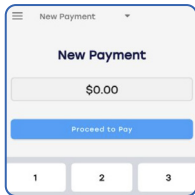


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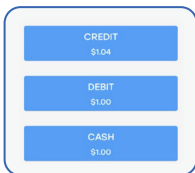
Payarc Support | support.payarc.com | 877.203.6624

Credit & Debit Sale

On the new payment page, enter the amount of the sale and select proceed to pay



Confirm that the amount is correct and select pay

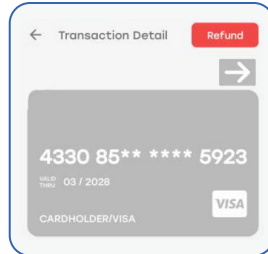


Select the card type if the customer is using a debit card you will select Debit

Have the customer insert their card or tap to pay. Once the sale is complete, select the desired receipt type

Refund

Select the three horizontal lines in the top left corner. Then select "transaction history", find the transaction you wish to refund and select it



In the top right corner, select the red "refund" button.

Select the reason for the refund

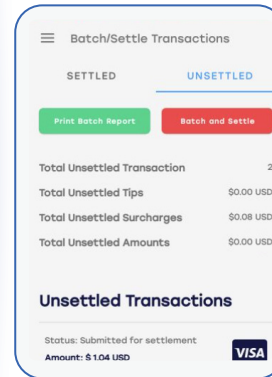
Give a brief description (must be more than 5 characters long e.g., "test sale")

Select credit for card type and enter the manager password

The default is the current date in **dd/mm/yyyy format**

Settle Batch

Select the three horizontal lines in the top left corner. Select Batch/Settle Transactions



Under unsettled, select batch and settle. Enter batch password (the default is 1234)

Go to the settled tab and select the batch. Click the printer icon to print a paper copy of the batch

Auto Batch

If the Auto Batch Out feature is activated, the device must be turned on and the Payarc app must be open for the device to automatically batch out properly

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Enable Signature on a Receipt

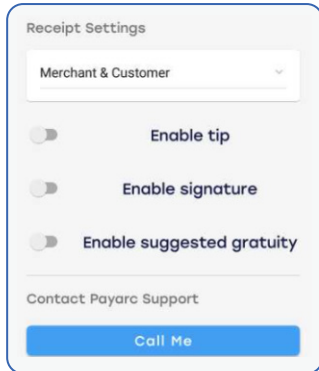
Tap the three-line menu at the top-left corner to access the menu



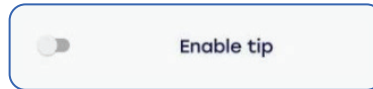
Select "**Settings**"

Scroll down to "**Receipt Settings**"

Toggle on "**Enable Signature**"



Enable Tips



Terminal

Tap the three-line menu at the top-left corner to access the menu

Select "**Settings**"

Toggle on "**Enable tip for each transaction**"

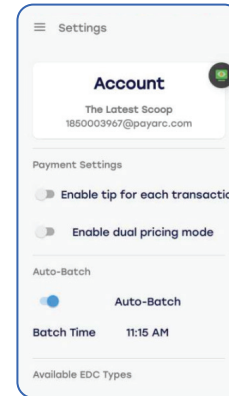
Receipt

Tap the three-line menu at the top-left corner to access the menu.

Select "**Settings**"

Scroll down to "**Receipt Settings**"

Toggle on "**Enable Tip**"



Cash Option

Tap the three-line menu at the top-left corner to access the menu

Select "**Settings**"

Toggle on "**Enable dual pricing mode**"

For more info on the Payarc App, please visit our [guide on the knowledge hub](#)

