



### **EBT ACH Settlement amount**

The credit that a Retailer receives through ACH corresponds to the *EBT* transaction total for the Retailer's *Settlement day* (6pm CST-6pm CST). The Retailer's designated cut-off time is 6:00p.m. Central Standard Time and the ACH credit amount is for the prior business day. EBT Transactions after 6:00p.m. Central Standard Time count toward the total for the next business day. Individual bank guidelines also determine when an ACH credit/debit is applied. This could delay an ACH reimbursement by an additional day after the respective business day.

If a reimbursement credit does not arrive at your bank within three banking days of the respective retail business day, please first contact your bank to determine if all ACH credits have been posted for that day. If you still have questions about your deposits, please continue to submit a ticket and a goEBT support agent will provide additional assistance.

### **EBT Settlement Total Report**

To print a report showing the expected *Settlement* total for the day, use the following instructions:

1. Examine an EBT receipt from that business day's transactions. Upon the receipt is shown the *Settlement Date*. Keep this date in mind.
2. Press the **F4 key** on your EBT Terminal. <Retailer Options>
3. Press the **#2 key** for <Reports>
4. Choose **#3 key** on the list of reports <Retailer Total>
5. The terminal will ask for your Supervisor ID, enter **1999** for the ID and **1999** for the password. Press the green enter key after each.
6. The terminal will ask for your *Settlement Date*. Enter the Settlement Date (2 digit month and 2 digit day) from step #1.
7. Once you enter the *Settlement Date*, your machine will contact your state EBT to discover your total then print that total on a receipt for your records.
8. This Report is your *Settlement Total*, showing the total of all transactions for the entered *Settlement Date* (6pm CST the previous day to 6pm CST on the Settlement Day).

### **Printing a Report Showing Your EBT Total for the Entire Business Day**

1. Log onto your EBT Terminal in the morning before you open. Clerk ID is 2020, Password 2000
2. Once logged on, your machine will begin to record all of your EBT transactions until it is logged off.
3. Log off the machine after you close your business. When you log off, the EBT machine will print a report showing your transaction total from the time you logged on.
4. You can use the log on/log off method to keep track of your daily, weekly, or monthly totals.
5. This *Log Off Report* only shows your EBT transactions total since your most recent Log On time. Once this report is printed, the total resets.