Retail

Quick Reference Card

SoftPay Verix 2.3 for Omni Terminals

Sale

Swipe Card or Press:	Sale
Swipe or Enter Account #:	ENTER
Choose Card:	*<card type>*
Exp Date (MMYY):	ENTER
[Optional Prompts Display] *[Password Input/Clerk Login]*	
Amount $:	ENTER
☞ **Cash Back $:**	ENTER
☞ *Enter PIN*	ENTER
Prnt Cust Copy?	Yes No

Force

Press:	Force
Swipe or Enter Account #:	ENTER
Choose Card:	*<card type>*
Exp Date (MMYY):	ENTER
[Optional Prompts Display] *[Password Input/Clerk Login]*	
Amount $:	ENTER
Appr Code:	ENTER
(Approval Message)	
Prnt Cust Copy?	Yes No

Refund

Press:	Refund
Swipe or Enter Account #:	ENTER
Choose Card:	*<card type>*
Exp Date (MMYY):	ENTER
[Optional Prompts Display] *[Password Input/Clerk Login]*	
Amount $:	ENTER
Prnt Cust Copy?	No Yes

Void

Press:	Void
Void Last Trans?	Yes No
Retrieve By:	Inv # Acct #
Invoice Number: Last 4 digits:	ENTER
[Transaction Displays] Options are:	
	Yes No Next
Prnt Cust Copy?	Yes No

Reprint

Press:	Reprint
Select:	Last Receipt
	Any Receipt
Invoice Number:	ENTER
Printing…	

Settlement

Press:	Settlement
Password:	ENTER
Scroll hosts, Press:	Next Prev
Select host, Press:	Select
[Terminal Displays Totals]	
Enter to Confirm:	ENTER
OR	
Sales:	ENTER
Refunds:	ENTER
Total:	ENTER
[Communications Response] *[Settlement Report Prints]*	

Note: ☞ = Debit transaction
▓ = Optional

Phone/Web

Press: `Phone Order`

Account #: `ENTER`
(Manual entry only)

Customer Number: `ENTER`

Choose Card: `<Card Type>`

Exp Date (MMYY): `ENTER`

[Password Input/Clerk Login]

V-Code: `ENTER`
(MC/Visa only)

Ticket Number: `ENTER`

Amount $: `ENTER`

Address: *and /or* **Zip Code:** `ENTER`
(MC/Visa only)

Prnt Cust Copy? `Yes` `No`

Reports

Press: `Reports`

Select report:

Totals Report	Shift Reports
Detail Report	Unadjust Rpt
Host Totals Rpt	Batch History
Server Reports	Terminal Param
	Terminal Stats
	Merchant Rpt

If Server Report, select report:

Totals Report	IRS Tip Report
Detail Report	Discount Tip
Server Table	

If Batch History, select: `Date` `All`

If Merchant, Password: `ENTER`

Report Key: m = Manually keyed
* = Trans. adjusted

Batch Review

Press: `Batch Review`

Password: `ENTER`

Retrieve by: `Clrk` `Amt` `Acct` `Inv#`

[Terminal prompts for additional information]
[Transaction Displays]

Select: `Adj` `Void` `Prev` `Next`

Adjust Option: `Amt` `Tip` `Clrk` `Appr`

Void `Yes` `No` `Next`

Prnt Cust Copy? `Yes` `No`

NOTE: To scroll any menu, press ▼ until desired option appears. ◄ key changes the direction of the scrolling arrow.

VeriFone