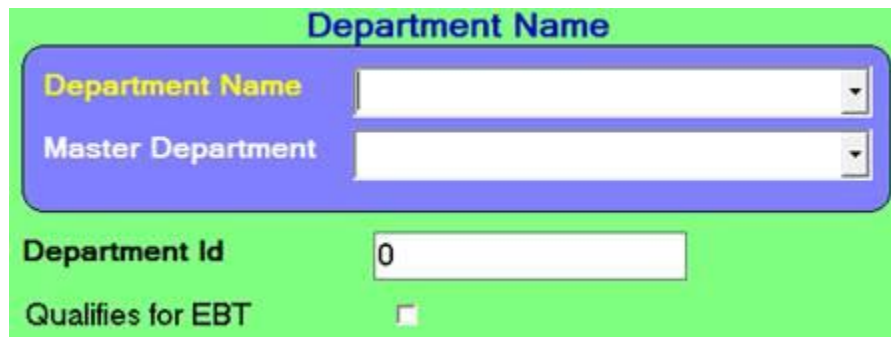


EBT Setup and Operation

To set up an EBT tender within MicroSale:

1. Select the checkbox for each department that you wish to accept EBT for. Go to Manager's Menu > Menu Maintenance > Department Menu > Select a department that will allow EBT and place a checkmark in the "Qualifies for EBT" box.



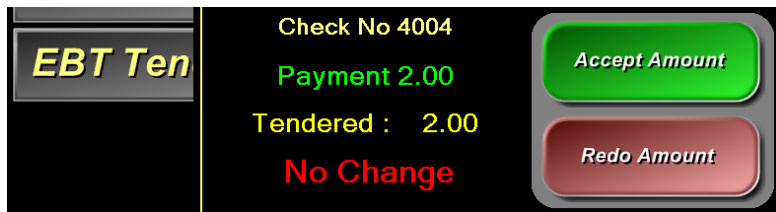
2. Add a function button for EBT. Go to Managers Menu > Register setup > Terminal Configuration > Edit Order Screen Buttons. Select "EBT Total" from the list on click on the available function button that you wish for it to be located on. Save when finished.



- a. As an alternative, you can go into 'Menu Items and Pricing' to add a function button called "EBT Total". Select "Function" in the Department drop down > Select the 'Department' button to sort the menu item list by only this department
 Find the Menu Item Name "EBT Total" then hit SAVE. Next, you will want to place "EBT Total" on a button in the button layout.
3. MicroSale will auto-create an 'EBT Tender' tender type in the tender screen for you at this point so you do not need to add one.
 - a. If you are using the EBT supported PAX device then this tender will not be use so you can delete the "EBT Tender" by going to Managers Menu → Register Setup → Terminal Configuration → Tenders –Job Codes-Paid Outs- etc., and selecting "EBT Tender" for the drop-down menu and touching the "Delete" button.

Using the EBT function within MicroSale:

1. When you ring in an order that will be tendered using EBT, you will select your menu item(s) and then select the 'EBT Total' button you created. This will show the check total on a new line labeled as "EBT Total" and makes the sale tax exempt.
2. Next you will "Close Check" or "Pay Order" to get to your tender screen.
3. You can then tender the check one of two ways:
 - a. Using the "EBT tender" if you are using a non-integrated EBT device. This will work similar to the cash button so that it will prompt you to accept amount or redo amount once you touch



it.

- b. Or, if you are using a PAX with EBT support you will select "Credit Card" → "EBT Card" followed by the PAX devices onscreen prompts.

