⚙ RBS WorldPay™

EBT SALE

Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1. Press **Enter** and select **Transaction**. Select **Sale** and then **EBT**.
Swipe Customer Card Or Enter Card Number	2. Swipe EBT card.
Or Key Manually	
Swipe Customer Card Or Enter Card Number	3. **Card num. +** **Enter**
Enter Password *<If prompted>*	4. **Password +** **Enter**
Food Stamp EBT Cash Benefit	5. Select **Food Stamp** or **Cash Benefit**.
Enter Cashier/ Server Number *<If prompted>*	6. **Cashier/Server num.** **+** **Enter**
Enter Table I.D. Number *<If prompted>*	7. **Table I.D. num. +** **Enter**
Enter Ticket Number *<If prompted>*	8. **Ticket num. +** **Enter**
Amount $0.00	9. **Sale amount +** **Enter**
Cash Benefit Transaction Only	
Tip Amount *<If prompted>*	10. **Tip amount +** **Enter**
Cash Amount *<If prompted>*	11. **Cash back amount** **+** **Enter**
Total Correct $x.xx Correct? Yes or No *<If prompted>*	12. Select an option: • If total is correct, press **Enter** for "Yes". • If total is incorrect, press **Clear** for "No" and return to Step 9.
Enter Invoice Number *<If prompted>*	13. **Invoice num. +** **Enter**
Total $x.xx Enter PIN	14. Customer types **PIN.**
	Continued in next column...

EBT SALE

Screen Prompt	Action
Comms	15. Terminal contacts Host and receipt prints.
Press Any Key to Print Customer Receipt	16. Press **Enter** for customer receipt.

VOID REVERSAL

Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1. Press **Enter**. Select **Batch** and then scroll to **Void**.
Enter Password *<If prompted>*	2. **Password +** **Enter**
Last Invoice	3. Select an option: • To retrieve the last transaction, select **Last** and skip step 4. • To retrieve by invoice number, select **Invoice**.
Enter Invoice Number *<If prompted>*	4. **Invoice num. +** **Enter**
INV:XXXXXX $X.XX Correct? Yes or No	5. Press **Yes** to void the transaction.
Total $x.xx Enter Pin	6. Customer types **PIN.**
Swipe Customer Card Or Enter Card Number	7. Swipe card or type card number.
Comms	8. Terminal contacts Host and receipt prints.
Or Key Manually	
Swipe Customer Card Or Enter Card Number	9. **Card num. +** **Enter**
Press Any Key to Print Customer Receipt	10. Press **Enter** for customer receipt.

REFUND (FOOD BENEFITS ONLY)	
Screen Prompt	**Action**
Swipe Customer Card Or Enter Card Number	1. Press (Enter). Select **Transaction** and then **Refund**.
Enter Password *<If prompted>*	2. **Password +** (Enter)
Debit Credit EBT Cash	3. Select **EBT.**
Swipe Customer Card or Enter Card Number	4. Swipe card.
Or Key Manually	
Swipe Customer Card Or Enter Card Number	5. **Card num. +** (Enter)
Enter Cashier/ Server Number *<If prompted>*	6. **Cashier/Server num. +** (Enter)
Enter Table I.D. Number *<If prompted>*	7. **Table I.D. num. +** (Enter)
Enter Ticket Number *<If prompted>*	8. **Ticket num. +** (Enter)
Amount $0.00	9. **Refund amount +** (Enter)
Enter Invoice Number *<If prompted>*	10. **Invoice num. +** (Enter)
Total $x.xx Enter Pin	11. Customer types **PIN.**
Comms	12. Terminal contacts Host and receipt prints.
Press Any Key to Print Customer Receipt	13. Press (Enter) for customer receipt.

OFFLINE SALE (FOOD BENEFITS ONLY)	
Screen Prompt	**Action**
Swipe Customer Card Or Enter Card Number	1. Press (Enter) and select **Transaction**. Select **Offline** and then **Voucher Clr**.
Enter Password *<If prompted>*	2. **Password +** (Enter)
Swipe Customer Card Or Enter Card Number	3. Swipe card.
Or Key Manually	
Swipe Customer Card Or Enter Card Number	4. **Card number +** (Enter)
Take Imprint Of Card And Press Enter	5. Select an option: • To continue the sale, press (Yes) • To cancel the sale, press (No)
Enter Cashier/ Server Number *<If prompted>*	6. **Cashier/Server num. +** (Enter)
Enter Table I.D. Number *<If prompted>*	7. **Table I.D. num. +** (Enter)
Amount $0.00	8. **Sale amount +** (Enter)
Enter Invoice Number *<If prompted>*	9. **Invoice num. +** (Enter)
Enter Approval Code	10. **Approval code +** (Enter)
Enter Voucher	11. **Voucher num. +** (Enter)
Comms	12. Terminal contacts Host and receipt prints.
Press Any Key to Print Customer Receipt	13. Press (Enter) for customer receipt.

OFFLINE REFUND (FOOD BENEFITS ONLY)

Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1. Press **Enter** and select **Transaction.** Select **Offline** and then **Vchr Clr Ref.**
Swipe Customer Card Or Enter Card Number	2. Swipe card.
Or Key Manually	
Swipe Customer Card Or Enter Card Number	3. **Card num. +** **Enter**
Take Imprint Of Card And Press Enter	4. Select an option: •To continue the sale, press **Yes** •To cancel the sale, press **No**
Enter Cashier/ Server Number *<If prompted>*	5. **Cashier/Server num. +** **Enter**
Enter Table I.D. Number *<If prompted>*	6. **Table I.D. num. +** **Enter**
Amount $0.00	7. **Refund amount +** **Enter**
Enter Invoice Number *<If prompted>*	8. **Invoice num. +** **Enter**
Enter Approval Code	9. **Approval code +** **Enter**
Enter Voucher	10. **Voucher num. +** **Enter**
Comms	11. Terminal contacts Host and receipt prints.
Press Any Key to Print Customer Receipt	12. Press **Enter** for customer receipt.

BALANCE INQUIRY

Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1. Press **Enter**. Select **Transaction** and then scroll to **Balance.**
Debit EBT	2. Select **EBT.**
Swipe Customer Card Or Enter Card Number	3. Swipe card.
Or Key Manually	
Swipe Customer Card Or Enter Card Number	4. **Card num. +** **Enter**
Enter Cashier/ Server Number *<If prompted>*	5. **Cashier/Server num. +** **Enter**
Food Stamp EBT Cash Benefit	6. Select **Food Stamp** or **EBT Cash Benefit.**
Total $0.00 Enter Pin	7. Customer types **PIN.**
Comms	8. Terminal contacts Host and receipt prints.

BATCH SETTLE

Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1. Press **Settle**.
Enter Password *<If prompted>*	2. **Password +** **Enter**
Scanning Batch	*Terminal scans for batch totals*
Sales Total $X.XX Correct?	3. Press **Yes** to confirm.
Refund Total $X.XX Correct?	4. Press **Yes** to confirm.
Comms	*Terminal contacts host*
Batch Closed	*Settlement is complete*
Scanning Batch	*Settlement report is printed*