Online Ordering **KAHALA** B R A N D S. **Refunds & Voids on the Gateway**

1.	Enter Login and Password at https://globalgatewaye4.firstdata.com/	Payeezy. Global Gateway e45M is now called Payeezy5M Gateway	EN <u>ES</u>
		Please enter your login information Login Pastword Login Forget Your Password?	
2.	From the Home screen, select Transactions	Account Corporate Customer Number State St	ATE (<u>Mr accourt</u>) San au0 Pages Administration S
3.	 Search for card holder/card There are three main ways to search: a. Enter Card Holder in search box and select search b. Enter Search Dates and select search c. Select Back 1 Day or Forward 1 Day 	Constrained C	IATE (Mr.accont Sen.ord)
4.	Transactions will display; the Actions column will display letters representing available actions (R- Refund, V-Void*) * Void will display only if transaction is from the current day and batches have not settled yet	Bibball Gate way e4 5M is now called Payee zy 5M Gateway Mone POS Tarenactions Reports Recurring Payment Extra Search Advanced earch Preferences Search	URTE (Musecanet i Sen and Pages Administration User: ID Taco Shop 14011 5 Taco Shop 14011 5 Taco Shop 14011

5. Select R or V; transaction will display

- a. Dollar amount is displayed
 - If refunding dollar amount *can* be adjusted
 - If voiding dollar amount *cannot* be adjusted
- b. Select Submit Transaction

6. A **receipt** will display allowing you to print or email a copy

Search transactions								
Search								
(Card Holder, Reference) Date								
Today • 2015/06/25 00:00	to 2015/06/25 23:59							
Merchant Account COLDSTONE #812								
All Terminals								
Search Reset								
« Back 1 Day Forward 1 Day »								
Print Download CSV			Number of Tra	nsaction	s: 6			
Actions Card Holder Card	Amount Card Number	Expiry	Transaction	Status	Time	Auth. Ref.	Num Cust. Ref Num	User ID
0			Tagged Void	1	2015/06/25 13:38:57			zdandres
RVN			Purchase	1	2015/06/25 13:03:24	-		Americas Taco Shop 1401
RWN			Purchase	1	2015/06/25 11:41:47	-		Americas Taco Shop 14011
RAVN			Purchase	4	2015/06/25 10:56:45	-		Blimpie Online 12197
0 M			Purchase	y	2015/06/25 10:51:03			Americas Taco Shop 1401
Refund Transaction								
Transaction Tag								
937518785								
Refund Amount								
(Maximum Refund USD 0.53)								
Reference Number								
Customer Reference								
Reference Number 3								
Fraud Suspected								
Submit Transaction or Cancel								
Date								
Today • 2015/06/25 00:00	to 2015/06/25 23:59							
Merchant Account								
Terminal								
All Terminals •								
Search Decet								
Search Rober								
« Back 1 Day Forward 1 Day »								
Actions Card Holdor Card	Amount Card Number	Evoior	Transaction	Status	Time	Auth Dof N	um Cust Rof Num	Lisor ID
	Amount Card Number	Expire	Durahasa	Status	2015/06/25 12:02:24	Autor Rella	un Sust Relinun	American Toto Shop 14011
			Durchase	-	2015/06/25 13:03:24			Americas Tato Shop 14011
P M M		_	Durchase	1	2015/06/25 11:41:47			Rimericals Facto Shop 14011
Void Transaction			Purchase	¥	2015/06/25 10:50.45			bampie Onane 12197
void Transaction								
Transaction Tag								
Amount								
0.53 USD								
Reference Number								
Fraud Suspected								
Submit Transaction or Cancel								
PAV M		_	Purchase		2015/06/25 10:49:44		1.	Americas Taco Shop 14011
Print Download CSV			lumber of Tran	sactions	5			Americas raco onop reorr
Entre Dominant Corv			with ber of Than	is actions				
APP	ROVED		T			API		
TRANSACTION RECORD					====== TRANSAC	TION RECORD)	
AIS ECOM 14011				ATS	ECOM 14011 W FLITOT RD			



 The summary transaction list will now show V or R on the status line for the modified transactions

New voided and/or refunded transactions will also be listed

Search								
(Card Holder, Reference)								
Today • 2015/06/25 00:00	m to 2015/06/25 23:59							
Merchant Account COLDSTONE #812								
Terminal								
All Terminals •								
lack 1 Day Forward 1 Day >		Number of	Transactions	: 7				
Actions Card Holder Card			Otatus	Time	Auth.	Ref Num	Cust. Ref Num	User ID
*		Tagged Re	fund 🧹	2015/06/25 13:43:40	N I			zdandres
		Tagged Vo	d 🧹	2015/06/25 13:38:57	-		-	zdandres
				2015/00/25 12:02:24	_	-	-	Americas Taco Shop 1401
N.		Purchase	~	2015/06/25 13:03:24				
4V M 4V M		Purchase	ž	2015/06/25 13:03:24				Americas Taco Shop 1401
** M ** M		Purchase Purchase Purchase	- Y	2015/06/25 13:03:24 2015/06/25 11:41:47 2015/06/25 10:56:45	Ξ			Americas Taco Shop 1401 Blimpie Online 12197
		Purchase Purchase Purchase Purchase	No second	2015/06/25 13:03:24 2015/06/25 11:41:47 2015/06/25 10:56:45 0015/06/25 10:51:03	Ξ	- - -		Americas Taco Shop 1401 Blimpie Online 12197 Americas Taco Shop 1401