SHIFT4

LIGHTHOUSE BUSINESS MANAGER VIRTUAL TERMINAL USER GUIDE

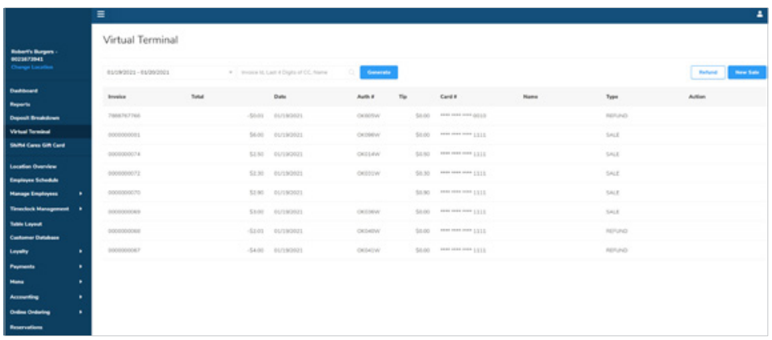
Lighthouse Business Manager (Lighthouse) Virtual Terminal allows owners to process New Sale, and Adjustment transactions separate from the POS.

Note: Lighthouse Virtual Terminal functions are available to owners only; these permissions cannot be delegated to any other merchant sub-users.

Logging In

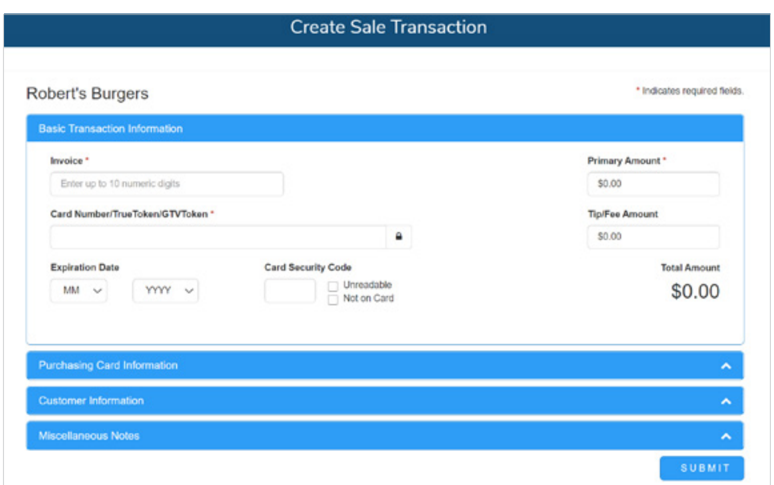
1. Log in to Lighthouse Business Manager.
2. Navigate to **Virtual Terminal** on the left menu.

   Note: Search existing transactions by date range or transaction detail (e.g., invoice ID, last four digits of credit card, name, etc.)

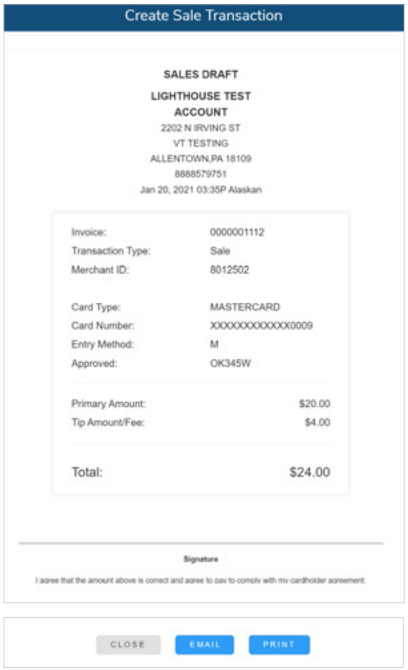


New Sale

1. Select **New Sale** from main Virtual Terminal screen.
2. Enter the required information (invoice number, card number, and primary amount) as well as any additional specifics for this transaction, including an optional tip or fee.
   a. Utilize the **Purchasing Card Information** section if paying with a purchasing card.
   b. Enter the **Customer Information**, if information like customer name and billing address is needed.
   c. Enter comments and transaction details in **Miscellaneous Notes** as needed.
3. **Submit** the transaction.



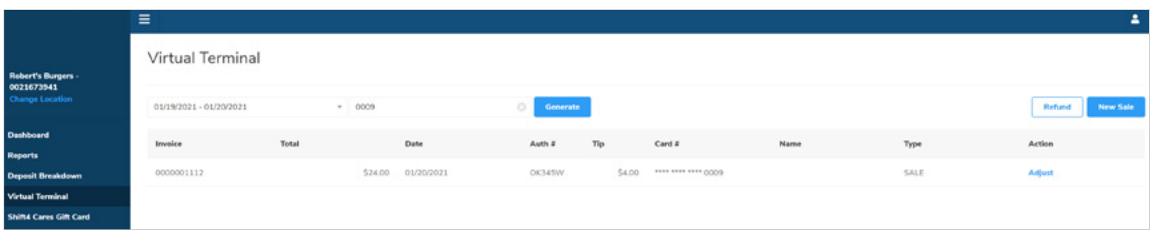
4. After submission, you will receive a basic receipt that can be emailed or printed.
   Note: After closing the receipt, refresh the page to view the transaction.



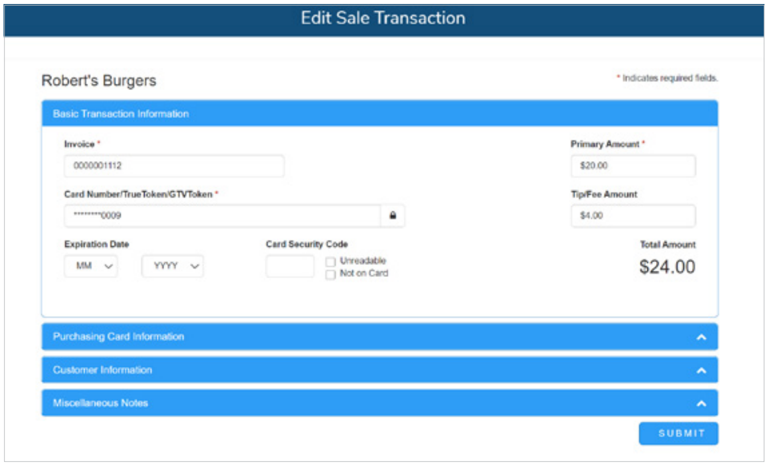
Adjust

The **Adjust** function is only visible for a transaction that has not yet been submitted for settlement.

1. Select the transaction you wish to adjust (you may need to utilize the search function).
2. Select the **Adjust** action from the transaction line.



3. The invoice number will automatically populate. Enter the remaining required information (card number and primary amount) as well as any additional specifics for this transaction.
   a. Utilize the **Purchasing Card Information** section if paying with a purchasing card.
   b. Enter the **Customer Information**, if information like customer name and billing address are needed.
   c. Enter comments and transaction details in **Miscellaneous Notes** as needed.



4. **Submit** the transaction.
5. The **Sales Draft** will display and can be emailed to or printed for the customer or your records.

   Note: After closing the receipt, refresh the page to view the transaction.