

Print Receipt From Card Transaction Query



Application Tip

Print Sale Receipt enables you to print the **Approved Payment** receipt.

Print Refund Receipt enables you to print a receipt for the approved refund.

Print Cash Refund Receipt enables you to print a receipt for a debit/cash refund.

To print a paper receipt from the *Card Transaction Query*, complete the following steps:

1. Enter the pertinent card details to process a card payment.
2. The *View Card Transaction History Details* page displays. Click **Print Sale Receipt** to print a paper receipt. Click **Return Home**.



Application Tip

Return Home enables you to return to the OTCnet Home Page.

Previous enables you to return to the previous page.



Application Tip

Refund Transaction is also enabled. An **Approved Receipt** prints for the approved transaction.



Application Tip

Print Sale Receipt remains enabled so that you can reprint additional receipts as needed.