

Manual Transactions

Access your Remote Terminal by clicking on:

[Start a New Transaction](#)

You will also find a list of your Recent Manual Transactions. These transactions are also included in your Transaction Reports.

Manual Transactions are not integrated into your registration system. That means that any transactions or refunds done through here will not be shown in your registration system. You will need to manually update your registration system.

Use the **INVOICE** and **DESCRIPTION** fields to keep track of what each transaction is for. The **INVOICE** field is shown on the receipt, but the description is not.

Frequently Asked Questions

What is the fee to process a manual transaction?

There is no additional fee to process a manual transaction. Only your per transaction fee applies.

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