✳✳ RBS WorldPay™

CREDIT SALE

Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1. Swipe card.
Or Key Manually	
Swipe Customer Card Or Enter Card Number	**2. Card num. +** (Enter)
Debit? *<If prompted>*	3. Press (No)
Enter Password *<If prompted>*	4. **Password** + (Enter)
Expiration Date MMYY	5. **Exp. Date** + (Enter)
Card Present?	6. Select an option: •(Yes) - sale continues •(No) - skip step 7
Take Imprint Of Card And Press Enter	7. Select an option: •(Yes) - skip step 8 •(No) - sale cancelled
Mail/Phone Trans Web Secure Trans	8. Select an option: •**Mail/Phone Trans** •**Web Secure** is a Internet Sale
Enter Cashier *<If prompted>*	9. **Cashier num.** + (Enter)
Not Provided Present Illegible Not Present	10. Select an option: •If **Not Provided**, **Illegible** or **Not Present** is selected, skip step 11 •If **Present** is selected, continue to step 11
CVV2 From Card	11. **CVV2 code** + (Enter)
Enter Ticket Number *<If prompted>*	12. **Ticket num.** + (Enter)
Amount $0.00	13. **Sale Amount** + (Enter)
Enter Tip $0.00 *<If prompted>*	14. **Tip Amount** + (Enter)
	Continued in next column...

CREDIT SALE

Screen Prompt	Action
Total $x.xx Correct? Yes or No	15. Select an option: •If the total is correct, press (Enter) •If the total is incorrect, press (Clear) and return to step 13
Enter Billing Address *<If prompted>*	16. **Customer's billing address street number** + (Enter)
Enter Billing Zip Code *<If prompted>*	17. **Customer's billing ZIP code** + (Enter)
Enter Invoice Number *<If prompted>*	18. **Invoice num.** + (Enter)
Comms	19. Terminal contacts Host and receipt prints.
P.O./I.D. Number *<If prompted>*	20. **P.O./I.D. Number** + (Enter)
Tax Indicator None Present Exempt *<If prompted>*	21. Select appropriate Tax Indicator •If none or exempt is selected, skip step 22 •If present is selected, continue to step 22
Tax Amount $X.XX	22. **Tax Amount** + (Enter)
Press Any Key to Print Customer Receipt	23. Press (Enter) for customer receipt.

DEBIT SALE	
Screen Prompt	**Action**
Swipe Customer Card Or Enter Card Number	1. Press **Enter** and select **Transaction**. Select **Sale** and then **Debit**.
Swipe Customer Card Or Enter Card Number	2. Swipe debit card.
Enter Password *<If prompted>*	3. **Password + Enter**
Enter Cashier Number *<If prompted>*	4. **Cashier num. + Enter**
Enter Ticket Number *<If prompted>*	5. **Ticket num. + Enter**
Sale Amount $0.00	6. **Sale amount + Enter**
Cash Amount $0.00 *<If prompted>*	7. **Cash back amount + Enter**
Total $0.00 Correct? $Yes or No	8. If correct, press **Yes**
Enter Tip $0.00 *<If prompted>*	9. **Tip amount + Enter**
Total $.x.xx Correct? Yes or No *<If prompted>*	10. Select an option: • If the total is correct, press **Enter** • If the total is incorrect, press **Clear** and return to step 6.
Invoice Number *<If prompted>*	11. **Invoice num. + Enter**
Total $x.xx Enter PIN	12. Customer types **PIN.**
Comms	13. Terminal contacts Host and receipt prints.
Press Any Key to Print Customer Receipt	14. Press **Enter** for customer receipt.

VOID	
Screen Prompt	**Action**
Note: *If the Invoice Number is unknown, you must void using the **Batch Review** instructions.*	
Swipe Customer Card Or Enter Card Number	1. Press **Enter**. Select **Batch** then scroll to **Void**.
Enter Password *<If prompted>*	2. **Password + Enter**
Last Invoice	3. Select an option: • To retrieve the last transaction processed, select **Last** and skip step 4. • To retrieve by invoice number, select **Invoice**.
Enter Invoice Number	4. **Invoice num. + Enter**
INVxxxxxx $x.xx Correct? Yes or No	5. Press **Yes** to void the transaction.
Debit Void Only	
Total $x.xx Enter PIN	6. Customer types **PIN**.
Swipe Customer Card	7. Swipe card.
Comms	8. Terminal contacts Host and receipt prints.
Press Any Key to Print Customer Receipt	9. Press **Enter** for customer receipt.

CREDIT REFUND	
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 **Credit**
Swipe Customer Card or Enter Card Number	4. Swipe card.
Or Key Manually	
Swipe Customer Card Or Enter Card Number	5. **Card num.** + **Enter**
Expiration Date MMYY	6. **Exp. date** + **Enter**
Enter Cashier Number *<If prompted>*	7. **Cashier num.** + **Enter**
Enter Ticket Number *<If prompted>*	8. **Ticket num.** + **Enter**
Amount	9. **Amount** + **Enter**
Enter invoice Number *<If prompted>*	10. **Invoice num.**+ **Enter**
Comms	11. Terminal contacts Host and receipt prints.
Press Any Key to Print Customer Receipt	12. Press **Enter** for customer receipt.

OFFLINE SALE	
Screen Prompt	**Action**
Swipe Customer Card Or Enter Card Number	1.Press **Enter** and select **Transaction**. Select **Offline** and then **Sale <Offline>**.
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 num.** + **Enter**
Expiration Date MMYY	5. **Exp. date** + **Enter**
Take Imprint Of Card And Press Enter	6. Select an option: •To continue the sale, press **Yes** •To cancel the sale, press **No**
Enter Cashier *<If prompted>*	7. **Cashier num.** + **Enter**
Enter Ticket Number *<If prompted>*	8. **Ticket num.** + **Enter**
Amount $0.00	9. **Sale amount** + **Enter**
Enter Invoice Number *<If prompted>*	10. **Invoice num.** + **Enter**
Enter Approval Code	11. **Approval Code** + **Enter**
Transaction Accepted	12. Receipt prints.
Press Any Key to Print Customer Receipt	13. Press **Enter** for customer receipt.

AUTHORIZATION ONLY	
Screen Prompt	**Action**
`Swipe Customer Card Or Enter Card Number`	1. Press **Enter**. Select **Transaction** and then scroll to **Auth Only.**
`Swipe Customer Card Or Enter Card Number`	2. Swipe card.
Or Key Manually	
`Swipe Customer Card Or Enter Card Number`	3. **Card num. +** **Enter**
`Expiration Date MMYY`	4. **Exp. date +** **Enter**
`Enter Cashier Number` *<If prompted>*	5. **Cashier num. +** **Enter**
`Amount $0.00`	6. **Auth. amount +** **Enter**
`Enter Invoice Number` *<If prompted>*	7. **Invoice num. +** **Enter**
`Comms`	8. Terminal contacts Host and receipt prints.
`Press Any Key to Print Customer Receipt`	9. Press **Enter** for customer receipt.

CASH SALE	
Screen Prompt	**Action**
`Swipe Customer Card Or Enter Card Number`	1. Press **Enter** and select **Transaction**. Select **Sale** and then scroll to **Cash**.
`Enter Password` *<If prompted>*	2. **Password +** **Enter**
`Enter Cashier Number` *<If prompted>*	3. **Cashier num. +** **Enter**
`Enter Ticket Number` *<If prompted>*	4. **Ticket num. +** **Enter**
`Amount $x.xx`	5. **Sale amount +** **Enter**
`Amount Paid $x.xx`	6. **Cash amount received from customer +** **Enter**
`Enter Invoice Number` *<If prompted>*	7. **Invoice num. +** **Enter**
`Sale Amount$x.xx Amount Paid$x.xx Change Due $x.xx Approval`	8. Press **Enter** for receipt if change is due. Receipt prints automatically if there is no change due.
`Press Any Key to Print Customer Receipt`	9. Press **Enter** for customer receipt.

ADJUSTMENT	
Screen Prompt	**Action**
Note: *If the invoice number is unknown, you must adjust using* ***Batch Review*** *instructions.*	
`Swipe Customer Card Or Enter Card Number`	1.Press **Enter**. Select **Batch** and then scroll to **Adjust.**
`Enter Password` *<If prompted>*	2. **Password +** **Enter**
`Enter Cashier` *<If prompted>*	3. **Cashier num. +** **Enter**
`Enter invoice Number or Press Enter To View List`	4. Select an option: •Type **invoice num.** to locate exact transaction •Press **Enter** to scroll through transactions.
`Inv:xxxxxx Total  $x.xx Correct? Yes or No`	5. Press **Enter** if total is correct or press No/ Clear to adjust.
`Transaction Accepted`	6. Press **Cancel** to exit or **Enter** another invoice number to adjust.

CHECK SALE	
Screen Prompt	**Action**
`Swipe Customer Card Or Enter Card Number`	1.Press **Enter**. Select **Transaction** and then **Check.**
`Check Verify`	2. **Check Verify +** **Enter**
Note*: Follow the screen prompts. Prompts will vary depending on the check service provider.*	
`Comms`	*Terminal contacts host*
`Approval code is displayed on the terminal`	

REPORTS	
Screen Prompt	**Action**
From main screen	1.Press **Reports**
`Enter Password` *<If prompted>*	2. **Password +** **Enter**
`Audit Summary Cashier Tips-`*If Active* `Tip Discount-`*If Active* `Reprint Performance Configuration History`	3. Select **report type**
Audit Report (Detail + Totals)	
`All Hosts RBS Cash AMEX PIP <If Active>`	4. Select desired **host**.
`Scanning Batch`	5. Terminal prints reports.
Summary Report (Totals Only)	
`Scanning Batch`	6. Terminal prints reports.
Cashier Report	
`Detail Summary Unadjusted`	7. Select **report type**
`Cashier Enter For All`	8. **Cashier num. +** **Enter**

BATCH REVIEW

Screen Prompt	Action
Swipe Customer Card Or Enter Card Number	1. Press . Select **Batch** and then **Review.**
Enter Cashier *<If prompted>*	2. **Cashier num1 Tf2 1**