID Check Taxes	Name CIGARETTES Max. Amount 0.00 Category 0003 - TOBACCO	
0017 - ICE CICLAW BIT 0018 - HOT DOGGER 0019 - PLU NOT FOUND 0020 - FUEL 0021 - SANDWICH 0022 - V-POWER 0023 - DIESEL 0024 - SOUP AND SALADS 0025 - Phone Cards 0026 - GIFT CARDS	•	1 - STATE Blue Laws Options Allow Food Stamps Allow Fractional Quantity Fuel Department Prompt Serial Num	Edit Edit Allow Special Discount Negative Department Money Order Department Prohibit Manual Discount	

- 3. Select [Add] to create a money order Department.
  - Delete: Allows an existing Department to be deleted.

4. Configure these Department parameters.

	Add Delete
Number	Name
9030	MONEY ORDERS
Min. Amount	Max. Amount
5.00	300.00
Product Code 0400 - GENERAL MERCHAN	Category 0009 - MONEY ORDER

Value	Definition	Money Order	Money Order Fee	
Department				
Number	Sets the money order department number.	Enter <b>[9030].</b>	Enter <b>[9031].</b>	
Name	Sets the Department name.	Enter [MONEY ORDERS].	Enter <b>[Money</b> Order Fees].	
Min. Amount	Sets the minimum allowable dollar amount for a line item sale.			
Max. Amount	Sets the maximum allowable dollar amount for a line item sale.			
Product Code	Set by the network that categorizes the products sold.	Select [0520 - GENERAL MONEY ORDER].	Select [0520 - GENERAL MONEY ORDER].	
If a PLU and a department have different codes, the product code assigned to the PLU overrides but only if the product code in the PLU File.				
Category	Sets the category of the department.			
Categories are set up in Store Operations > Merchandise > Category.				

5. Configure these Department parameters.

Fuel Tax Exemption	
_	
Fees	
	Edit
ID Check	
	Edit
Taxes	
	Edit
Blue Laws	
	Edit

Value	Definition	Money Order	Money Order Fee	
Department				
Fuel Tax Exemption	Sets the fuel tax exemption that applies to this department.			
NOTE The p in Fo	oarameter does not appear unless a j recourt > Fuel Tax Exemption. It app	fuel tax exemption re oles to fuel departme	cord has been set up nts only.	
Fees	Set to automatically apply a fee to the money order sales in this department.			
Money Order Fees are optional. If Money Order Fees are charged, select the number defined in the Fees section.				
ID Check	Sets the appropriate ID Check in this department.			
Taxes	Sets the tax is to be imposed in this department.			
Blue Laws	Set to restrict the sales of an item in this department on designated days.			

- Fees
- •Click [Edit] to open the Fees pop-up window; select the associated fee(s).



See the Money Order Fee Configuration section to configure money order fees. In the example above, a money order fee was setup; the option was selected to apply the money order fee.

•Click [Edit] to open the ID Check pop-up window; select the associated ID(s).

ID Check	
ALCOHOL ID CHECK TOBACCO ID CHECK Lottery Check	
Select None Select All	Done Cencel

• Click [Edit] to open the Taxes pop-up window; select the associated taxes.

Laxes	
STATE	*
LUXURY	
PREPAID STATE	=
State Alcoh	
City Alcoh	
Local Alcoh	Ψ.
Select None Select All	Done Cencel

•Click [Edit] to open the Blue Laws pop-up window; select the associated law.

Blue Laws	
Apply Bue Lew-1 Apply Bue Lew-2	
Select None Select All	Done Cencel

6. Configure the Department Options.

Options	
Allow Food Stamps	Allow Special Discount
Fuel Department	Money Order Department

Value	Description	Money Order	M.O. Fee
Options			
Allow Food Stamps	Set to allow food stamps to be applied to sales made in this department.		
Allow Fractional Quantity	Sets the product to be sold in fractional quantities as needed in this department.		
If this p departn entered	arameter is selected, all quantities nent are read as decimals. If this par l are read as whole numbers.	entered in departme ameter is not select	ent sales for this ed, all quantities
Fuel Department	Sets the department as a fuel department.		
Allow Special Discount	Permits items in this department to have a special discount applied to them.		
Negative Department	Sets the transaction amounts to be subtracted from receipts and report totals.	This option <u>must</u> <u>not</u> be selected.	This option <u>must</u> <u>not</u> be selected.
Money Order Department	Sets the department to a Money Order Department.	This option <u>must</u> be selected.	This option <u>must</u> <u>not</u> be selected.

7. Select [Save] to accept, or [Cancel] to exit without saving changes.

#### Money Order MOP Configuration

Enable Money Order purchases for types of payment.

1. From the Configuration Client, go to: Store Operations > Payment.



The Payment Management form displays.

Payment Manager	ayment Management				
MOP Currencies Fees	Tax R	lates			
Select MOP		Name	MOP Code	Delete	
001 - CASH	<u> </u>	CASH	00 - CASH	-	
002 - CHECK 003 - CREDIT	E	Minimum Amount 0.01	Maximum Amount 0.00		
005 - MAN CRED 006 - IN-HOUSE		Limit 0.00	#Additional Receipts		
007 - MAN CR2 008 - MANUAL EBT		Tender Code generic	Tender Sub Code generic		
010 - DRIVE OFF 011 - TAX COUPON		Options			
012 - \$20 CASH 013 - \$50 CASH		Force Safe Drop	Open Drawer	r On Sale	
014 - EXACT CHANGE 015 - TRAV CHK 016 - LOTTERY		Allow Zero Entry	Allow Withou	t Sale	
017 - PUMP TEST 018 - NTAX COUPN		Allow Refund	Allow Change	e Order Durchaus	
019 - EBTCB 020 - SPECIAL DISC	-	Force Ticket Prin	t Allow Money	Order Purchase	

2. Select the [MOP] tab.

Payment Manage	me	nt		
MOP Currencies Fees	Tax	Rates		
Salart MOP		News	MORICHA	Delete
001 - CASH		CASH	00 - CASH	-
002 - CHECK 003 - CREDIT		Minimum Amount 0.01	Maximum Amount 0.00	•
005 - MAN CRED 006 - IN-HOUSE		Limit 0.00	#Additional Receipts 0	
007 - MAN CR2 008 - MANUAL EBT 009 - LOTTO		Tender Code generic	Tender Sub Code generic	
010 - DRIVE OFF 011 - TAX COUPON 012 - \$20 CASH		Options		-1-
013 - \$50 CASH 014 - EXACT CHANGE		Tender Amount F	Required Cashier Report Pro	mpt
015 - TRAV CHK 016 - LOTTERY 017 - PUMP TEST		Allow Zero Entry	Allow Without Sale	
018 - NTAX COUPN 019 - EBTCB		Allow Safe Drop	Allow Money Order	Purchase
020 - SPECIAL DISC	Ψ.	Force Ticket Print	t	
				_

- 3. From the Select MOP list, click on the **<MOP>** to configure.
- 4. Select [Allow Money Order Purchase] to permit the purchase of a money orders with this payment type.
- 5. Repeat the above steps for all MOPs permitted money orders purchases.
- 6. Select [Save] to accept, or [Cancel] to exit without saving changes.

#### Configure Money Order Department Menu Key

Once a Money Order Department is configure, it must be assigned to a menu key on a touch screen.

1. From the Configuration Client, go to: Store Operations > Touch Screen.

Security Initial Setup	Store Operations Promos and Dis	acounts Forecourt Devices Payment Controller Reporting Tools Help Log Out
Payment Mana MOP Currencies Fee Select MOP 001 - CASH 002 - CHECK 003 - CREDIT 004 - DEBIT 005 - MAN CRED 006 - IN-HOUSE 007 - MAN DEBIT 008 - FOODSTAMP 009 - I OTTERY	Payment Merchandise Restrictions PLUs Sales Menu Keys Register Touch Screen Sen-criteckout House Account/ Pay IN/ Pay OUT Group Price Change Managed Updates Fiscal Receipt Charity Donations Close Lane	Delete MOP Code Panel Configuration Screen Configuration Register Configuration #Additional Receipts 0 ~ Tender Sub Code generic
011 - COUPON 012 - MOBILE 013 - Paper-check 014 015 016 017 018 019 020	<ul> <li>Force Safe Drop</li> <li>Tender Amount Requi</li> <li>Allow Zero Entry</li> <li>Allow Refund</li> <li>Allow Safe Drop</li> <li>Force Ticket Print</li> </ul>	<ul> <li>✓ Open Drawer On Sale</li> <li>ired ✓ Cashier Report Prompt</li> <li>Allow Without Sale</li> <li>✓ Allow Change</li> <li>Allow Money Order Purchase</li> <li>Force Quick Cash Key</li> </ul>

2. Go to Panel Configuration and in any of the Item Panel from the left, select Add Item.

Panels Parked Menu Pane	els Fuel Panels		
Select Item Panel	Name ItemPar	nel 1	Add Duplicate
OrderMenu	Included It	-	
Beverages Snacks		31115	
Grocery	Туре	Items	Preview
Discounts			
ItemPanel 1	Menu key		1-MENU-R
ItemPanel_2			
ItemPanel_3	Manukay		
ItemPanel 5	Wenu key		2-MENU-C
ItemPanel_6			
ItemPanel_7	MOP	CASH	CASH
ItemPanel_8			
ItemPanel_10			
ItemPanel_11	MOP	CREDIT	CREDIT
ItemPanel_12			
ItemPanel_14	▼] □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □		

3. Select Department in the Add Item line.

uch Screen Configura	ation : Panel	Configuration	Save Ca
n Panels Parked Menu Panels F	uel Panels		
			Delete
Select Item Panel	Name ItemPanel	1	Add Duplicate
OrderMenu Beverages	-Included Item	s	
Snacks Grocery	Туре	Items	Preview
Discounts Fees ItemPanel_1 ItemPanel_2	Department	HOUSEHLOD CARE	
ItemPanel_3 ItemPanel_4 ItemPanel_5 ItemPanel_6	Department	COFF TEA SUPP	SOFT DRINKS
ItemPanel_9 ItemPanel_10	Department	PAK MEAT CHE	CHIPS
ItemPanel_11 ItemPanel_12		<b>v</b>	
ItemPanel_13 ItemPanel_14			
Preview/edit			Add Item Delete Item
	PLU		
	Department		
	MOP	E	
	Function		
	Menu key		
	Monitoring	-	

4. From Items select the money order department.

Select Item Panel OrderMenu Beverages Snacks Grocery Discounts Frees ItemPanel 1 Included Items Preview Department HOUSEHLOD CARE ALCOHOL Department HOUSEHLOD CARE ALCOHOL Department Department COFF TEA SUPP Item Selection Department Department Department COFF TEA SUPP Item Selection Department Department Department MONEY_ORDER GENERAL_PURPOSE_ACTIVATE GENERAL_PURPOSE_	n Panels Parked Menu Pane	els Fuel Panels			
Select Item Panel       Name       ItemPanel 1       Add       Duplicate         OrderWanu       Beverages       Included Items       ItemPanel 3         Snacks       Socours       Preview       ItemPanel 1         ItemPanel 2       ItemPanel 3       ItemPanel 4         ItemPanel 4       ItemPanel 7       ItemPanel 7         ItemPanel 10       ItemPanel 1       ItemPanel 1         ItemPanel 11       Department       COFF TEA SUPP       SOFT         ItemPanel 3       ItemPanel 6       ItemPanel 7       ItemPanel 1         ItemPanel 11       ItemPanel 1       Department       PAK MEAT CHE       Department         ItemPanel 11       ItemPanel 1       MONEY_ORDER       ACTIVATE         ItemPanel 11       ItemPanel 1       MONEY_ORDER       COMMIN ROL         ItemPanel 12       ItemPanel 14       Department       PAK MEAT CHE       Department         Preview/edit       Preview/edit       Add Item Det       HOUSEHLOD CARE       HOUSENDD CARE         ItemPanel 13       ItemPanel 14       Department       MONEY_ORDER       HOUSENDD CARE         ItemPanel 12       ItemPanel 14       Item Panel 14       Item Panel 14       Item Panel 14         ItemPanel 14       ItemPanel 15					Delete
OrderWanu         Beverages         Snacks         Grocery         Discouris         Fees         ItemPanel 2         ItemPanel 3         ItemPanel 7         ItemPanel 10         ItemPanel 11         ItemPanel 13         ItemPanel 13         ItemPanel 13         ItemPanel 14	Select Item Panel	Name ItemPanel	1	Add	Duplicate
Deverages         Snacks         Grocery         Discounts         Fees         ItemPanel 1         ItemPanel 2         ItemPanel 3         ItemPanel 6         ItemPanel 7         ItemPanel 10         ItemPanel 11         ItemPanel 12         ItemPanel 13         ItemPanel 13         ItemPanel 14	OrderMenu	A Included Item			
Grocery       Type       Items       Preview         Discourts       Fees       Department       HOUSEHLOD CARE       ALCOHOL         ItemPanel_3       ItemPanel_4       Department       COFF TEA SUPP       SOFT         ItemPanel_6       ItemPanel_7       ItemPanel_9       ItemPanel_10         ItemPanel_10       ItemPanel_11       Department       PAK MEAT CHE       Department       GENERAL_PURPOSE_ACTIVATE         GENERAL_PURPOSE_RELOADABLE       GUM MIN ROL       HARDWARE       HOUSEHLOD CARE       HOUSEHLOD CARE         ItemPanel_11       ItemPanel_12       ItemPanel_14       HOUSEHLOD CARE       MONEY_ORDER         ItemPanel_12       ItemPanel_14       GENERAL_PURPOSE_ACTIVATE       GENERAL_PURPOSE_RELOADABLE       GUM MIN ROL         ItemPanel_13       ItemPanel_14       HOUSEHLOD CARE       HOUSEHLOD CARE       HOUSEHLOD CARE         ItemPanel_14       VICHEN GOOD       LIGHTERS       LOYALTY       Lotary Sales Winner         MAPS       MAPS       MAPS       MAPS       MAPS	Beverages		5		
Discounts Fees ItemPanel 1 ItemPanel 2 ItemPanel 3 ItemPanel 4 ItemPanel 5 ItemPanel 1 Ite	Grocery	Туре	Items	Preview	
Preview       Department       HOUSEHLOD CARE       ALCOHOL         ItemPanel 3       ItemPanel 4       Department       COFF TEA SUPP       SOFT         ItemPanel 5       ItemPanel 7       Item Selection       Department       Department         ItemPanel 6       ItemPanel 7       Item Selection       Department       Department       Department         ItemPanel 10       ItemPanel 11       Department       Pack MEAT CHE       Department       MONEY_ORDER         ItemPanel 13       ItemPanel 14       Preview/edit       Add Item Det       HOT DOG/GRILL       HOUSEHLOD CARE         ItemPanel 13       ItemPanel 14       V       Add Item Det       HOT DOG/GRILL       HOUSEHLOD CARE         ItemPanel 14       V       Add Item Det       HOT DOG/GRILL       HOUSEHLOD       ICE         ItemPanel 13       V       Item Color       ICE       CE CREAM       JUICES         KITCHEN GOOD       LIGHTERS       LOYALTY       Lottary Sales Winner       MAPS         MAPS       MEAT SNACK       MICK       MICK       MICK	Discounts				
ItemPanel 2 ItemPanel 3 ItemPanel 4 ItemPanel 5 ItemPanel 6 ItemPanel 7 ItemPanel 7 ItemPanel 9 ItemPanel 10 ItemPanel 11 ItemPanel 12 ItemPanel 13 ItemPanel 14 ItemPanel 4 ItemPanel 5 ItemPanel 9 ItemPanel 10 ItemPanel 11 ItemPanel 14 ItemPanel 14	ItemPanel 1	Department	HOUSEHLOD CARE	ALCOH	101
ItemPanel_4 ItemPanel_5 ItemPanel_6 ItemPanel_7 ItemPanel_7 ItemPanel_10 ItemPanel_11 ItemPanel_13 ItemPanel_13 ItemPanel_13 ItemPanel_14 ItemPanel_14 ItemPanel_15 ItemPanel_15 ItemPanel_16 ItemPanel_16 ItemPanel_17 ItemPanel_18 ItemPanel_18 ItemPanel_18 ItemPanel_18 ItemPanel_19 ItemPanel_19 ItemPanel_19 ItemPanel_19 ItemPanel_10 ItemPan	ItemPanel_2	Deparament	HOUSENEOD OAKE	ALCOI	
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ItemPanel 12 ItemPanel 13 ItemPanel 14 Preview/edit  Preview/edit  Preview/edit  Preview/edit  CE CREAM JUICES KITCHEN GOOD LIGHTERS LOVALTY Lottery Sales Winner MAPS MEAT SNACK MID	ItemPanel_10				GENERAL_PURPOSE_ACTIVATE
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USUELS KITCHEN GOOD LIGHTERS LOVALTY Lottery Sales Winner MANUAL FUEL DEPT MAPS MEAT SNACK MID MILK	9 <i>(</i>	11 pr	1		ICE CREAM
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MAPS MEAT SNACK MID MILK					MANUAL FUEL DEPT
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n Panels Parked Menu Pane	els Fuel Panels		
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Select Item Panel	Name ItemPanel	2	Add Duplicate
ItemPanel_137	Included Item	-	
ItemPanel 139			
ItemPanel 140	Туре	Items	Preview
ItemPanel_141			
ItemPanel_142			
ItemPanel_143	Function	Not Used	
ItemPanel_144			
ItemPanel 146			
ItemPanel_147	Function	Not Used	
ItemPanel_148			
ItemPanel_149			
ItemPanel_150	Function	Not Used	
ItemPanel_151			
ItemPanel 153			
ItemPanel 154	Department	MONEY ORDER	
ItemPanel 1	Doputation	moner_onbert	
ItemPanel_2	▼		

5. Assign the Item Panel Configured with the Money Order Department to a Screen and assign the screen to a register.



Refer to Base 53 and Higher UI User Reference for more information on configuring Touch Screen. The User Reference is available on Premier Portal.

#### Money Order Report Configuration

1. From the Configuration Client, go to: Reporting > Report Configuration.

Security	Initial Setup	Store Operations	Promos and Discounts	Forecourt	Reporting Tools Help Log Out
					Report Configuration
					Cashier Tracking
					Close Car Wash Paypoint Period
					Site Asset Data
					Close Day NOW

2. Select the [Report Configuration] tab.

Report Configuration	
Report Configuration Auto End OF Day	y(AEOD) Manager Workstation
Period Configuration	
<mark>1 - SHIFT</mark> 2 - DAILY 3 - MONTHLY 4 - YEARLY	Description SHIFT Delay Between Close 0 Unit Of Measure HOUR( Roll Up DB Reports Yes  Store T-Log Data Yes
Report Parameters  Reclose Security 5  Force Close Pending Security 5  Print Automatically Force Cashier Closed Cashier Span Shifts Force Cashier To Print Allow Close With No Activity Allow Suspended Sales	Configure Group List Period 1 Summary By Register PLU Department Category

3. From the Period Configuration section, set the **<Period>** to be configured.

4. From the Configure Group List, select [Period1].





- 5. Click [Edit] to add reports.
- 6. Scroll down and click [Money Order].

Report Names	
E-Safe Content Report	
E-Safe End Of Day Report	
Proprietary Network Card	
Proprietary Network Product	
PLU Exception	
Safe Drop	
ERS Network Reporting	_
☑ MoneyOrder	
Unpaid Transactions Report	5
POP Discount Program Report	-
Select None Select All Done Cano	:el

- 7. Select [Done].
- 8. Verify the Money Order Report are listed under the selected Period.



- 9. Click [Save].
- 10. Repeat the above steps to configure E-Safe Reports for all desired periods.



See the actual Money Order Report in the Reporting section.



#### Department Sale with Fee

Money orders are typically sold using department keys. It is common to charge a fee for each money order sold. This fee is typically configured to be added automatically.

#### **POS System Transaction Flow**

1. From the POS touchscreen, select [Money Order].

Store Number: AB123         Period Information         Period       Closed - Day - 003         Open Period       2018-01-12 13:03         Close Period       2018-01-12 15:02         Money Order Event Log         2018-01-12 14:16       101       1-CORPORATE       25.48 008035467390       EIGHTNINETYSIXHUND Sale         2018-01-12 14:23       101       1-CORPORATE       87.63 008035467407       EIGHTNINETYSIXHUND Sale         2018-01-12 14:34       101       1-CORPORATE       87.53 008035467407       EIGHTNINETYSIXHUND Sale         2018-01-12 14:40       101       1-CORPORATE       87.53 008035467426       SIKFURTHARE       Sale         2018-01-12 14:40       101       1-CORPORATE       87.53 008035467426       SIKFURTHARE       Sale         2018-01-12 14:40       101       1-CORPORATE       57.8,96 008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:45       101       1-CORPORATE       57.8,96 008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:45       101       1-CORPORATE       57.8,96 008035467435       FIVESEVENTYEIGHT       Sale         Porter       ECR Money Order Totals       0       0.00       0.00       0.00       Total Money Or	Store Number: AB123         Period Information         Period Closed - Day - 003         Open Period 2018-01-12 13:03         Close Period 2018-01-12 13:03         Close Period 2018-01-12 13:03         Close Period 2018-01-12 13:03         Close Period 2018-01-12 13:03         Obte Register Employee Amount Serial # Payee Type         2018-01-12 14:23 101 1-CORPORATE 87.60 008035467390       EIGHTHUNDREDSEVENTYSale         2018-01-12 14:24 101 1-CORPORATE 87.60 008035467407       EIGHTYSVENDULLARS Sale         2018-01-12 14:24 101 1-CORPORATE 87.60 008035467426       EIGHTYSVENDULLARS Sale         2018-01-12 14:24 101 1-CORPORATE 875.008035467426       EIGHTYNETYRETE Sale         2018-01-12 14:24 101 1-CORPORATE 675.15 008035467426       SIVENTYTETHREE Sale         2018-01-12 14:24 101 1-CORPORATE 675.15 008035467426       SIVENTYTETHREE Sale         2018-01-12 14:24 101 1-CORPORATE 675.15 008035467444       FOURTYFIGHT         2018-01-12 14:24 101 1-CORPORATE 673.15 008035467444       FOURTYFIGHT         2018-01-12 14:25 101 1-CORPORATE 7 3,163.34         Concolspan= 5 2016         Concolspan= 5 2016         <td colspan="</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>									
Period Information           Period         Closed - Day - 003           Open Period         2018-01-12 13:03           Close Period         2018-01-12 13:03           Close Period         2018-01-12 15:02           Money Order Event Log         Twent Yerve         Type           2018-01-12 14:26         101         1-CORPORATE         25.48         008035467381         Twent Yerve DolLars         Sale           2018-01-12 14:23         101         1-CORPORATE         873.60         008035467407         EIGHTMUNDREDSEVENTYSale           2018-01-12 14:24         101         1-CORPORATE         873.60         008035467417         EIGHTMUNDREDSEVENTYSale           2018-01-12 14:24         101         1-CORPORATE         875.30         008035467417         EIGHTMUNDREDSEVENTYSale           2018-01-12 14:24         101         1-CORPORATE         875.30         080035467417         EIGHTMUNDREDSEVENTYSEID           2018-01-12 14:40         101         1-CORPORATE         578.96         080035467415         EIGHTMUNET         Sale           2018-01-12 14:51         101         1-CORPORATE         578.96         080035467415         EIGHTMUNETYSIXHUND         Sale           Poine Systi         ECR         Money Order Totals         0 <t< th=""><th>Period         Closed - Day - 003           Open Period         2018-01-12 13:03           Close Period         2018-01-12 13:03           Close Period         2018-01-12 15:02           Money Order Event Log.         TWENTYFIVEDOLLARS         Sale           2018-01-12 14:12         101         1-CORPORATE         25:48 008035467390         EIGHTHUNDREDSEVENTYSale           2018-01-12 14:23         101         1-CORPORATE         87:50 008035467408         EIGHTHUNDREDSEVENTYSale           2018-01-12 14:34         101         1-CORPORATE         87:53 008035467408         EIGHTHUNDREDSEVENTYSale           2018-01-12 14:34         101         1-CORPORATE         57:33 008035467478         EIGHTYSEVENDOLLARS           2018-01-12 14:48         101         1-CORPORATE         57:30 008035467478         EIGHTYSEVENTYSEIGTH           2018-01-12 14:48         101         1-CORPORATE         57:30 008035467475         EIGHTYSEVENDULARS           2018-01-12 14:48         101         1-CORPORATE         57:30 008035467475         FIVESEVENTYEIGTH           2018-01-12 14:51         101         1-CORPORATE         57:30 008035467444         FOURTYEIGTH32         Sale           2018-01-12 14:51         01         1-CORPORATE         57:31:63:34         FOURTYEIGTH32         Sale</th></t<> <th></th> <th></th> <th></th> <th></th> <th></th> <th>Store Num</th> <th>ber: AB123</th> <th>1</th> <th></th>	Period         Closed - Day - 003           Open Period         2018-01-12 13:03           Close Period         2018-01-12 13:03           Close Period         2018-01-12 15:02           Money Order Event Log.         TWENTYFIVEDOLLARS         Sale           2018-01-12 14:12         101         1-CORPORATE         25:48 008035467390         EIGHTHUNDREDSEVENTYSale           2018-01-12 14:23         101         1-CORPORATE         87:50 008035467408         EIGHTHUNDREDSEVENTYSale           2018-01-12 14:34         101         1-CORPORATE         87:53 008035467408         EIGHTHUNDREDSEVENTYSale           2018-01-12 14:34         101         1-CORPORATE         57:33 008035467478         EIGHTYSEVENDOLLARS           2018-01-12 14:48         101         1-CORPORATE         57:30 008035467478         EIGHTYSEVENTYSEIGTH           2018-01-12 14:48         101         1-CORPORATE         57:30 008035467475         EIGHTYSEVENDULARS           2018-01-12 14:48         101         1-CORPORATE         57:30 008035467475         FIVESEVENTYEIGTH           2018-01-12 14:51         101         1-CORPORATE         57:30 008035467444         FOURTYEIGTH32         Sale           2018-01-12 14:51         01         1-CORPORATE         57:31:63:34         FOURTYEIGTH32         Sale						Store Num	ber: AB123	1	
Period       Closed - Day + 003         Open Period       2018-01-12 13:03         Close Period       2018-01-12 15:02         Money Order Event Log       Payee       Type         2018-01-12 14:16       101       1-CORPORATE       25.48 008035467390       EIGHTWINPEDSEVENTYSILE         2018-01-12 14:23       101       1-CORPORATE       25.48 008035467390       EIGHTWINPEDSEVENTYSILE         2018-01-12 14:23       101       1-CORPORATE       87.53 008035467408       EIGHTWINPEDSEVENTYSILE         2018-01-12 14:24       101       1-CORPORATE       87.53 008035467405       EIGHTVINPEDSEVENTYSILE         2018-01-12 14:40       101       1-CORPORATE       87.53 008035467426       SIKIFVETHREE       Sale         2018-01-12 14:40       101       1-CORPORATE       57.896 008035467426       SIKIFVETHREE       Sale         2018-01-12 14:48       101       1-CORPORATE       48.32 008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:48       101       1-CORPORATE       48.32 008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:48       101       1-CORPORATE       48.32 008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       43.32 008035467444	Period       Closed - Day • 003         Open Period       2018-01-12       13:03         Close Period       2018-01-12       13:03         Close Period       2018-01-12       12:02         Money Order Event Log       TwentyFiveDoLLARS       Sale         2018-01-12       14:16       101       1-CORPORATE       25:48       008035467381       TwentyFiveDoLLARS       Sale         2018-01-12       14:23       101       1-CORPORATE       873.60       008035467390       EIGHTHUNDREDSEVENTYSale         2018-01-12       14:34       101       1-CORPORATE       873.60       008035467417       EIGHTHUNDREDSEVENTYSale         2018-01-12       14:34       101       1-CORPORATE       873.008035467417       EIGHTHUNDREDSEVENTYSULARS       Sale         2018-01-12       14:34       101       1-CORPORATE       578.96       008035467417       EIGHTNINETYSURIUM       Sale         2018-01-12       14:48       101       1-CORPORATE       578.96       008035467445       FIVESEVENTEIGHT       Sale         2018-01-12       14:48       101       1-CORPORATE       73.163.34       FOURTYEIGHT       Sale         Pescription       Count       Amount       Money Order Sales - Offline       0 <td>Period Inform</td> <td>ation</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Period Inform	ation							
Open Period         2018-01-12 13:03           Close Period         2018-01-12 15:02           Money Order Event Log         Payee         Type           2018-01-12 14:16         101         1-CORPORATE         25:48 008035467381         TWENTYFIVEDOLLARS         Sale           2018-01-12 14:23         101         1-CORPORATE         873:60 008035467408         EIGHTNINDRUSSEVENTYSale           2018-01-12 14:34         101         1-CORPORATE         875:30 008035467408         EIGHTNINTYSIXHUND Sale           2018-01-12 14:34         101         1-CORPORATE         653:15 008035467412         SixFIVETHREE         Sale           2018-01-12 14:34         101         1-CORPORATE         653:15 008035467412         SixFIVETHREE         Sale           2018-01-12 14:34         101         1-CORPORATE         653:15 008035467412         SixFIVETHREE         Sale           2018-01-12 14:48         101         1-CORPORATE         578:96 008035467425         SixFIVETHREE         Sale           2018-01-12 14:48         101         1-CORPORATE         578:96 008035467425         SixFIVETHREE         Sale           2018-01-12 14:51         101         1-CORPORATE         578:96 008035467425         SixFIVETHREE         Sale           2018-01-12 14:51         101	Open Period       2018-01-12       13:03         Close Period       2018-01-12       15:02         Money Order Event Log       Payee       Type         2018-01-12       101       1-CORPORATE       25:48       000035467381       EiGHTHUNDREDSEVENTYSiale         2018-01-12       14:23       101       1-CORPORATE       873.60       000035467390       EiGHTNINTYSIXHUND Sale         2018-01-12       14:24       101       1-CORPORATE       875.00       008035467417       EiGHTNINTYSIXHUND Sale         2018-01-12       14:24       101       1-CORPORATE       875.00       008035467417       EiGHTNINTYSIXHUND Sale         2018-01-12       14:24       101       1-CORPORATE       875.96       008035467417       EiGHTNINTYSEVENDOLLARS       Sale         2018-01-12       14:48       101       1-CORPORATE       578.96       008035467414       FIVESEVENTYSIAL       Sale         2018-01-12       14:48       101       1-CORPORATE       578.96       008035467414       FIVESEVENTYEIGHT       Sale         2018-01-12       14:48       101       1-CORPORATE       578.96       008035467444       FOURTYEIGHT       Sale         2018-01-12       Sale       Printed       7       3,163.34<	Period	Closed - Da	xy - 003						
Close Period       2018-01-12 15:02         Money Order Event Log         Date       Register Employee       Amount Serial #       Payee       Type         2018-01-12 14:16       101       1-CORPORATE       25.48       008035467380       EIGHTHUNDREDSEVENTYSale         2018-01-12 14:23       101       1-CORPORATE       87.50       008035467408       EIGHTNINETYSEVENDOLLARS       Sale         2018-01-12 14:34       101       1-CORPORATE       87.53       008035467417       EIGHTNINETYSEVENDOLLARS       Sale         2018-01-12 14:34       101       1-CORPORATE       87.53       008035467418       EIGHTNINETYSEVENDOLLARS       Sale         2018-01-12 14:34       101       1-CORPORATE       57.87       6008035467418       EIGHTNINETYSEVENDOLLARS       Sale         2018-01-12 14:34       101       1-CORPORATE       47.83       POURTYEUGHTS       Sale         2018-01-12 14:34       101       1-CORPORATE       57.87.6008035467426       SIXFIVETHREE       Sale         2018-01-12 14:35       101       1-CORPORATE       48.32       08035467444       FOURTYEIGHT32       Sale         ECR Money Order Sales - Printed       7       3,163.34	Close Period       2018-01-12 15:02         Money Order Event Log         Date       Register Employee       Amount Serial #       Payee       Type         2018-01-12 14:16       101       1-CORPORATE       25.48 008035467381       TWENTYFIVEDOLLARS       Sale         2018-01-12 14:23       101       1-CORPORATE       873.60 008035467408       EIGHTHUNDREDSEVENTYSale         2018-01-12 14:24       101       1-CORPORATE       875.30 008035467405       EIGHTNINETYSIKHUND Sale         2018-01-12 14:34       101       1-CORPORATE       875.60 008035467425       EIGHTNETYSIKHUND Sale         2018-01-12 14:48       101       1-CORPORATE       653.15 008035467425       FIVESTHREE       Sale         2018-01-12 14:48       101       1-CORPORATE       875.96 008035467425       FIVESEVENTPLIGHT Sale       Sale         2018-01-12 14:48       101       1-CORPORATE       48.32 008035467425       FIVESEVENTPLIGHT Sale       Sale         2018-01-12 14:48       101       1-CORPORATE       48.32 008035467426       FIVESEVENTPLIGHT Sale       Sale         2018-01-12 14:48       101       1-CORPORATE       48.32 008035467426       FIVESEVENTPLIGHT Sale       Sale         2.       E       Cert Money Order Sales - Printed	Open Period	2018-01-12	13:03						
Money Order Event Log         Date       Register Employee       Amount Serial #       Payee       Type         2018-01-12 14:16       101       1-CORPORATE       25.48 008035467381       TWENTYFIVEDOLLARS Sale         2018-01-12 14:23       101       1-CORPORATE       873.60 008035467390       EIGHTHUNDREDSEVENTYSale         2018-01-12 14:34       101       1-CORPORATE       87.53 008035467408       EIGHTNINETYSIXHUND Sale         2018-01-12 14:34       101       1-CORPORATE       653.15 008035467426       SIXFIVETHREE       Sale         2018-01-12 14:34       101       1-CORPORATE       578.96 008035467426       SIXFIVETHREE       Sale         2018-01-12 14:34       101       1-CORPORATE       48.32 008035467444       FOURTYEIGHT Sale       Sale         2018-01-12 14:51       101       1-CORPORATE       48.32 008035467444       FOURTYEIGHT Sale       Sale         2018-01-12 14:51       101       1-CORPORATE       48.32 008035467444       FOURTYEIGHT Sale       Sale         2018-01-12 14:51       101       1-CORPORATE       48.32 008035467444       FOURTYEIGHTS2       Sale         Pascription       Cent       Money Order Sales - Printed       7       3,163.34       Four         Ne syst       Vendor payments - Offli	Money Order Event Log         Date Register Employee Amount Scrial # Payce Type         2018-01-12 14:16 101 1-CORPORATE 25.48 008035467381       TWENTYFIVEDOLLARS Sale         2018-01-12 14:23 101 1-CORPORATE 896.30 008035467408       EIGHTNINETYSIXHUND Sale       EIGHTNINETYSIXHUND Sale         2018-01-12 14:34 101 1-CORPORATE 87.53 008035467417       EIGHTNINETYSIXHUND Sale       EIGHTNINETYSIXHUND Sale         2018-01-12 14:34 101 1-CORPORATE 653.15 008035467426       SIXFIVETHREE Sale       Sale         2018-01-12 14:34 101 1-CORPORATE 578.96 008035467426       SIXFIVETHREE Sale       Sale         2018-01-12 14:34 101 1-CORPORATE 48.32 008035467426       SIXFIVETHREE Sale       Sale         2018-01-12 14:34 101 1-CORPORATE 578.96 008035467426       SIXFIVETHREE Sale       Sale         2018-01-12 14:51 101 1-CORPORATE 578.96 008035467424       FOURTYEIGHT Sale       Sale         2018-01-12 14:51 101 1-CORPORATE 07.3,153.34       FOURTYEIGTH32 Sale       Sale         * CR Money Order Sales - Printed 0 0.0.00       Total Money Order sales 0 offline 0 0.0.00       One         * He syst       Vendor payments - Offline 0 0.0.00       One       One         * Undor payments - Offline 0 0.0.00       O.00       One       One         * Total Vendor payments - Offline 0 0.0.00       O.00       O.00       One	Close Period	2018-01-12	15:02						
Money Order Event Log       Amount Serial #       Payee       Type         2018-01-12 14:16       101       1-CORPORATE       25.48       008035467381       TWENTYFIVEDOLLARS       Sale         2018-01-12 14:23       101       1-CORPORATE       873.60       008035467381       TWENTYFIVEDOLLARS       Sale         2018-01-12 14:34       101       1-CORPORATE       873.60       008035467408       EIGHTHUNDREDSEVENTYSale         2018-01-12 14:34       101       1-CORPORATE       875.30       008035467426       SIXFIVETHREE       Sale         2018-01-12 14:40       101       1-CORPORATE       578.96       008035467426       SIXFIVETHREE       Sale         2018-01-12 14:40       101       1-CORPORATE       578.96       008035467426       SIXFIVETHREE       Sale         2018-01-12 14:40       101       1-CORPORATE       578.96       008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:41       101       1-CORPORATE       578.96       008035467444       FOURTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       578.96       008035467444       FOURTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       78.96       0.00       Total	Money Order Event Log       Money Order Event Log       Payee       Type         2018-01-12 14:16       101       1-CORPORATE       25.48 008035467381       TWENTYFIVEDOLLARS       Sale         2018-01-12 14:23       101       1-CORPORATE       873.60 008035467408       EIGHTNINETYSIVEDOLLARS       Sale         2018-01-12 14:34       101       1-CORPORATE       876.30 008035467408       EIGHTNINETYSIVENDOLLARS       Sale         2018-01-12 14:34       101       1-CORPORATE       875.30 008035467417       EIGHTNINETYSIVENDOLLARS       Sale         2018-01-12 14:34       101       1-CORPORATE       578.96 008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:48       101       1-CORPORATE       578.96 008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       578.96 008035467435       FIVESEVENTYEIGHT       Sale         Poils-01-12 14:51       101       1-CORPORATE       48.32 008035467435       FIVESEVENTYEIGHT       Sale         Poils-01-12 14:51       101       1-CORPORATE       7       3,163.34       FOURTYEIGHT       Sale         Poils-01-12 14:51       101       1-CORPORATE       7       3,163.34       FOURTYEIGHT       Sale         2. <td< td=""><td>Manage Orde</td><td>- Frank I.e.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	Manage Orde	- Frank I.e.							
Date       Register Employee       Antoint serial       Payee	Date       Register       Chapter	Money Orde	P Event Lo	S Coolewaa	Amount S	and a second sec	Davias	T		
2018-01-12 14:10       101       1-CORPORATE       87.50       0008035467390       EIGHTHUNDREDSEVENTYSale         2018-01-12 14:34       101       1-CORPORATE       87.53       008035467408       EIGHTNINETYSIXHUND Sale         2018-01-12 14:34       101       1-CORPORATE       87.53       008035467417       EIGHTNINETYSIXHUND Sale         2018-01-12 14:34       101       1-CORPORATE       653.15       008035467426       SIXFIVETHREE       Sale         2018-01-12 14:48       101       1-CORPORATE       578.96       008035467426       SIXFIVETHREE       Sale         2018-01-12 14:48       101       1-CORPORATE       578.96       008035467435       FIVESEVENTYSIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       578.96       008035467444       FOURTYEIGHTS       Sale         2018-01-12 14:51       101       1-CORPORATE       48.32       008035467444       FOURTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       7       3,163.34       FOURTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       7       3,163.34       FOURTYEIGHT       Sale         2.       E       ECR Money Order Sales - Printed       0       0.00	2018/01/12 14:23       101       1-CORPORATE       873.60       2008035467300       EIGHTHUNDREDSEVENTYSIXHUND Sale         2018/01-12 14:24       101       1-CORPORATE       875.30       008035467477       EIGHTNINETYSIXHUND Sale         2018/01-12 14:24       101       1-CORPORATE       875.30       008035467477       EIGHTVINDREDSEVENTYSIXHUND Sale         2018/01-12 14:24       101       1-CORPORATE       653.15       008035467426       SIXFIVETHREE       Sale         2018/01-12 14:24       101       1-CORPORATE       578.96       008035467426       SIXFIVETHREE       Sale         2018/01-12 14:24       101       1-CORPORATE       578.96       008035467435       FIVESEVENDULLARS       Sale         2018/01-12 14:25       101       1-CORPORATE       578.96       008035467435       FIVESEVENTYEIGHT       Sale         2018/01-12 14:25       101       1-CORPORATE       578.96       008035467435       FIVESEVENTYEIGHT       Sale         2018/01-12 14:26       101       1-CORPORATE       578.96       008035467435       FIVESEVENTYEIGHT       Sale         e syst       Description       Total frime       0       0.00       Total Money Order sales       Offline       0       0.00         3.       E <td>2018-01-12 14</td> <td>16 101</td> <td>1-CORPORATE</td> <td>25 48 00</td> <td>08035467381</td> <td>TWENTYEIVEDO</td> <td>LLARS Sa</td> <td>ie.</td> <td></td>	2018-01-12 14	16 101	1-CORPORATE	25 48 00	08035467381	TWENTYEIVEDO	LLARS Sa	ie.	
2018-01-12 14:34       101       1-CORPORATE       87.53       008035467408       EIGHTNINETYSIXHUND       Sale         2018-01-12 14:34       101       1-CORPORATE       87.53       008035467408       EIGHTNINETYSIXHUND       Sale         2018-01-12 14:34       101       1-CORPORATE       87.53       008035467426       SIXFIVETHREE       Sale         2018-01-12 14:34       101       1-CORPORATE       653.15       008035467435       FIVESEVENDOLLARS       Sale         2018-01-12 14:48       101       1-CORPORATE       578.96       008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       578.96       008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       578.96       008035467435       FIVESEVENTYEIGHT       Sale         e syst       ECR Money Order Totals       Description       Count       Amount       FOURTYEIGTH32       Sale         2.       E       CR Money Order Sales - Printed       0       0.00       0.00       Four         3.       E       Vendor payments - Offline       0       0.00       Four       Four       Four       Four         4.       Total offline	2018-01-12 14:34       101       1-CORPORATE       896.30       EIGHTNINETYSIKHUND       Sale         2018-01-12 14:34       101       1-CORPORATE       896.30       EIGHTNINETYSIKHUND       Sale         2018-01-12 14:34       101       1-CORPORATE       653.15       008035467426       SIXFIVETHREE       Sale         2018-01-12 14:34       101       1-CORPORATE       578.96       008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:35       101       1-CORPORATE       578.96       008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:35       101       1-CORPORATE       48.32       008035467444       FOURTYEIGHT       Sale         e syst       Description       Count       Amount       Money Order Sales - Printed       7       3,163.34         0       Noney Order sales       7       3,163.34       0       0.00         3.       E       Total Vendor payments       0       0.00       0.00       0.00         3.       E       Total offline       0       0.00       0.00       0.00       0.00       0.00         3.       E       No more than five money orders can be sold during a single transmention       0       0.00       0.00	2018-01-12 14:	23 101	1-CORPORATE	873.60.00	08035467390	FIGHTHUNDRED	SEVENTYSA	la	
2018-01-12 14:34       101       1-CORPORATE       87.53       008035467417       EIGHTYSEVENDOLLARS       Sale         2018-01-12 14:40       101       1-CORPORATE       653.15       008035467417       EIGHTYSEVENDOLLARS       Sale         2018-01-12 14:48       101       1-CORPORATE       653.15       008035467435       SIXFIVETHREE       Sale         2018-01-12 14:48       101       1-CORPORATE       578.96       008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       578.96       008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       578.96       008035467444       FOURTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       48.32       008035467444       FOURTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       48.32       008035467444       FOURTYEIGHT       Sale         2018-01-12 14:54       101       1-CORPORATE       578.96       008035467444       FOURTYEIGHT       Sale         e syst       ECR Money Order Sales - Printed       7       3,163.34       0       0.00       Fourtyeight         a e syst       Vendor payments - Offline	2018-01-12 14:34       101       1-CORPORATE       87.53       008035467426       SixFIVETHREE       Sale         2018-01-12 14:34       101       1-CORPORATE       653.15       008035467426       SixFIVETHREE       Sale         2018-01-12 14:34       101       1-CORPORATE       578.96       008035467426       SixFIVETHREE       Sale         2018-01-12 14:34       101       1-CORPORATE       578.96       008035467444       FOURTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       578.96       008035467444       FOURTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       48.32       008035467444       FOURTYEIGHT       Sale         e syst       Description       Count       Amount       Money Order Sales - Printed       0       0.00         2.       E Total Money Order sales       Printed       7       3,163.34       Fourt Total Vendor payments - Offline       0       0.00         3.       E       Total offline       0       0.00       0.00       Fourt Total Vendor payments       0       0.00       Fourt Total offline       0       0.00       Fourt Total offline       0       0.00       Fourt Total offline       0       0.00       Fourt Tota	2018-01-12 14:	34 101	LCORPORATE	896.30 00	08035467408	FIGHTNINETYSI	HUND Sa	le	
2018-01-12 14:40       101       1-CORPORATE       653.15 008035467426       SIXFIVETHREE       Sale         2018-01-12 14:48       101       1-CORPORATE       578.96 008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       578.96 008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       578.96 008035467444       FOURTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       578.96 008035467444       FOURTYEIGHT       Sale         e syst       ECR Money Order Totals       Description       Count       Amount         Money Order Sales - Printed       7       3,163.34       FOURTYEIGTH32       Sale         e syst       Vendor payments - Printed       0       0.00       Out       Total Vendor payments       0       0.00         3.       E       Total printed       7       3,163.34       0       0.00       6	2018-01-12 14:40       101       1-CORPORATE       653.15       008035467426       SIXFIVETHREE       Sale         2018-01-12 14:48       101       1-CORPORATE       578.96       008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       578.96       008035467444       FIVESEVENTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       578.96       008035467444       FIVESEVENTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       578.96       008035467444       FIVESEVENTYEIGHT       Sale         e syst       ECR Money Order Totals       Description       Count       Amount       Money Order Sales - Printed       7       3,163.34         0       Total Money Order sales       7       3,163.34       0       0.00         3.       E       Total vendor payments       Offline       0       0.00       0.00         3.       E       Total offline       0       0.00       0.00       0.00       0.00       0.00         3.       E       No more than five money orders can be       0       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.	2018-01-12 14:	34 101	1-CORPORATE	87.53 00	08035467417	FIGHTYSEVENDO	LLARS Sa	le	
2018-01-12 14:48       101       1-CORPORATE       578.96       008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       48.32       008035467444       FOURTYEIGTH32       Sale         e syst       CR Money Order Totals       ECR Money Order Totals       ECR Money Order Sales - Printed       7       3,163.34         2.       E CR Money Order Sales - Offline       0       0.00       0.00         Total Money Order sales       7       3,163.34       Found       9         3.       E       Total vendor payments - Offline       0       0.00       0.00       9         4.       Total offline       0       0.00       0.00       6       6	2018-01-12 14:48       101       1-CORPORATE       578.96       008035467435       FIVESEVENTYEIGHT       Sale         2018-01-12 14:51       101       1-CORPORATE       48.32       008035467444       FOURTYEIGTH32       Sale         e syst       CR Money Order Totals       Description       Count       Amount Money Order Sales - Printed       7       3,163.34         2.       E       CR Money Order Sales - Offline       0       0.00       Total Money Order sales       7       3,163.34         e syst       Vendor payments - Offline       0       0.00       Total Vendor payments       0       0.00         3.       E       Total printed       7       3,163.34       0       0.00       0.00         4.       Total offline       0       0.00	2018-01-12 14:	40 101	1-CORPORATE	653.15 0	08035467426	SIXFIVETHREE	Sa	ile	
2018-01-12 14:51 101 1-CORPORATE 48.32 008035467444 FOURTYEIGTH32 Sale R Func e syst CR Money Order Totals e syst 2. E Vendor payments - Printed 0 0.00 Total Money Order sales 7 3,163.34 Wendor payments - Offline 0 0.00 Total Vendor payments - Offline 0 0.00 Total Vendor payments - Offline 0 0.00 Total Vendor payments - Offline 0 0.00 Total offline 0 0.00 Total refunds 0 0.00 6	2018-01-12 14:51       101       1-CORPORATE       48.32       008035467444       FOURTYEIGTH32       Sale         e syst       ECR Money Order Totals         Money Order Sales - Printed       7       3,163.34         Money Order Sales - Offline       0       0.00         Total Money Order sales       7       3,163.34         Vendor payments - Printed       0       0.00         Total Vendor payments - Offline       0       0.00         Total Vendor payments       0       0.00         Total Vendor payments       0       0.00         Total Vendor payments       0       0.00         Total offline       0       0.00         Total refunds       0       0.00         No more than five money orders can be       1       2	2018-01-12 14:	48 101	1-CORPORATE	578.96 0	08035467435	FIVESEVENTYEIC	SHT Sa	ile	
B       CR Money Order Totals         e syst       Description       Count       Amount         Money Order Sales - Printed       7       3,163.34         2.       E       Total Money Order sales       7       3,163.34         e syst       Vendor payments - Printed       0       0.00         Total Money Order payments - Offline       0       0.00         3.       E       Total Vendor payments       0       0.00         4.       Total printed       7       3,163.34       9         4.       Total printed       7       3,163.34       9	Func          Image: Syst and States	2018-01-12 14:	51 101	1-CORPORATE	48.32 0	08035467444	FOURTYEIGTH32	2 Sa	le	
2. E       Money Order Sales - Offline       0       0.00         Total Money Order sales       7       3,163.34         e syst       Vendor payments - Printed       0       0.00         Vendor payments - Offline       0       0.00         Total Vendor payments - Offline       0       0.00         3. E       Total printed       7       3,163.34         4. Total offline       0       0.00       0.00         6       0       0.00       6	2. E       Money Order Sales - Offline       0       0.00         Total Money Order sales       7       3,163.34         e syst       Vendor payments - Printed       0       0.00         3. E       Total Vendor payments       0       0.00         Total Vendor payments       0       0.00       0.00         3. E       Total Vendor payments       0       0.00         Total offline       0       0.00       0.00         Total refunds       0       0.00       0.00         No more than five money orders can be       1       2       3	e syst	Order Tota	ls.	Count 7	Amount 3,163,34				
2.       E Total Money Order sales       7       3,163.34         e syst       Vendor payments - Printed       0       0.00         Vendor payments - Offline       0       0.00         3.       E       Total Vendor payments       0         4.       Total offline       0       0.00         6       0       0.00       0.00	2. E       Total Money Order sales       7       3,163.34         e syst       Vendor payments - Printed       0       0.00         Vendor payments - Offline       0       0.00         3. E       Total Vendor payments       0       0.00         Total printed       7       3,163.34       9         4. Total offline       0       0.00       9         Nomere than five money orders can be         1       2       3		ales - Offline		Ó	0.00				
e syst Vendor payments - Printed 0 0.00 Vendor payments - Offline 0 0.00 3. E 4. Total printed 7 3,163.34 4. Total offline 0 0.00 Total refunds 0 0.00	e syst Vendor payments - Printed 0 0.00 Vendor payments - Offline 0 0.00 Total Vendor payments 0 0.00 Total printed 7 3,163.34 4. Total offline 0 0.00 Total offline 0 0.00 No more than five money orders can be 1 2 3	Money Order S	A DESCRIPTION OF THE REAL PROPERTY.		7	3,163.34				
e syst Vendor payments - Offline 0 0.00 3. E 4. Total printed 7 3,163,34 4. Total offline 0 0.00 Total refunds 0 0.00 6	e syst Vendor payments - Offline 3. E 4. Total printed Total offline 0 0.00 Total offline 0 0.00 Total offline 0 0.00 Total offline 0 0.00 Total offline 0 0.00 Total offline 1 2 3 NOTE No more than five money orders can be solid during a single transaction	2. E Total Money Order S	rder sales							
3. E         Total Vendor payments         0         0.00         9           4. Total offline         7         3,163.34         9           Total offline         0         0.00         6	3. E     Total Vendor payments     0     0.00       4. Total offline     7     3,163.34       5. Total offline     0     0.00       7. Total offline     0     0.00       1     2     3	2. E Total Money Order S	rder sales		0	0.00				
J. L     7     3,163.34     9       4. Total offline     0     0.00     6       Total refunds     0     0.00     6	3. L     Total printed     7     3,163.34       4. Total offline     0     0.00       Total refunds     0     0.00       NOTE     No more than five money orders can be     1     2       NOTE     a single transaction     1     2	2. E Money Order S Total Money Or e syst Vendor paymer	rder sales hts - Printed		0	0.00				
Total printed         7         3,163.34           4.         Total offline         0         0.00           Total refunds         0         0.00         66	4. Total printed Total offline Total refunds No more than five money orders can be solid during a single transaction 1 2 3	2. E Money Order S Total Money O e syst Vendor paymer Vendor paymer 3 E Total Vendor p	rder sales nts - Printed nts - Offline ayments		0	0.00 0.00 0.00				
4.     Total ordine     0     0.00     6	4. Total ordine 0 0.00 0.00 0.00 0.00 0.00 0.00 0.00	2. E Money Order S Total Money O e syst Vendor paymer Vendor paymer Total Vendor p	rder sales nts - Printed nts - Offline ayments		0	0.00 0.00 0.00				9
Total refunds 0 0.00 0	No more than five money orders can be     1     2     3       Note     1     2     3	2. E Money Order S Total Money O e syst Vendor paymer Vendor paymer Total Vendor p Total Vendor p Total printed	rder sales nts - Printed nts - Offline ayments		000	0.00 0.00 0.00 3,163.34				9
	No more than five money orders can be 1 2 3	2. E Money Order S Total Money O e syst Vendor paymer Vendor paymer Total Vendor p 4. Total printed Total offline	rder sales nts - Printed nts - Offline ayments		000	0.00 0.00 0.00 3,163.34 0.00				9
	NOIE could during a single transaction	2. E Money Order S Total Money O e syst Vendor paymer Vendor paymer Total Vendor p Total Vendor p 4. Total printed Total offline Total refunds	rder sales nts - Printed nts - Offline ayments		0 0 7 0 0	0.00 0.00 0.00 3,163.34 0.00 0.00				9
No more than five money orders can be 1 2 3		2. E Money Order S Total Money O e syst Vendor paymer Vendor paymer Total Vendor p Total Vendor p Total printed 4. T Total offline Total refunds	rder sales nts - Printed nts - Offline ayments pre than	five mone	0 0 7 0 0 0	0.00 0.00 3,163.34 0.00 0.00 rs can be		_1	_ 2	9
NOTE No more than five money orders can be sold during a single transaction.		2. E Money Order S Total Money O e syst Vendor paymer 3. E 4. T Total Vendor p Total Vendor p Total Vendor p Total offline Total refunds NOTE No mo sold d	rder sales nts - Printed nts - Offline ayments ore than uring a s	five mone single tran	o o o y order sactior	0.00 0.00 3,163.34 0.00 0.00 rs can be		1	2	9 6 3



#### Money Order Log Report

The Money Order Log Report summarizes money order sales and payment information. It can be printed individually as a POS Flash Report, or is included within the Close Shift Close Daily reports.

The money order terminal has its own close day settings. To ensure that the totals on the Close Daily coordinate with the totals on the money order terminal, always run the Close Daily on the POS System during the variable window set on the terminal.



See the money order terminal's manual for information on setting the time for the close day.

#### **Report Details:**

- TITLE: MONEY ORDER LOG REPORT
- STORE NUMBER: The listed store number.
- PERIOD INFORMATION: Logs the shift duration.
  - PERIOD: Shift open status.
  - OPEN PERIOD: Date and time the shift started.
    - MM/DD/YY: Date in month, date year format.
    - HH:MM:SS: Time in hour, minutes, and seconds.
  - CLOSE PERIOD: Shift close status.
- MONEY ORDER EVENT LOG: Tracks and registers the money order activity.
  - DATE: The date the money order is printed.
  - **REGISTER:** The register number where the money order was requested.
  - **EMPLOYEE**: The cashier's employee number processing the request.
  - AMOUNT: The total amount of the money order check.
  - SERIAL #: The serial number printed on the money order check.
  - **PAYEE:** The name of the person or vendor to whom the check is payable.
  - TYPE: Type of Money Order.
- ECR MONEY ORDER TOTALS: The amount of money orders sold and vendor payments made reported by the POS System.
  - DESCRIPTION
    - MONEY ORDER SALES PRINTED: Money orders sold and printed.
    - MONEY ORDER SALES- OFFLINE: Money orders sold but not printed.
    - TOTAL MONEY ORDER SALES: The total money order sales reported.
    - VENDOR PAYMENTS PRINTED: Vendor payouts made and printed.
    - VENDOR PAYMENTS OFFLINE: Vendor payouts that were made but not printed.
    - TOTAL VENDOR PAYMENTS: The total vendor payouts.
    - **TOTAL PRINTED:** The total amount of printed money orders and vendor payouts sold by the POS System.
    - **TOTAL OFFLINE:** The total amount of money orders and vendor payouts sold by the POS System but not printed.
    - **TOTAL REFUNDS:** The total amount of printed money orders and vendor payouts refunded by the POS System.
- **DEVICE MONEY ORDER TOTALS:** The amount of money orders sold and vendor payouts stored on the money order terminal.
  - Money Order SALES PRINTED: The amount of money orders sold and stored on the money order terminal.

- VEND P/O PRINTED: The amount of vendor payouts stored on the money order terminal.
- **TOTAL Money Order SALES:** The amount of money orders sold and vendor payouts stored on the money order terminal.
- COUNT: The number of money orders sold and vendor payouts made.
- AMOUNT: The amount of money orders and vendor payouts.

#### **Money Order Transactions Report**

The Money Order Transactions Report summarizes money order sales and money order quantity. It can be printed individually as a POS Flash Report, or is included within the Close Shift Close Daily reports.

				Store Nu	mber: AB12	3	
eriod Information							
pen Period 2018	-01-12 13:03						
ose Period 2018	-01-12 15:0Z						
Date/Time	Ticket #	Reg# Cashier	M.O. Sales Amount	M.O. Quantity			

#### **Report Details:**

- TITLE: MONEY ORDER TRANSACTIONS REPORT
- STORE NUMBER: The listed store number.
- PERIOD INFORMATION: Logs the shift duration.
  - PERIOD: Shift open status.
  - OPEN PERIOD: Date and time the shift started.
    - MM/DD/YY: Date in month, date year format.
    - HH:MM:SS: Time in hour, minutes, and seconds.

CLOSE PERIOD: Shift close status.

- DATE/TIME: Date and time for the transaction.
- TICKET: Ticket number for the transaction.
- **REG**: Register number for the transaction.
- CASHIER: The listed cashier.

• M.O. SALES AMOUNT: The amount of money orders sold.

**M.O. QUANTITY:** The number of money orders reported.

#### **Money Order Device Report**

The Money Order Device Report summarizes money order sales and payment information. It can be printed individually as a POS Flash Report, or is included within the Close Shift Close Daily reports.

Period       Closed - Day - 3         Open Period       2018-01-12 13:03         Close Period       2018-01-12 15:02         Description       Count       Amount         Money order sales       7       3,163.34         Vendor payments       0       0.00         Total       7       3,163.34	Period Information         Period       Closed - Day - 3         Open Period       2018-01-12 13:03         Close Period       2018-01-12 15:02         Description       Count       Amount         Money order sales       7       3,163.34         Vendor payments       0       0.00         Total       7       3,163.34					Store Number: AB123	
Period         Closed - Day - 3           Open Period         2018-01-12 13:03           Close Period         2018-01-12 15:02           Description         Count         Amount           Money order sales         7         3,163.34           Vendor payments         0         0.00           Total         7         3,163.34	Period         Closed - Day - 3           Open Period         2018-01-12 13:03           Close Period         2018-01-12 15:02           Description         Count         Amount           Money order sales         7         3,163.34           Vendor payments         0         0.00           Total         7         3,163.34	Period Inform	ation				
Open Period         2018-01-12         13:03           Close Period         2018-01-12         15:02           Description         Count         Amount           Money order sales         7         3,163.34           Vendor payments         0         0.00           Total         7         3,163.34	Open Period         2018-01-12         13:03           Close Period         2018-01-12         15:02           Description         Count         Amount           Money order sales         7         3,163.34           Vendor payments         0         0.00           Total         7         3,163.34	Period	Closed - Day - 3				
Close Period2018-01-12 15:02DescriptionCountAmountMoney order sales73,163.34Vendor payments00.00Total73,163.34	Close Period2018-01-12 15:02DescriptionCountAmountMoney order sales73,163.34Vendor payments00.00Total73,163.34	Open Period	2018-01-12 13:03				
DescriptionCountAmountMoney order sales73,163.34Vendor payments00,00Total73,163.34	DescriptionCountAmountMoney order sales73,163.34Vendor payments00.00Total73,163.34	Close Period	2018-01-12 15:02				
ControlControlMoney order sales73,163.34Vendor payments000.00Total73,163.34	Count         Count         Count           Woney order sales         7         3,163.34           Vendor payments         0         0.00           Total         7         3,163.34	Description		Count	Amount		
Vendor payments 0 0.00 Total 7 3,163.34	Vendor payments         0         0.00           Total         7         3,163.34	Money order sa	ales	7	3,163.34		
Total 7 3,163.34	Total 7 3,163.34	Vendor paymen	nts	0	0.00		
		Total		7	3,163.34		

#### **Report Details:**

- TITLE: MONEY ORDER DEVICE REPORT
- STORE NUMBER: The listed store number.
- PERIOD INFORMATION: Logs the shift duration.
  - PERIOD: Shift open status.
  - OPEN PERIOD: Date and time the shift started.
    - MM/DD/YY: Date in month, date year format.
    - HH:MM:SS: Time in hour, minutes, and seconds.
  - CLOSE PERIOD: Shift close status.
  - DESCRIPTION:
    - MONEY ORDER SALES: Money orders sold.
    - TOTAL MONEY ORDER SALES: The total money order sales reported.
    - VENDOR PAYMENTS: Vendor payouts made and printed.
    - TOTAL VENDOR PAYMENTS: The total vendor payouts.
    - TOTAL REFUNDS: The total refunds issued.
    - COUNT: The number of money orders sold and vendor payouts made.

• AMOUNT: The amount of money orders and vendor payouts.

#### Department Report

The Department Report reflects sales-related totals and counts on a department by department basis.

DEPARTMENT REPORT	
DEPT# DESCRIPTION CUST ITEMS %OF SALES	
GROSS REFUNDS DISCOUNTS NET SALES	
9001 BAKERY 2 2.00 2.83%	Sample Department Report for All
11.00 0.00 0.00 11.00	Departments
9004 TAX GROC 5 6.00 2.46%	
10.26 0.00 0.70 9.56	
9005 DAIRY 2 2.00 1.31%	
5.58 0.00 0.50 5.08	
9006 N/TAX GROC 3 1.00 3.48%	
15.50 2.00 0.00 13.50	
9030 MONEY ORDER 2 2.00 30.96%	
120.00 0.00 0.00 120.00	
9031 M.O. FEE 2 3.00 . 81%	
3.00 0.00 0.00 0.22	
9032 BOTTLE DEPOS 1 7.00 0.33%	
1.30 0.00 0.00 1.30	
NEG DEPTS -2.00	
-0.30 0.00 0.00 -0.30	
OTHER DEPTS 66.00	
400.81 2.69 10.17 387.95	
TOTAL 64.00 100.00%	
400.51 2.69 10.17 387.65	

#### Report Details:

- TITLE: Department Report
- **DEPT#:** Four-digit identification of the product as it appears in the Department File.
- **DESCRIPTION:** Description of the product as it appears in the Department File.
- **CUST:** Number of transactions that included one or more items from this department.
- ITEMS: Quantity sold of this item.
- % OF SALES: Total Sales for this department divided by Total Sales (all departments).
- GROSS: Total dollar amount collected for sales of a department.
- **REFUNDS:** Total dollar amount refunded for items returned in a department.
- **DISCOUNTS:** Total dollar amount discounted for items sold in a department. This total includes both automated and manual discount types:
  - Use of the [DISC], [DISC%], and [DISC AMT] keys
  - Combo, mix-n-match, fuel, and promotional discounts
  - POP discounts
- **NET SALES:** Total dollar amount of items sold in a department after refunds and discounts have been applied.
- NEG DEPTS: The totals for departments marked as negative departments.
- **OTHER DEPTS:** The totals for other department sales not marked as negative departments (typically, most departments fall into this group).
- **TOTAL:** Total department sales after negative department total is subtracted from other (standard) departments.

#### **Summary Report**

Some sites support the use of the Pay Out function to pay vendors using an integrated Money Order device.

Pay Outs include payments to vendors made with money orders as the MOP. Pay outs appear separately in the Memo Items section of the Summary Report.

Memo Items					
Category	Count	Amount	Category	Count	Amount
Items	272		Suspended	1	35.00
Customer	75		Suspend/Void	0	0.00
No Sales	0		Unsettled Suspend	0	0.00
Drawer Voids	0		Reserve Stop	1	0.00
Login Overrides	0		Reserve Approve	0	0.00
Discounts	9	28.56			
Err/Corrects	3	21.58	Coin Dispenser	0	0.00
Void Lines	1	1.49	Vendor Payments	0	0.00
Void Tickets	20	241.58	Safe Drop Cancels	0	0.00
Positive	20	241.58			
Negative	0	0.00			
Prepaid Recharge	0	0.00	Prepaid Activation	0	0.00
Scanned Coupons					
Ticket Level	0	0.00			

**VENDOR PAYMENTS:** Number and total amount of payments made to vendors by money order.

#### **Cashier Report**

Pay outs appear separately in the Memo Items section > VENDOR PAYMENTS: Number and total amount of payments made to vendors by money order.

Summary of transactions in which money was removed from the drawer. The total is displayed in parentheses because the number is negative.

Money removed from the drawer to purchase an item for the store or to pay a bill. This item includes payments to vendors made with money orders as the MOP.

Cashier Repo	ort			
				Store Number: AB123
Cashier Period Informa	ition			
Cashier	1 - CORPORATE			
Register	101			
Receipts	1010004 - 1010	004 Total - 1 Actual	- 1	
Sequence #	2			
Open Period	2018-08-01T19:	44:15-04:00		
Close Period	Pending			
MOP amounts entry	Pending			
Summary				
Category	Count A	mount		
Beginning CASH		10.00		
MOP Sales		30.65		
MOP Cancel Refund		(0.00)		
Net Sales Total		40.65		
		1		
Payment Out		(0.00)		
Payment In		0.00		
Tables descent Fax		10.15		
TOT TO ACCOUNT FOR		40.05		
	Sales			
mor	Sales			
	1	30.65		
		50.05		
Tot MOP Sales		30.65		
MOP Can	cel/Refund			
Tot MOP Cancel/Refund	s	(0.00)		

This total represents the total of all pay outs.

Category	Count	Amount
Cash Back	0	0.00
Pay Out	0	0.00
Adjust for Vendor Payments	0	( 0.00)
Change/Check	0	0.00
In House	0	0.00
Safe Drops	0	0.00
Tot Payment Out		( 0.00 )

Payment In		
Category	Count	Amount
Cash Back Cancels	0	0.00
Pay In	0	0.00
In House	0	0.00
Safe Loans	0	0.00

Tot Payment In

0.00

memo items		
Category	Count	Amount
Items	2	
Customer	1	
No Sales	0	
Drwr Viols	Viols 0	
Login Overrides	0	
Discounts	0 0.00	
Err/Corrects	2	40.15
Void Lines	0	0.00
Void Tickets	0	0.00
Positive	0	0.00
Negative	0	0.00
Scanned Coupons		
Ticket Level	0	0.00
Pump Overruns	Count	Volume
Auto settled	0	0.000
Manual settled	0	0.000

Category	Count	Amount
Suspended	0	0.00
Suspend/Void	0	0.00
Unsettled Suspend	0	0.00
Reserve Stop	0	0.00
Reserve Approve	0	0.00
Coin Dispenser	0	0.00
Vendor Payments	0	0.00
Safe Drop Cancels	0	

Pump Overruns	Count	Volume	Amount
Auto settled	0	0.000	0.00
Manual settled	0	0.000	0.00



## ERROR CODES

ERROR CODE	Message	Description / Action
E1235	MONEY ORDER PRINTER UNAVAILABLE. CONTINUE Y/N?	The money order just sold cannot be printed because the POS is unable to communicate with the money order printer.
		The money order must be entered and printed locally on the money order terminal.
E1237	NO MONEY ORDER PURCHASE FOR MOP.	An MOP, with the "Allow Money Order Purchase" parameter set to 'N', was used.
		To purchase a money order, select another MOP.
E1238	TOO MANY MONEY ORDERS IN SALE.	Attempted to sell more money orders on the current ticket than allowed. End the current transaction.
		Start a new transaction for the rest of the money orders.
E1239	MONEY ORDER PRINTER UNAVAILABLE. EXITING PAY OUT.	A money order pay out was attempted and the POS terminal was unable to communicate with the money order printer.
		Check the communications link between the two machines.
E2012	ERR CLSING MO PRD	The period could not be closed on the money order device.
		See the money order terminal documentation for instructions.

ERROR CODE	Message	Description / Action
E7040	M.O. CHECKS LOW	Alarm Line Only: The printer is running out of money order checks and needs to be reloaded soon.
		The appearance of this message is set with the "Money Order Low check Limit" parameter in Manager > Configuration > Sales Configuration.
		Refill the printer with money order checks.
E7041	M. O. COMM ERROR	Alarm Line Only: Communications have been lost between the POS and the money order terminals.
		Check connections between the two devices.
		This message clears when communication is reestablished and a money order transaction is successfully sent to the terminal.
E7042	MONEY ORDER AMOUNT TOO LARGE	A money order was sold for more than is allowed by the money order terminal.
		Change the maximum money order amount or sell two separate money orders totaling the necessary amount.

# 6 APPENDIX - PARTNER LINKS

#### MoneyGram International

Website: www.moneygram.com

#### **Contact Information:**

2828 North Harwood Street Dallas, TX 75201 Help Desk: 24 hours a day, 7 days per week. (800) 666-3947

#### Western Union

Websites: www.westernunion.com

#### **Contact Information:**

12500 East Belford Avenue, P.O. Box 6036 Englewood, CO 80112 Help Desk: 24 hours a day, 7 days per week. (800) 325-6000